



**Head office: Manipal**

Advt. No.PD/HRDD/REC/03/2014

**RECRUITMENT OF SPECIALIST OFFICERS IN THE VARIOUS SCALES -2014**

Syndicate Bank a leading Public Sector Bank, invites applications from Indian Citizens for appointment of **Specialist Officers** in various Scales. The details are given below:

**IMPORTANT DATES:** -

Payment of Application Fees	06.01.2015 to 19.01.2015
Opening date for Online Registration	06.01.2015
Last Date for Online Registration	19.01.2015

**DETAILS OF VACANCIES:**

Post code	Name of the Post	Grade/Scale	Vacancies
1	Chief Manger (Law)	SMGS-IV	03
2	Chief Manger (IT)	SMGS-IV	06
3	Senior Manager (IT)	MMGS-III	18
4	Senior Manager (Statistician)	MMGS-III	01
5	Technical Officer (Civil)	JMGS-I	11
6	Technical Officer (Electrical)	JMGS-I	04
<b>TOTAL</b>			<b>43</b>

**RESERVATION IN POSTS:**

Scale	No. of Vacancies					Out of which PWD		
	Total	SC	ST	OBC	GEN	OC	VI	HI
JMG/S – I	15	2	1	4	8	1	-	-
MMG/S -III	19	3	1	5	10	-	-	1
SMG/S-IV	9	1	-	2	6	-	-	-

**Abbreviations used:**

JMG/S – Junior Management Grade / Scale. MMG/S – Middle Management Grade / Scale. SMG/S – Senior Management Grade /Scale.

SC - Scheduled Caste      ST - Scheduled Tribe      OBC - Other Backward Classes  
 GEN - General Category,    PWD – Persons With Disability,    OC – Orthopaedically challenged  
 VI – Visually Impaired, HI – Hearing Impaired

**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:**

<b>Pay Scale, Allowances and Perquisites as applicable</b>		
<b>Scale</b>	<b>Pay Scale ( ₹ )</b>	<b>Approx. total emoluments at the start of the scale inclusive of DA, CCA &amp; HRA at Metropolitan Centres</b>
JMG/S-I	14500 - 25700	₹ 30758/-
MMG/S -- III	25700 - 31500	₹ 54099/-
SMG/S - IV	30600 - 36200	₹ 64310/-

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 for MMGS-II & above and 2 years for JMGS-I 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 1<sup>st</sup> 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 01.11.2014 FOR THE ABOVE POSTS ARE PRESCRIBED AS UNDER:**

<b>Post No.</b>	<b>Name of the Post</b>	<b>Scale</b>	<b>Age</b>	<b>Educational Qualification</b>	<b>Experience</b>
1	Chief Manager (Law)	IV	Min.21 years and Max. 40 years	Post graduate/ Graduate in Law – Qualification as a Company Secretary would be an added advantage.	Minimum 08 years – must have worked in commercial banks, Financial Institutions in Law/ Recoveries Departments and handled related work for a minimum 4 years, practice as an advocate will be an added advantage.
2	Chief Manager (IT)	IV	Min. 21 years and Max. 40 years	BE/ B.Tech / M.Tech in Electronics & Telecommunications / Computer Science/ Information Technology or MCA or MSc. in Computer Science	a) Minimum 8 (eight) years experience of which 4 (four) years experience in Scale II / III or equivalent cadre in the related field in a Scheduled Commercial Bank / Financial Institution or Public / Private

					<p>Sector Enterprise.</p> <p>b) Candidates should have experience of handling any one or more of the following:</p> <ol style="list-style-type: none"> <li>i. Data center Management.</li> <li>ii. SOC Management.</li> <li>iii. Core Banking Application Management.</li> <li>iv. Banking Delivery Channel Management.</li> <li>v. Server / Database / Network /Security Management.</li> <li>vi. IT Procurement.</li> </ol> <p><b>c)</b> In addition to this, the Bank prefers candidates having:</p> <ol style="list-style-type: none"> <li>i. Industry reputed certifications in the respective area.</li> <li>ii. Project Management Skills</li> <li>iii. Team Building skills</li> <li>iv. Vendor Management skills</li> <li>v. Knowledge about working of financial organizations including Banks and knowledge of banking software as a developer or implementer.</li> <li>vi. Knowledge of policies and procedures of Public Sector Banks.</li> <li>vii. Experience in implementing / maintaining CBS is an added advantage.</li> <li>viii. Experience in technical evaluation of hardware / software.</li> <li>ix. Good communication skills – written and spoken.</li> <li>x. Experience in liaising with vendors</li> </ol>
3	Senior Manager (IT)	III	Min. 21 years and Max. 35 years	BE/B.Tech/ M.Tech in Electronics & Telecommunications / Computer Science /Information Technology or MCA or MSc. in Computer Science /Electronics	<p>a) Minimum 5 (five) years experience in the related field in a Scheduled Commercial Bank / Financial Institution / Public Sector Enterprise / MNC with minimum Turn over of ₹ 1000/- crores.</p> <p>b) Candidates should have minimum 3 (three) years experience of handling any one or more of the following:</p> <ol style="list-style-type: none"> <li>I. Server Administration of Unix and Windows based</li> </ol>

					<p>servers.</p> <p>ii. Database Administration of Oracle, SQL server and other databases. Candidates who have handled large databases like Core Banking databases will be given due weightage.</p> <p>iii. Network Administration of large network.</p> <p>iv. Security Administration.</p> <p>v. Software Development in latest platforms like JAVA, .NET</p> <p>c) In addition to this, the Bank prefers candidates having:</p> <p>i. Industry reputed certifications in the respective area.</p> <p>ii. Knowledge about working of financial organizations including Banks and knowledge of banking software as a developer or implementer.</p> <p>iii. Experience in implementing / maintaining CBS</p> <p>iv. Experience in technical evaluation of hardware / software.</p> <p>v. Good communication skills – written and spoken.</p>
4	Senior Manager (Stat)	III	Min. 21 years and Max. 35 years	Post graduation in Statistics / Mathematics / Economics with 55% and above. FRM / PRM will be added advantage.	<p>5 years work experience in any scheduled commercial bank as a statistician or Financial Analyst.</p> <p>5 years as officer in scheduled commercial bank with minimum 2 years as scale II or equivalent.</p> <p>Work experience in RMD will be added advantage.</p>
5	Assistant Manager (Technical-Civil)	I	Min. 21 years and Max. 28 years	B-Tech /BE Degree in Civil with minimum 50% aggregate mark.	2 years experience in the relevant field preferred.
6	Assistant Manager (Technical - Electrical)	I	Min. 21 years and Max. 28 years	B-Tech /BE Degree in Electrical Engineering with minimum 50% aggregate marks.	2 years experience in the relevant field preferred.

**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. RELAXATION IN UPPER AGE LIMIT: (In case of candidates belonging to the following categories)**

Sl. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates	3 years
iii)	Persons with Disabilities (VI/HI/OH)	10 years
iv)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	In the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, by 5 years, subject to ceiling as per Government guidelines.	5 years

**Note:**

- a) An Ex-Serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.  
There is no reservation for Ex service men in officers Cadre.
- b) In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.
- c) Candidates claiming relaxation under 3 (i to iii) should enclose necessary certificate as documentary proof.
- d) The candidates eligible for age relaxation under 3 (iv) above must produce the Domicile Certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1<sup>st</sup> Jan. 1980 and the 31<sup>st</sup> day of December 1989.

**4 RESERVATIONS:**

- A. 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.

**B. Persons with Disabilities:**

Reservation is available to Persons with Disabilities under Sec. 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of the relevant disability. A disability certificate issued by a Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopedics, ENT or Ophthalmology, as the case may be, **shall be produced**. Accordingly, candidates with the following disabilities are eligible to apply for the posts reserved/identified for them.

**Visually Impaired (VI)-**

**Blindness**" refers to a condition where a Person suffers from any of the following conditions:

- (i) Total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

**Low vision**" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

**Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non functional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of 60 decibels or more in the better ear in the conversational range of frequencies.

**Orthopedically Challenged (OC) :-**

Only those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

- BL - Both legs affected but not arms
- OA - One arm affected (R or L) –
- Impaired reach;
- weakness of grip;
- ataxia
- OL - One leg affected (R and or L)
- MW - Muscular weakness and limited physical endurance

In case of non-availability of reserved candidates, of particular disability, the Bank reserves the right to inter-change these categories as per Government Directives.

**5. 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.

**(b) For Persons with Disabilities:**

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

**6. SELECTION PROCEDURE:-**

For the position of Technical Officer in JMG/S I the candidates shall administer online written test and successful candidates will thereafter, are called for GD and /or interview. For other post Bank reserve the right whether to conduct online test and/or GD/interview depending on the number of eligible candidates applying for posts indicated. Accordingly we may inform the candidates in the advertisement as under:

- i). Depending on the number of candidates applying and fulfilling the eligibility for positions in MMG/S II, III and SMG/S IV shall be called for written test wherever Bank may deem necessary. However, for the purpose of interview, eligible candidates will be shortlisted for GD and /or personal interview. Candidates possessing more than prescribed work experience in the relevant discipline shall get preference. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview. The Bank reserves the right to call only the requisite number of candidates for the Interview after preliminary screening / short-listing with reference to candidates qualifications, suitability, experience, etc. However, candidates applying for the post of Technical Officer in JMG/S I, Bank may deem fit; will be required to undergo written test and /or GD/ interview. Wherever written test is conducted, candidates shall be called for GD / interview on the basis of their performance in the written test which is likely to be conducted at Metropolitan cities. However, Bank reserves the right to cancel or add any centre.
- ii). GD/ personal interview shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country suitability for the post etc. The minimum qualifying marks would be 40% for General Category and 35% for Reserved category. Candidates not clearing the personal interview will not be considered for final selection.
- iii). The post wise number of vacancies are provisional and may vary according to actual requirements of the Bank.
- iv). If no suitable candidate is found for a particular post/scale, the Bank reserve the right to cancel the process of recruitment for that post/scale.

**7. EXAMINATION CENTERS**

- (i) The examination will be conducted online in Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata and Mumbai.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) BANK also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

## **8. 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.

## **9. GENERAL INSTRUCTIONS:-**

1. Candidates are required to apply only **'online'**. Any other form of application shall be rejected.
2. Candidates can apply only for one post. Multiple Applications will be summarily rejected.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Only candidates willing to serve anywhere in India should apply.
9. 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.
10. 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.



11. 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.
12. The candidates will appear for the Test/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.
13. 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.
14. Canvassing in any form will be a disqualification.
15. **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.
16. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
17. 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.
18. The final selection will be on the basis of performance in Test / Group Discussion/ interview only.
19. **SERVICE BOND:** The selected candidates shall execute a Service Bond at the time of joining the Bank undertaking to serve the Bank - Chief Manager (IT) - Min Service period 3 years – Bond amount Rs 6 Lacs. , Senior Manager (IT) – Min service period 3 Yrs – Bond amount Rs. 3 Lacs. In respect of other post – Min service period - 2 Yrs Bond amount Rs. 2 Lacs
20. **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 Test/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 Test/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.

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

<b>SC/ST/PWD</b>	<b>All others including OBC</b>
Intimation Charges	Intimation Charges + Application Fee
₹ 50/-	₹ 500/-

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

## **11. HOW TO APPLY**

### **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

**Candidates can apply only online from 06.01.2015 to 19.01.2015 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

**Before applying online, candidates should:**

- (i) **Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.**
- (ii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**
- (iii) **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

**PAYMENT OF FEE ON LINE : 06.01.2015 to 19.01.2015**  
(both days inclusive)

<b>CATEGORY</b>	<b>AMOUNT (Rs.)</b>
<b>SC/ST/PWD</b>	<b>Rs. 50.00 (INTIMATION CHARGES ONLY)</b>
<b>GENERAL &amp; OTHERS</b>	<b>Rs. 500.00 (APPLICATION FEE + INTIMATION CHARGES)</b>

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

### **[A] Application Procedure**

Candidates to go to the Bank's website [www.syndicatebank.in](http://www.syndicatebank.in) and click on the 'CAREER' and then click on the link "**Recruitment of Specialist Officers**" this will open a new window in this window click on "APPLY ONLINE"

- (i) option “APPLY ONLINE” which will open a new screen.
- (ii) To register application choose 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- (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 detailed under point “C”.
- (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 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.**

#### **C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- In Case The Face In The Photograph Or Signature Is Unclear, The Application May Be Rejected.
- Candidate May Edit The Application And Re-Upload The Photograph/ Signature In Such Case.

##### **PHOTOGRAPH IMAGE:**

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

##### **(ii) SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.

- 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 Colour to True Colour.
- 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 folderfiles or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office 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 50KB (photograph) & 20KB (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 & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

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 form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to Bank.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

**It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.**

**Even if the last date of registration is changed due to technical reasons, the valid dates for payment of application fee will not be changed. Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc. will not be accepted. After registration the application printout need not be sent to the**

**Bank. The said application and copies of required documents mentioned above should be kept ready for submission at the time of interview.**

**Candidates serving in Government / Public Sector Undertakings will be required to submit “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered and will be cancelled for non-submission of NOC.**

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date of registration of application to avoid the possibility of disconnection/ inability/ failure to log on to the BANK website on account of heavy load on internet/website jam. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

**Date: 22.12.2014**

**GENERAL MANAGER (P)**