



Chander Mukhi Nariman Point Mumbai – 400 021  
 Web Site: www.centralbankofindia.co.in

**HUMAN RESOURCES DEVELOPMENT DEPARTMENT  
 (RECRUITMENT AND PROMOTION DIVISION)**

Central Bank of India a leading listed Public Sector Bank invites ONLINE applications for filling up 3196 Single Window Operators ‘A’/ SWO-A (in Clerical Cadre) posts, from Indian Citizens who have appeared in the Common Written Examination (CWE) for recruitment in clerical cadre conducted by IBPS in 2011-12 and have valid Score Card issued by IBPS, Mumbai.

| Particulars  | Important Dates                       |
|--|---------------------------------------|
| Payment of Application Fees / Intimation charges                                     | 22-12-2012 to 07-01-2013              |
| Opening Date for Online Registration   | 22-12-2012                            |
| Closing Date for Online Registration<br>(including candidates from far- flung areas) | 07-01-2013                            |
| Downloading of Interview Call Letters  | To be advised later on Bank’s website |

Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. They should note that Application Fee once deposited will neither be refunded nor adjusted against any other project. Candidates are advised to fill their particulars online themselves correctly. Candidates should ensure that particulars once submitted by them will be final and no further change will be allowed thereafter.

**1. Details of Vacancies:**

| State-wise distribution of 3196 clerical vacancies |                             |                        |          |    |     |     |                               |    |    |       |
|--|-----------------------------|------------------------|----------|----|-----|-----|-------------------------------|----|----|-------|
| Sr. No.  | State/ UT                   | Total for State / U.T. | Category |    |     |     | Out of total no. of vacancies |    |    |       |
|  |                             |                        | SC       | ST | OBC | GEN | OC                            | VI | HI | EXS M |
| 1  | Andhra Pradesh              | 192                    | 31       | 13 | 52  | 96  | 2                             | 2  | 2  | 28    |
| 2  | Andaman (U.T.)              | 2                      | 0        | 0  | 1   | 1   | 0                             | 0  | 0  | 0     |
| 3  | Arunachal Pradesh           | 2                      | 0        | 1  | 0   | 1   | 0                             | 0  | 0  | 0     |
| 4  | Assam                       | 48                     | 3        | 6  | 13  | 26  | 2                             | 0  | 0  | 7     |
| 5  | Bihar                       | 290                    | 46       | 3  | 78  | 163 | 3                             | 3  | 3  | 42    |
| 6  | Chandigarh (U.T.)           | 9                      | 2        | 0  | 2   | 5   | 0                             | 0  | 0  | 1     |
| 7  | Chhattisgarh                | 81                     | 10       | 26 | 5   | 40  | 1                             | 1  | 1  | 12    |
| 8  | Dadra & Nagar Haveli (U.T.) | 1                      | 0        | 0  | 0   | 1   | 0                             | 0  | 0  | 0     |
| 9  | Delhi                       | 178                    | 27       | 13 | 48  | 90  | 2                             | 2  | 2  | 26    |
| 10   | Goa                         | 22                     | 0        | 3  | 4   | 15  | 1                             | 0  | 0  | 3     |
| 11   | Gujarat                     | 286                    | 20       | 43 | 77  | 146 | 3                             | 3  | 3  | 41    |
| 12   | Haryana                     | 98                     | 19       | 0  | 26  | 53  | 1                             | 1  | 1  | 14    |
| 13   | Himachal Pradesh            | 49                     | 12       | 2  | 10  | 25  | 0                             | 0  | 1  | 7     |

|    |                   |             |            |            |            |             |           |           |           |            |
|----|-------------------|-------------|------------|------------|------------|-------------|-----------|-----------|-----------|------------|
| 14 | Jammu& Kashmir    | 53          | 4          | 6          | 14         | 29          | 1         | 1         | 0         | 8          |
| 15 | Jharkhand         | 33          | 4          | 9          | 4          | 16          | 0         | 0         | 1         | 5          |
| 16 | Karnataka         | 108         | 17         | 8          | 29         | 54          | 1         | 1         | 1         | 16         |
| 17 | Kerala            | 72          | 7          | 1          | 19         | 45          | 0         | 1         | 1         | 10         |
| 18 | Madhya Pradesh    | 245         | 37         | 49         | 37         | 122         | 2         | 2         | 3         | 36         |
| 19 | Maharashtra       | 407         | 41         | 37         | 110        | 219         | 4         | 4         | 4         | 59         |
| 20 | Manipur           | 2           | 0          | 1          | 0          | 1           | 0         | 0         | 0         | 0          |
| 21 | Meghalaya         | 3           | 0          | 1          | 0          | 2           | 0         | 0         | 0         | 0          |
| 22 | Mizoram           | 2           | 0          | 1          | 0          | 1           | 0         | 0         | 0         | 0          |
| 23 | Nagaland          | 4           | 0          | 2          | 0          | 2           | 0         | 0         | 0         | 1          |
| 24 | Odisha            | 73          | 12         | 16         | 9          | 36          | 1         | 1         | 0         | 11         |
| 25 | Puducherry (U.T.) | 3           | 0          | 0          | 1          | 2           | 0         | 0         | 0         | 0          |
| 26 | Punjab            | 118         | 34         | 0          | 25         | 59          | 1         | 1         | 2         | 17         |
| 27 | Rajasthan         | 162         | 28         | 21         | 32         | 81          | 1         | 2         | 2         | 24         |
| 28 | Sikkim            | 12          | 1          | 3          | 3          | 5           | 0         | 0         | 0         | 2          |
| 29 | Tamil Nadu        | 75          | 14         | 1          | 20         | 40          | 1         | 0         | 1         | 11         |
| 30 | Tripura           | 2           | 0          | 1          | 0          | 1           | 0         | 0         | 0         | 0          |
| 31 | Uttarakhand       | 45          | 8          | 1          | 6          | 30          | 0         | 1         | 0         | 7          |
| 32 | Uttar Pradesh     | 437         | 92         | 4          | 118        | 223         | 4         | 5         | 4         | 63         |
| 33 | West Bengal       | 82          | 19         | 4          | 18         | 41          | 1         | 1         | 0         | 12         |
|    | <b>TOTAL</b>      | <b>3196</b> | <b>493</b> | <b>279</b> | <b>755</b> | <b>1669</b> | <b>32</b> | <b>32</b> | <b>32</b> | <b>463</b> |

The reservation has been worked out as per Government Guidelines taking in to account the excess/shortfall representation in SC/ST/OBC and PC categories.

There will be 4.5% sub-quota reservation for minorities within 27% reservation for OBC as per Government guidelines.

The above vacancies are primarily in rural and semi-urban areas. The selected candidates are likely to be posted in these areas.

Abbreviations stand for: **SC-Scheduled Castes, ST-Scheduled Tribes, OBC-Other Backward Classes, GEN-General, PC-Physically Challenged, OC-Orthopaedically Challenged, VI-Visually Impaired, HI-Hearing Impaired, EXSM-Ex-Servicemen.**

**NOTE:**

- Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for unreserved/General category provided they fulfill the age and qualification norms of General category.
- Application received for posts, which are not advertised or post not advertised in a particular state/U.T. will not be entertained.
- The recruitment would be on State-wise basis. Candidates can apply for vacancies in one State/U.T. and should have appeared and hold a valid scorecard for the examination (CWE Clerks- held in November/ December 2011) from a center of that particular State/U.T.
- The number of vacancies and also the number of reserved vacancies is provisional and may change according to requirement of the Bank.
- It is clarified that reservation for OC /VI/HI and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs. The definition of the categories of disabilities shall be as per Government of India guidelines. Further clarified that it may not be possible to employ Physically Challenged candidates in all offices /

branches of the bank and they, in case of selection have to work in the post identified by the Bank as suitable for them.

- f. Candidate will be considered for appointment upon selection to vacancies at Branches/Offices located in the state/U.T. for which she/he has applied for minimum period as prescribed by the bank and request for transfer/posting to place outside the state would not be entertained by the bank during this period under any circumstances. However, Bank reserves the right to post/transfer the candidate upon selection to any place in India depending upon requirement.
- g. In case sufficient candidates are not available for selection in a particular State/U.T., Bank reserves the right to select the candidates from other states where sufficient candidates are available and fill up the vacancies in the deficit State/U.T.

## 2. Emoluments for the post of SWO-A/ Clerical cadre:

Pay Scale: Rs.7200-19300 Approx. total emoluments at the start of the scale will be Rs.15000/-(approx.) inclusive of DA, CCA, & HRA at Metropolitan Centre.

In addition Medical Aid, Hospitalization scheme, Leave fare concession, Retirement benefits are admissible as per Bank's rule.

## 3. Eligibility Criteria:

### A. Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 1<sup>st</sup> Jan. 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 Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

### B. Age (As on 01/08/2011): Minimum: 18 Years, Maximum: 28 Years

#### RELAXATION OF UPPER AGE LIMIT

| S.No. | Category  | Age relaxation  |
|-------|---|---|
| 1     | Scheduled Caste/Scheduled Tribe candidates  | 5 years   |
| 2     | Other Backward Classes  | 3 years   |
| 3     | Physically challenged candidates  | 10 years  |
| 4     | Ex-Servicemen / Disabled Ex servicemen  | Actual period of service rendered in the Defence forces + 3 years ( 8 Years for Disabled Ex servicemen belonging to SC/ST) subject to a maximum age limit of 50 Years |
| 5     | Widows, Divorced women and women legally separated from their husbands and who are not remarried subject maximum age limit of 35 years for General, 38 years for OBC and 40 Years for SC/ST candidates. | 9 years   |
| 6     | Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89   | 5 years   |

|   |  |         |
|---|--|---------|
| 7 | Persons affected by 1984 riots   | 5 years |
| 8 | Regular Employees of the union carbide factory, Bhopal retrenched from service (applicable to Madhya Pradesh state only) | 5 years |

Note: In 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. Educational Qualification: (As on 01/08/2011)**

Degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government.

**OR**

A pass with 50% marks in HSC examination of 10+2 (10+2+3 pattern) /11<sup>th</sup> Std. of (11+1+3) pattern or Intermediate/Pre-University or any equivalent examination/Diploma in Banking recognized by Central/State Government or U.T. administration.

**OR**

A pass with 60% marks in the aggregate in Matriculation/SSC (old pattern)/SSLC/10<sup>th</sup> std. Examination of 10+2+3 pattern or equivalent.

**For SC/ST/EX-Servicemen/PC**, the educational qualification is relaxed as below:

A pass in HSC examination (10+2) of 10+2+3 pattern/11<sup>th</sup> Std. Examination of 11+1+3 pattern/Pre-University or equivalent examination.

**OR**

A pass with 50% marks in the aggregate in matriculation/SSC (old pattern) SSLC/10<sup>th</sup> Std. in (10+2+3) pattern or equivalent examination.

Note:

- ❑ For Ex-servicemen (who do not possess the above) Pass in service (Departmental) Examination which is recognized to Civil Examination not below the rank of Higher Secondary School Examination.
- ❑ All Educational Qualifications should be from a recognized universities / Central /State /UT administration. Candidates must specifically indicate the class / division and percentage of marks obtained / calculated to the nearest two decimals in the relevant column of the application. Where no percentage of marks is awarded by the university, but only CGPA/OGPA/ DGPA is awarded the same should be converted in to percentage in terms of conversion norms of university in this regard besides indicating the CGPA/OGPA/DGPA in the application. Candidates will have to produce documents evidencing conversion formula of university if called for interview.
- ❑ Knowledge to read, write and speak the official language of the state for which the candidate as applied is essential.
- ❑ Apart from relevant qualification for the above post, computer literacy shall be an essential qualification
- ❑ Candidates should have obtained the specified IBPS Score in each test and / in aggregate in the Common Written Examination conducted for Clerical Cadre in 2011-12. Candidates should be able to produce the Score card in support of the scores mentioned in the on line application form, if called for further **Interview**.

**D. CUT OFF MARKS OF IBPS SCORE CARD:****INDIVIDUAL TESTS**

| <b>IBPS CWE-Clerks 2011-12 - Individual Tests</b>                |                              |                           |
|--|------------------------------|---------------------------|
| <b>Name of the Test</b>  | <b>Category wise cut-off</b> |                           |
|  | <b>General</b>               | <b>SC/ST/OBC/PWD/EXSM</b> |
| Reasoning  | 24                           | 21                        |
| English Language   | 24                           | 21                        |
| Numerical Ability  | 24                           | 21                        |
| General Awareness with Special Reference to the Banking Industry | 24                           | 21                        |
| Computer Knowledge   | 24                           | 21                        |

**STATE / UT WISE, CATEGORY WISE CUT OFF MARKS (TWSS) IN CWE CONDUCTED BY IBPS IN 2011-12 FOR RECRUITMENT IN CLERICAL CADRE**

| <b>Sr. No.</b> | <b>State/ UT</b>                       | <b>Category</b> |            |            |            | <b>Out of which</b> |            |            |             |
|----------------|--|-----------------|------------|------------|------------|---------------------|------------|------------|-------------|
|                |  | <b>SC</b>       | <b>ST</b>  | <b>OBC</b> | <b>GEN</b> | <b>OC</b>           | <b>VI</b>  | <b>HI</b>  | <b>EXSM</b> |
| <b>1</b>       | <b>Andhra Pradesh</b>                  | <b>136</b>      | <b>131</b> | <b>141</b> | <b>146</b> | <b>131</b>          | <b>111</b> | <b>111</b> | <b>131</b>  |
| <b>2</b>       | <b>Andaman (U.T.)</b>                  | <b>-</b>        | <b>-</b>   | <b>121</b> | <b>121</b> | <b>-</b>            | <b>-</b>   | <b>-</b>   | <b>-</b>    |
| <b>3</b>       | <b>Arunachal Pradesh</b>               | <b>-</b>        | <b>126</b> | <b>-</b>   | <b>126</b> | <b>-</b>            | <b>-</b>   | <b>-</b>   | <b>-</b>    |
| <b>4</b>       | <b>Assam</b>                           | <b>116</b>      | <b>121</b> | <b>131</b> | <b>136</b> | <b>116</b>          | <b>-</b>   | <b>-</b>   | <b>105</b>  |
| <b>5</b>       | <b>Bihar</b>                           | <b>136</b>      | <b>116</b> | <b>141</b> | <b>146</b> | <b>131</b>          | <b>116</b> | <b>111</b> | <b>116</b>  |
| <b>6</b>       | <b>Chandigarh (U.T.)</b>               | <b>131</b>      | <b>-</b>   | <b>136</b> | <b>146</b> | <b>-</b>            | <b>-</b>   | <b>-</b>   | <b>131</b>  |
| <b>7</b>       | <b>Chhattisgarh</b>                    | <b>126</b>      | <b>116</b> | <b>136</b> | <b>136</b> | <b>116</b>          | <b>116</b> | <b>121</b> | <b>105</b>  |
| <b>8</b>       | <b>Dadra &amp; Nagar Haveli (U.T.)</b> | <b>-</b>        | <b>-</b>   | <b>-</b>   | <b>121</b> | <b>-</b>            | <b>-</b>   | <b>-</b>   | <b>-</b>    |
| <b>9</b>       | <b>Delhi</b>                           | <b>136</b>      | <b>126</b> | <b>141</b> | <b>146</b> | <b>131</b>          | <b>111</b> | <b>116</b> | <b>141</b>  |
| <b>10</b>      | <b>Goa</b>                             | <b>-</b>        | <b>111</b> | <b>116</b> | <b>126</b> | <b>121</b>          | <b>-</b>   | <b>-</b>   | <b>116</b>  |
| <b>11</b>      | <b>Gujarat</b>                         | <b>131</b>      | <b>116</b> | <b>146</b> | <b>151</b> | <b>116</b>          | <b>116</b> | <b>116</b> | <b>141</b>  |
| <b>12</b>      | <b>Haryana</b>                         | <b>121</b>      | <b>-</b>   | <b>136</b> | <b>141</b> | <b>131</b>          | <b>116</b> | <b>105</b> | <b>116</b>  |
| <b>13</b>      | <b>Himachal Pradesh</b>                | <b>116</b>      | <b>131</b> | <b>131</b> | <b>131</b> | <b>-</b>            | <b>-</b>   | <b>105</b> | <b>105</b>  |
| <b>14</b>      | <b>Jammu &amp; Kashmir</b>             | <b>121</b>      | <b>105</b> | <b>126</b> | <b>131</b> | <b>105</b>          | <b>105</b> | <b>-</b>   | <b>105</b>  |
| <b>15</b>      | <b>Jharkhand</b>                       | <b>131</b>      | <b>116</b> | <b>151</b> | <b>151</b> | <b>-</b>            | <b>-</b>   | <b>111</b> | <b>141</b>  |
| <b>16</b>      | <b>Karnataka</b>                       | <b>121</b>      | <b>121</b> | <b>131</b> | <b>131</b> | <b>111</b>          | <b>116</b> | <b>105</b> | <b>131</b>  |
| <b>17</b>      | <b>Kerala</b>                          | <b>136</b>      | <b>126</b> | <b>136</b> | <b>141</b> | <b>-</b>            | <b>116</b> | <b>121</b> | <b>126</b>  |
| <b>18</b>      | <b>Madhya Pradesh</b>                  | <b>131</b>      | <b>111</b> | <b>141</b> | <b>141</b> | <b>121</b>          | <b>116</b> | <b>116</b> | <b>105</b>  |
| <b>19</b>      | <b>Maharashtra</b>                     | <b>126</b>      | <b>121</b> | <b>131</b> | <b>136</b> | <b>131</b>          | <b>116</b> | <b>116</b> | <b>111</b>  |
| <b>20</b>      | <b>Manipur</b>                         | <b>-</b>        | <b>121</b> | <b>-</b>   | <b>131</b> | <b>-</b>            | <b>-</b>   | <b>-</b>   | <b>-</b>    |

|    |                   |     |     |     |     |     |     |     |     |
|----|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| 21 | Meghalaya         | -   | 131 | -   | 126 | -   | -   | -   | -   |
| 22 | Mizoram           | -   | 116 | -   | 126 | -   | -   | -   | -   |
| 23 | Nagaland          | -   | 131 | -   | 126 | -   | -   | -   | 105 |
| 24 | Odisha            | 131 | 121 | 141 | 146 | 105 | 126 | -   | 116 |
| 25 | Puducherry (U.T.) | -   | -   | 126 | 126 | -   | -   | -   | -   |
| 26 | Punjab            | 116 | -   | 131 | 136 | 121 | 105 | 126 | 105 |
| 27 | Rajasthan         | 126 | 121 | 141 | 146 | 121 | 105 | 105 | 131 |
| 28 | Sikkim            | 116 | 121 | 126 | 121 | -   | -   | -   | 105 |
| 29 | Tamil Nadu        | 131 | 126 | 136 | 141 | 131 | -   | 121 | 121 |
| 30 | Tripura           | -   | 116 | -   | 131 | -   | -   | -   | -   |
| 31 | Uttarakhand       | 116 | 126 | 131 | 136 | -   | 111 | -   | 105 |
| 32 | Uttar Pradesh     | 126 | 121 | 131 | 136 | 111 | 111 | 111 | 105 |
| 33 | West Bengal       | 131 | 131 | 141 | 146 | 131 | 111 | -   | 116 |

#### DEFINITION OF EXSERVICEMEN (EXSM):

**i. EX-SERVICEMEN (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.1.86 as amended from time to time.

**ii. DISABLED EX-SERVICEMEN (DISEXSM):** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISEXSM.

**iii. DEPENDENTS OF EX-SERVICEMEN KILLED IN ACTION (DXSM):** Ex-Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz: Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

#### NOTE:

(1) Candidates still serving in Defense Services and desirous of applying under Ex-Servicemen category should submit a certificate from the Competent Authority that they would be released / retired on or before 31.03.2013 at the time of interview and if they fail to report with in this time their offer of appointment will be withdrawn.

(2) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.

#### RESERVATION FOR PHYSICALLY CHALLENGED PERSONS

Reservation is available to Physically Challenged Persons. Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by medical board appointed by the Central / State Government. Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of interview.

**Definition:**

**Visually Impaired (VI)**

1. Blindness refers to condition where a person suffers from any of the following conditions namely (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 in angle of 20 degree or worse.
2. 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 of execution of a task with appropriate assistive device.

**Hearing Impaired (HI)**

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

**Orthopaedically Challenged (OC)**

1. Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
2. Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

**4. Probation:** On appointment, candidates will be on probation for a minimum period of 6 months. On successful completion of the probation, and if found suitable, they will be confirmed in the services of the Bank.

**5. Selection Procedure**

5.1 Selection for SWO-A/ Clerical post will be made on the basis of performance in Common Written Examination (CWE) conducted by IBPS in November-December 2011 and Personal Interview. The Bank reserves the right to change the selection procedure, if necessary.

**5.2 PERSONAL INTERVIEW:** Depending on the number of vacancies, the Bank reserves the right to call only those candidates for Personal Interview to assess their suitability for the post, who have sufficiently high IBPS score in the stipulated Common Written Examination. The total marks for interview will be 50. The minimum qualifying marks for interview will be 40% (35% for SC/ST/OBC/PC/EXSM)

**6. CENTRES FOR PERSONAL INTERVIEW:**

The Personal Interview will be held at the following Centres.

|   |              |    |           |    |         |
|---|--------------|----|-----------|----|---------|
|   |              |    |           |    |         |
| 1 | Ahmedabad    | 6  | Chennai   | 11 | Lucknow |
| 2 | Bangalore    | 7  | Delhi     | 12 | Mumbai  |
| 3 | Bhopal       | 8  | Guwahati  | 13 | Patna   |
| 4 | Bhubaneshwar | 9  | Hyderabad | 14 | Pune    |
| 5 | Chandigarh   | 10 | Kolkata   | 15 | Raipur  |

The address of the above Centres /venues will be displayed in the Bank's website one week before the commencement of the Interviews.

**Note:**

- i) Request for change of Centre of Interview shall **not** be entertained.
- ii) Bank reserve the right to cancel any of the centers and /or add some other Centres depending up on the response, administrative feasibility etc.

The intimation for the purpose of Interview etc. would be sent to the eligible candidates only through e-mail at the e-mail address given by them in the application form. A list of all such candidates' along with details such as date, time and venue of the Interview will also be put on the Bank's website 'www.centralbankofindia.co.in' under the link "Careers". **CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME.** Kindly note that no other mode of communication pertaining to the Interview process other than mentioned above will be followed.

**IDENTITY VERIFICATION:**

**The candidate should submit photocopies and its originals such as call letter, fee payment challan, photo identity (i.e. PAN Card / Passport/ Driving License / Voter Card / Adhar Card / Bank Passbook with photograph ) and copy of the online application submitted to IBPS for Common Written Examination. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Interview.**

**7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, incorrect, tampered, fabricated or should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case, it is detected at any time that the candidate has indulged in any of the abovementioned activities, he / she will not only be disqualified but he / she will be liable to be dismissed from the services of the bank at any time, even after being selected and after joining the Bank's service.

**At the time of Interview, if a candidate is (or has been) found guilty of;**

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the Personal Interview, or
- iv) Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing his candidature, or obtaining support for his/her candidature, by any means, such a candidate may , in addition to rendering himself/herself liable to criminal prosecution, shall also be liable to be disqualified from the selection process for which he / she is a candidate, to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

**8. PAYMENT OF NON-REFUNDABLE APPLICATION FEES /INTIMATION CHARGES:**

- (1) Applicants are first required to go to the Bank's website **www.centralbankofindia.co.in** and on the Home Page open the link "Careers".
- (2) Take a Print of the entire Recruitment Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN'.



- (3) Fill in the Recruitment Application Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- (4) Go to the nearest Central Bank of India branch with the Application Fee Challan and pay, in Cash, the appropriate Application Fee as indicated below:

| CATEGORY OF APPLICANT             | AMOUNT OF APPLICATION FEE/INTIMATION CHARGES |
|-----------------------------------|--|
| GENERAL & OBC                     | Rs. 100.00                                   |
| SC/ST/Physically Challenged /EXSM | Rs. 20.00                                    |

- (5) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly receipted by the Bank with **(a) Branch Name, (b) 3 to 10 Digit Trans ID, AND Date of Deposit** filled in by the Branch Official.
- (6) You are now ready to Apply Online by re-visiting the Recruitment Notification on the Bank's website and going to the Link **"ONLINE APPLICATION FOR CLERKS 2012"** to open up the appropriate Online Application Form Format.
- (7) Fill in the details from the Recruitment Application Fee Payment Challan in the Online Application Form at the appropriate place.
- (8) The fee payment challan should be attached to the System Generated Printed Application Form, which will have to be submitted only at the time of the Personal Interview.

**Payment of application fees by any other mode except by the above stated mode will not be accepted. Instruments like demand draft / bankers cheques / Indian postal orders received towards payment of application fees will not be encased by the bank and such instruments if received will not be returned to the applicants.**

**An application once made will not be allowed to be withdrawn and the fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection. Therefore, before applying on-line for the post, the candidate should ensure that he /she fulfils each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.**

## **9. GENERAL INSTRUCTIONS:**

- A) Candidates are required to pay the application fee at any Central Bank of India Branch and their after apply "ONLINE" only through the link provided on this notification put on the Bank's website which will lead them to the online application form (given below) "How to apply" the system generated printed application form and other documents are not to be sent at the time of applying. These will be required to be submitted by the candidate only when invited for the personal Interview. The candidate should ensure that he / she fulfills the eligibility criteria and other norms, including being in possession of documents specified in this notification before applying any post.

**A candidate can submit only one on line application.**

Multiple applications will be summarily rejected and the application fee forfeited. 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. In case, it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has concealed or suppressed any material fact(s), his /her candidature will stand cancelled., If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated.

- B) After submitting the On-Line application form, with the application fee details duly entered therein, candidates are required to obtain two (2) Print-outs of the Computerized System Generated Application Form. **One Print out of the System**

**General Printed Application Form, should be kept ready for submission to the Bank, along with one set of photocopies of documents listed in (c), (d), (e) & (f) below, only when invited for the Personal Interview.** The second Print-out of the Application Form may be kept by the candidate for his record

- C) The candidate should submit, when invited for the Personal Interview, one set of photocopies of all the requisite documents along with the system generated application form, arranged chronologically in the order listed below, in support of (1) his / her Date of Birth, (2) SSC & HSC Examination Passing Certificates & Marks Sheets (3) the Semester-wise / Year-wise marks sheets for each semester / year and (4) Degree passing convocation Certificate(s) (Provision Passing Certificate only in case of those who have passed the relevant examination during the year), (5) Computer Awareness Training, if any. (6) valid Score card issued for CWE for Clerical Cadre held in November 2011 (7) printout of the online application form submitted by for CWE for Clerical Cadre-2011 (8) Original fee payment challan
- D) Candidates claiming the benefit or reservations / age relaxation under the category of Persons with Disabilities ( i.e. Physically Challenged Persons) should also submit a clear and legible copy of the Medical Certificate issued as specified in “The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995” in support of their disability issued by an Authorized Certifying Authority (as indicated at Para 14 (ii), clearly indicating the Nature & Quantum (Percentage) of Disability. We may inform that under section 33 of “The persons with Disabilities (Equal opportunities, Protection of Rights & Full Participation) Act, 1995” only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board Appointed by the Central/State govt. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of Test/Interview if called by the Bank
- E) Candidates belonging to SC/ST/OBC Category should submit a photocopy of their Caste Certificate, issued by the Competent Authority in the format prescribed by the (Central) Government of India, Dept. of Personnel & Training and Office Memo No. 36012/6/88-Estt.(SCT), (SRD III), dated 24/04/1990 & No. 3603/8/98-Estt. (Res.) dated 16/03/1999. **The prescribed format of the SC/ST/OBC Caste which if needed, may be downloaded, printed and made use of SC/ST/OBC candidates, claiming reserved status, failing to submit the photocopies of the casts certificate in prescribed format issued by the Competent Authority will not be considered for the posts under the respective reserved categories and their candidature will be cancelled. Candidates should, therefore, ensure that the Caste Certificate is in the proper format which has been given at the end of this Notification for use, if necessary.**
- F) The other Backward Class (OBC) Certificate to be submitted by OBC Candidates, at the time of Personal Interview, should be in the format prescribed by the Government of India vide Government of India, Dept. of Personnel & Training Office Memo No. 36033/2894-Estt.(Res) dated 02/07/1997 entitled “FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA” and should invariably contain the ‘CREAMY / NON-CREAMY LAYER’ CLAUSE BASED ON THE INCOME FOR THE FINANCIAL YEAR 2011-12, i.e. as of 31/03/2012. The prescribed format of the OBC Certificate with ‘Non Creamy Layer Clause’ is available on the Bank’s website after this Notification. As candidates have sufficient time to download, print and use the format given in this Notification to obtain the OBC Certificate with the Creamy Layer Clause as on 31/03/2012 and submit it at the time of the Personal Interview, **OBC CERTIFICATES NOT IN THE PRESCRIBED FORMAT AND / OR NOT CONTAINING THE “NON-CREAMY LAYER CLAUSE” BASED ON**

FINANCIAL YEAR PRIOR TO 2011-2012 i.e. BEFORE 31/03/2012, WILL NOT BE ACCEPTED AND THE CANDIDATE'S CANDIDATURE UNDER OBC CATEGORY WILL BE CANCELLED AS SUCH CANDIDATES HAVING APPLIED UNDER THE RESERVED CATEGORY' WILL BE DISQUALIFIED AND WILL NOT BE PERMITTED TO PARTICIPATE UNDER THE GENERAL / UNRESERVED CATEGORY. IT IS THEREFORE IN THE INTEREST OF THE CANDIDATES TO ENSURE THAT THEY GET THEIR OBC CERTIFICATES IN THE PROPER FORMAT AND WITH THE UP-DATED CREAMY LAYER CLAUSE CERTIFICATE ISSUED BY THE COMPETENT AUTHORITIES AND FURNISH THE SAME WHEN INVITED FOR THE PERSONAL INTERVIEW.

As the candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to the benefit of OBC reservation, they should indicate their Category as 'GEN' while filling in the On-Line Application Form.

- G) Candidates serving in Government / Public Sector Undertaking (Including Banks & Financial Institutions) should submit a "No Objection Certificate" from the employer, at the time of the Personal Interview.
- H) Candidates should ensure that they keep with themselves sufficient copies of the System Generated Application Form, for future use during the entire recruitment process., i.e. at the time of the Personal Interview, Medical Examination, Police Verification formats and the formal application formats. They are also advised not to change their appearance till the recruitment process is complete.
- I) The candidates will appear for the personal interview / medical examination etc., at the allotted centers at their own cost and risks and the Bank will not be responsible for any injury/loss etc., of any nature.
- J) Only those candidates (1) who have prima facie, on the basis of the information given in the On-Line Application Form, met with the eligibility criteria and / or (2) who are short-listed for appearing in the Personal Interview and (3) those selected for Pre-Recruitment Medical Examination on the basis of their overall performance in the Personal Interview, will be individually intimated by e-mail at the e-mail address given by them in the application form. A list of all such candidates will also be put on the bank's website 'www.centralbankofindia.co.in' under the link "career". **CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME AND NOT TO MAKE TELEPHONIC OR E-MAIL ENQUIRIES AS PERSONAL AND / OR TELEPHONIC AND / OR E-MAIL OR POSTAL ENQUIRIES WILL NOT BE ENTERTAINED/ RESPONDED TO.** While every attempt will be made to ensure that the intimation to the eligible candidates, short listed for attending the Interview, will be sent sufficiently in advance so as to give the candidate adequate time to attend the Interview, the Bank will not be held responsible for delay/non receipt in receiving the intimation by the candidate for any reason whatsoever. The candidates are therefore advised to keep track of the status of their candidature by visiting the Banks website from time to time.
- K) Candidates should ensure that they produce ORIGINALS of the documents stipulated above for Bank's verification at the time of the Personal Interview, failing which they will not be permitted to participate in the Personal Interview for selection and their candidature shall stands cancelled. Merely invited by the Bank for the Interview does not means that the candidate is satisfies the eligibility. Candidates who do not satisfy the eligibility criteria and who does not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the interview call letter for any reasons whatsoever shall not be permitted to participate in the Interview even

though they might have obtained the desired level of score in the written examination of IBPS and called by the Bank for the Interview.

- L) Candidates are advised to up-date their communication addresses to ensure prompt receipt of postal mail sent by the Bank after the conclusion of the Interview. Candidates desirous of changing their communication address any time after the conclusion of the interview may communicate the change to the Bank giving therein (1) their Full Name, (2) System Generated Registration Number (3) Written exam Roll Number (4) Written Exam Centre, (5) Earlier noted address and (6) the Changed Address. While every effort will be made to incorporate the changed address, the Bank will bear no responsibility and / or liability for not updating the change for any reason whatsoever.
- M) Selected candidates, who are presently in employment, will be required to produce a clear and valid discharge certificate / relieving letter from their present employer before joining the service
- N) The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- O) In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- P) Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- Q) Banking, being a versatile activity, needs all round grooming of the selected / recruited candidate. Accordingly, the candidates recruited / selected in the Bank will be required to inculcate overall knowledge of various facets of Banking and allied subject for which the Bank will provide necessary on-the-job/theoretical training. It is expected that the candidates selected will endeavor to equip themselves with skill sets that will enable them to rise to higher position in the Bank in due course of time.
- R) Selected candidates may be assigning any appropriate designation as may be prevailing in the bank and not necessarily the name of the post given in the advertisement.
- S) Canvassing in any form will be treated as disqualification.

#### **10. COMPETENT AUTHORITIES FOR ISSUE OF THE CERTIFICATES TO SC/ST & PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED) CANDIDATES:**

##### **(i) For SC / ST / OBC Candidates:**

- a) District Magistrate/ Additional District Magistrate/Collector / Deputy Commissioner/ Additional Deputy Commissioner /Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

##### **(ii) For Persons with Disability / Physically Challenged Candidates:**

Authorized Certifying Authority will be the Medical Board at the District level. The Medical Board will consist of a Chief Medical Officer, a Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon.

#### **11. HOW TO APPLY:**

- **CANDIDATES MUST POSSESS HIS / HER OWN VALID PERSONAL E-MAIL ID (As mentioned in the online application form while applying for CWE**

**for recruitment of Single Window Operator-A/ SWO-A(Clerical Cadre)- 2012 WHICH SHOULD BE VALID FOR THE ENTIRE DURATION OF THIS RECRUITMENT PROJECT.**

- **Eligible candidates are required to apply only “ONLINE” through our website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in). No other means/mode of application will be acceptable.**
- **A candidate can submit ONLY ONE ONLINE APPLICATION which can be made between 22.12.2012 and 07.01.2013 (both days inclusive).**

The Candidate should also keep the particulars of their application fee paid details, ready before applying as these details are required to be entered in the Online Application.

**TO APPLY ONLINE**

- i) Go on to the Internet and to the Bank’s website ‘[www.centralbankofindia.co.in](http://www.centralbankofindia.co.in)’ and on the Home page under the link “Careers”, access the Recruitment Notification entitled **“ONLINE APPLICATION FOR CLERKS 2012”** .
- ii) Print the Recruitment Notification and the Recruitment Application Fee Payment Challan and make payment of the prescribed application fee at any Central Bank of India branch, as spelt out under **“PAYMENT OF NON-REFUNDABLE APPLICATION FEE / INTIMATION CHARGES”**.
- iii) **After making payment of the application fees re-visit the Bank’s website and the Recruitment Notification.**
- iv) **CLICK ON THE APPROPRIATE LINK ALONGSIDE LINE “ONLINE APPLICATION FOR CLERKS 2012” to open up the appropriate Online Application form Format.**
- v) **Fill in Online the required details in the Correct Application Form and submit the On-line Application electronically Not Later Than 07.01.2013.**
- vi) Make a note of the allotted System Generated Application Registration Number and Password.
- vii) After applying on-line, take two (2) Print-outs of the duly filled in computerized system generated application form.
- viii) The Candidate is required to download a copy of the application form and keep ready with the one set of the prescribed documents to be brought along and submitted only when invited for the Personal Interview. Ensure to bring the Original Documents for verification when invited for the Personal Interview. The other Print-out is to be retained by the Applicant for future reference.

**12: LAST DATE FOR SUBMISSION / RECEIPT OF ONLINE APPLICATIONS & FORMS:**

- A) The last date of making payment of Application Fees at any Central Bank of India branch (Prior to applying on-line) is 07.01.2013.
- B) The Last date of making an On-line Application is 07.01.2013.

The Printed copy of the system generated application form, photo copy of the Recruitment Application Fee Payment Challan and one set of photocopies of the specified documents **SHOULD NOT BE SUBMITTED** at the time of making the application. All these documents, along with the original of these documents, are required to be submitted only when invited for the Personal Interview.

**GENERAL MANAGER (HRD)**

|  |   |                                    |
|--|---|------------------------------------|
| <b>FEE PAYMENT RECEIPT (FPR)</b>                     |   | <b>BRANCH COPY</b>                 |
| <b>Central Bank of India</b>                         |   |                                    |
| Application Fee Details                              |   |                                    |
| <b>Recruitment of SWO-A in Central Bank of India</b> |   |                                    |
| Account No:  | 3219650337<br>OR<br>3219650905                  | With Nariman Point Branch, Mumbai. |
| Branch Name (where fee deposited) :                  |   |                                    |
| Name of the Applicant :                              |   | Rs..                               |
| <b>Category :</b> For GENERAL/OBC/→                  | ‘Application fee / Intimation Charges Rs. 100/- |                                    |
| For SC/ST/PC/EXSM<br>→                               | Intimation Charges Rs.20/-                      |                                    |
| (.....)<br>Signature of the Applicant/Representative | <b>Amount in Figures</b>                        |                                    |
|  | Amount in words : Rupees _____ only.            |                                    |
| <b>(To be filled by the Branch)</b>                  |   |                                    |
| <b>1. Branch Code</b>                                |   |                                    |
| <b>2. Journal Number</b>                             |   |                                    |
| <b>3. Date of Deposit</b>                            |   |                                    |
| <b>Authorized Signatory with Stamp.</b>              |   |                                    |

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|  |                                |                                    |
|--|--------------------------------|------------------------------------|
| <b>FEE PAYMENT RECEIPT (FPR)</b>                     |                                | <b>CANDIDATE'S COPY</b>            |
| <b>Central Bank of India</b>                         |                                |                                    |
| Application Fee Details                              |                                |                                    |
| <b>Recruitment of SWO-A in Central Bank of India</b> |                                |                                    |
| Account No:  | 3219650337<br>OR<br>3219650905 | With Nariman Point Branch, Mumbai. |
| Branch Name (where fee deposited) :                  |                                |                                    |
| Name of the Applicant :                              |                                | Rs..                               |

|  |  |   |  |  |
|--|--|---|--|--|
| <b>Category :</b> For GENERAL/OBC→                   |  | 'Application fee / Intimation Charges Rs. 100/- |  |  |
| For SC/ST/PC/EXSM<br>→                               |  | Intimation Charges Rs.20/-                      |  |  |
| (.....)<br>Signature of the Applicant/Representative |  | <b>Amount in Figures</b>                        |  |  |
|  |  | Amount in words: Rupees _____<br>_____ only.    |  |  |
| <b>(To be filled by the Branch)</b>                  |  |   |  |  |
| <b>1. Branch Code</b>                                |  |   |  |  |
| <b>2. Journal Number</b>                             |  |   |  |  |
| <b>3. Date of Deposit</b>                            |  |   |  |  |
| <b>Authorized Signatory with Stamp.</b>              |  |   |  |  |

**FORMAT OF CASTE CERTIFICATE TO BE SUBMITTED BY SC/ST APPLICANTS**

**FORM OF SC /ST CASTE CERTIFICATE**

This is to certify that Shri/ Shrimathi /Kumari\* \_\_\_\_\_ Son /Daughter\* of Shri \_\_\_\_\_ of Village / Town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/ Tribes\* which is recognized as a Scheduled Caste / Scheduled Tribe\* under;

**The Constitution (Scheduled Castes) Order, 1950.**

**\*The Constitution (Scheduled Tribes) Order, 1950.**

**\* The Constitution (Scheduled Castes) (Union Territories) Order, 1951.**

**\* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.**

(As amended by the Scheduled Castes & Scheduled Tribes list (Modification Order) 1956, the Bombay Reorganization Act 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganizations Act 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

**\* The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.**

**\* The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Schedules Castes & Scheduled Tribes Orders (Amendment) Act, 1976.**

**\* The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962.**

**\* The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962.**

**\*The Constitution (Pondicherry) Scheduled Castes Order, 1964.**

**\* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.**

**\*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.**

**\* The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.**

**\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.**

**\* The Constitution (Sikkim) Scheduled Castes Order, 1978.**

**\*The Constitution (Sikkim) Scheduled Tribes Order, 1978.**

**\* The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.**

**\* The Constitution (Scheduled Castes) Orders (Amendment) Act 1990;**

**\* The Constitution (Scheduled Tribes) Orders (Amendment) Act 1991;**

**\* The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.**



::2::

This certificate is issued on the basis of the Scheduled Casts / Scheduled Tribes Certificate issued to Shri / Shrimati\* \_\_\_\_\_, father / mother\* of Shri / Shrimathi \ Kumari\* \_\_\_\_\_ of Village / town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_

Of the State / Union Territory\* of \_\_\_\_\_ who belong to the Caste / Tribe\* which is recognized as a Scheduled Caste / Scheduled Tribes\* in the State / Union Territory of \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

Shri / Shrimathi / Kumari\* \_\_\_\_\_ and / or\* his / her\* family ordinarily reside (s) in Village / Town\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_.

**SEAL OF  
OFFICE**

**Signature** \_\_\_\_\_

**Designation** \_\_\_\_\_

**PLACE:**  
**DATE :**

**NOTE:** The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**\*Please delete the words which are not applicable.**

**FORM OF CERTIFICATE TO BE PRODUCED BY  
OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS  
UNDER THE GOVERNMENT OF INDIA**

{G.I., Dept. of Per. & Trg., O.M. No. 36033/28/94-Estt(Res.), Dated 02/17/1977}

This is to certify that Shri/ Shrimati /Kumari\* \_\_\_\_\_ Son /Daughter\* of Shri \_\_\_\_\_ of Village / Town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class under:

- (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC©, dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section 1, No. 186, dated the 13<sup>th</sup> September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section 1, No. 163, dated the 20<sup>th</sup> October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC©, dated the 24<sup>th</sup> May, 1995., published in the Gazette of India, Extraordinary, Part-I, Section 1, No. 88, dated the 25<sup>th</sup> May, 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section 1, No. 210, dated the 11<sup>th</sup> December, 1996.

Shri / Shrimati / Kumari\* \_\_\_\_\_ and / or his / her\* family ordinarily reside (s) in Village / Towns\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_.

This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M. No. 36012/22/93-Estt(SCT), dated 08/09/1993.



**Signature** \_\_\_\_\_

**Designation** \_\_\_\_\_

**PLACE :**

**DATE :**

\*Strike out whichever is not applicable

**N.B.**

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act 1950.

**(b) The authorities competent to issue caste certificate are indicated below:-**

- (i) District Magistrate/ Additional Magistrate/Collector / Deputy Commissioner/ Additional Deputy Commissioner /Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner ( not below the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar ; and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.