Advt. No.PD/HRDD/REC/02/2014

RECRUITMENT OF SECURITY OFFICERS IN MMGS-II -2014-15

Syndicate Bank a leading Public Sector Bank, invites applications from Indian Citizens for appointment of Security Officers in Middle Management grade/scale II. The details are given below:

IMPORTANT DATES: -

01	**Online Payment of Application Fees**	**03.12.2014 To 18.12.2014**
02	**Opening date for Online Registration**	**03.12.2014**
03	**Last Date for Online Registration (Including for candidates from far-flung areas)**	**18.12.2014**

An Officer with 5 years commissioned service in the Army/Navy/ Air Force or a Police Officer not below the rank of ASP/ DySP with 5 years of service or Officers of identical rank in Para military forces with 5 years of service. Territorial Army, Officers should have a minimum of 5 years embodied service can only apply.

DETAILS OF VACANCIES:

Post code	Name of the Post	Grade/Scale	Vacancies
1	Manager (Security)	MMG/S-II	21

RESERVATION IN POSTS:

Scale	No. of Vacancies				
	Total	SC	ST	OBC	GEN/UR
MMG/S – II	21	3	1	6	11

Abbreviations used:

MMG/S – Middle Management Grade / Scale.

SC   - Scheduled Caste   ST - Scheduled Tribe   OBC   - Other Backward Classes
GEN   - General Category,   UR - Unreserved

Note:

(i) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

EMOLUMENTS:

Pay Scale, Allowances and Perquisites as applicable		
Scale	**Pay Scale**	**Approx. total emoluments at the start of the scale inclusive of DA, CCA & HRA at Metropolitan Centres**
MMG/S – II	19400 - 28100	` 40970/-

In addition, Quarters facility (in lieu of HRA), Conveyance, Medical Aid, LFC and retirement benefits are admissible as per the rules of the Bank.

Probation and Confirmation: The selected candidates will be on probation for a period of 1 year from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provisions of the Syndicate Bank (Officers) Service Regulations.

Posting and Transferability of the selected candidates: The selected candidates will be posted and thereafter liable to be transferred any where in India.

1. **ELIGIBILITY CRITERIA: NATIONALITY/ CITIZENSHIP:**

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview to be conducted by the Bank but on final selection the offer of appointment will be given only after the Government of India has issued the necessary eligibility certificate to him/her.

2. **THE AGE, QUALIFICATION AND EXPERIENCE AS ON 01.09.2014 FOR THE ABOVE POSTS ARE PRESCRIBED AS UNDER:**

Sl. No.	Name of the Post	Scale	Age	Educational Qualification and Experience
1	Security Officer	II	Min. 25 years and Max. 45*years ***Inclusive of all Relaxation**	Graduation from any recognised University **And** An Officer with 5 years commissioned service in the Army/Navy/ Air Force or a Police Officer not below the rank of ASP/ DySP with 5 years of service or Officers of identical rank in Para military forces with 5 years of service. Territorial Army, Officers should have a minimum of 5 years embodied service.

Note:
1.   Degrees obtained from the colleges/ Universities Recognized by the /UGC/AICTE/ Govt. of India only will be considered.

2.   In addition to the qualification and experience, the Candidates should have working knowledge in Computers.

a) Degree/PG degree Certificate issued by the University during the convocation shall be produced.

b) Year-wise/Semester-wise marks sheets of each year/semester in respect of the qualifying examination from the University concerned should be produced.

3   **RESERVATIONS:**

Reservation for SC/ST/OBC candidates will be provided as per Government guidelines. Candidates belonging to and applying under 'Reserved OBC category" are required to submit a Certificate regarding his/her 'Community' in the prescribed format **"FORM OF CERTIFICATE TO BE PRODUCED BY OTHER**

BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (**Format available on Bank's website along with this Notification**) and the certificate should contain the "**Non-creamy Layer Clause**" which is not more than one year old. Candidates not producing the above certificate will not be considered under the OBC category.

4. **THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC CANDIDATES IS AS UNDER:**

    (a) For SC/ST/OBC:

    District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

5. **SELECTION PROCEDURE:-**

    Selection will be made on the basis of interview. However, Bank reserves the right to conduct Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test. The Bank reserves the right to call only the requisite number of candidates for the Interview/Group Discussion or Online Test after preliminary screening/short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.

6. **GENERAL ELIGIBILITY**:

    Medical Fitness, Character and caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically Fit by a Doctor or a panel of Doctors approved by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

7. **GENERAL INSTRUCTIONS:-**

    1. Candidates are required to apply only '**online**. Any other form of application shall be rejected.

    2. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.

    3. In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.

    4. All candidates will have to produce original as well as attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.

5. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate should not be more than one year old as on the date of application.

6. The candidates will have to appear for the interview at their own expense. However, unemployed eligible SC/ST outstation candidates attending the Interview will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel.

7. Only candidates willing to serve anywhere in India should apply.

8. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.

9. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/ her candidature may not be considered.

10. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.

11. The candidates will appear for the interview at the allotted centres at their expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.

12. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

13. Canvassing in any form will be a disqualification.

14. **Action against candidates found guilty of misconduct**:-Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'online' application.

15. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.

16. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.

17. The final selection will be on the basis of performance in Group Discussion/ interview only.

18. **SERVICE BOND:** The selected candidates shall execute a Service Bond at the time of joining the Bank undertaking to serve the Bank for a minimum period of 2 years from the date of joining the Bank or to pay the Bank a sum of ₹ **1.00** lakhs (Rupees One lakhs only), should the candidate leave the Bank before completion of 2 years service period

19 Action against candidates found guilty of misconduct:
   Candidates are advised in their own interest that they should not furnish any particulars that   are false, tampered, fabricated or should not suppress any

material information while filling up the application form. At the time of GD/Interview, if a candidate is (or has been) found guilty of:

  (i) Using unfair means or
(ii) Impersonating or procuring impersonation by any person or
(iii) Misbehaving in the GD / interview or
(iv) Resorting to any irregular or improper means in connection with his/her candidature by selection or
(v) Obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:
    a. to be disqualified from the GD / interview for which he/she is a candidate
    b. to be debarred, either permanently or for a specified period, from any examination/interview or recruitment conducted by Bank.

08.   APPLICATION FEE (INCLUDING POSTAGE/INTIMATION CHARGES) (NON-REFUNDABLE):

SC/ST	All others including OBC
Intimation Charges	Intimation Charges + Application Fee
50/-	300/-

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate

A. Application Procedure

(i) Candidates to go to the Bank's website www.syndicatebank.in and then click on the option **"APPLY ONLINE"** which will open a new screen.

(ii) To register application chooses the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

(iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

(iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

(v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

(vi) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

(vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature - (annexure I).

(viii)   Candidates can proceed to fill other details of the Application Form.

(ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

(x) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(xi) Click on 'Payment' Tab and proceed for online payment.

B. PAYMENT OF FEES (ONLINE MODE ONLY)

1.   The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2.   The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking.
3.   After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4.   On successful completion of the transaction, **an e-Receipt** will be generated.
5.   Non-generation of ''E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6.   Candidates are required **to take a printout of the e-Receipt** and online Application Form. Please note that if the same cannot be generated online transaction may not have been successful.
7.   For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8.   To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application and should ensure that the particulars filled in are accurate. The copy of the online application should be produced at the time of interview along with following documents:

a) Secondary School Certificate/School Leaving Certificate or any other documentary proof of age.
b) Mark Sheet (year Wise)showing specifically the Subject studied and Certificate/s in support of educational qualifications viz., SSLC, 12th/PUC, Graduate Degree, Post Graduate Degree, Professional qualifications etc.,
c) Experience certificate/s specifying designation, Grade/Scale, Job profile, period of service (with specific dates, emoluments, activity profile of previous and present employers etc.)
d) SC/ST/OBC/EX-Servicemen certificate/s wherever applicable.

The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change / alteration found may disqualify the candidature.

Note:

*1. Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded on any count nor can it be held in reserve for any other recruitment or selection process.*

2. The candidate must posses a valid email ID for filling the application. In case, candidate is not having a valid email ID, he/she can create a new email ID. This email ID should be valid for the entire duration of the project.

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for written test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for written test/ interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of written test and/or interview without assigning any reason. Government Guidelines on reservation in recruitment shall be applicable.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates

Date: 24.11.2014   **GENERAL MANAGER (P)**

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- o Photograph must be a recent passport style colour picture.
- o Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- o Look straight at the camera with a relaxed face
- o If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- o If you have to use flash, ensure there's no "red-eye"
- o If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- o Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- o Dimensions 200 x 230 pixels (preferred)
- o Size of file should be between 20kb–50 kb
- o Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- o The applicant has to sign on white paper with Black Ink pen.
- o The signature must be signed only by the applicant and not by any other person.
- o The signature will be used to put on the Hall Ticket and wherever necessary.
- o If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- o Dimensions 140 x 60 pixels (preferred)
- o Size of file should be between 10kb – 20kb
- o Ensure that the size of the scanned image is not more than 20kb

Scanning the photograph & signature:

- ▪ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ▪ Set Color to True Color
- ▪ File Size as specified above
- ▪ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- ▪ The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

<u>Note</u>:

- o In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- o After registering online candidates are advised to take a printout of their system generated online application forms.

In case the photograph or signature is unclear, the candidate may edit his/ her application and re-upload his/ her photograph or signature.