



INDIAN OVERSEAS BANK

(A Govt of India Undertaking)
Central Office, 763, Anna Salai, Chennai - 600002



www.iob.in

Advt No.: HRDD/RECT/ 01 / 2013

Good People to Grow with

Dated: 10.07.2013

RECRUITMENT OF 480 PROBATIONARY OFFICERS THROUGH TIE-UP WITH ACADEMIC INSTITUTION

Indian Overseas Bank, a Nationalized Bank with pan India presence has entered into a MoU with Manipal Global Education Services Pvt. Ltd (MaGE), Bangalore a leader in education field to provide World Class training in Banking and Finance to prospective candidates aspiring to join Indian Overseas Bank as Probationary Officers so that they are fully equipped to discharge their duties effectively from day one of joining the services of the bank.

We are looking for young, qualified and dynamic **graduates** who can be inducted into Indian Overseas Bank as **Probationary Officers in Junior Management Grade Scale-I** after imparting them with the necessary knowledge and skills required for all-round bankers through the **1 year Post Graduate Diploma in Banking and Finance course in Indian Overseas Bank Manipal School of Banking (IOBMSB)**.

On successful completion of the programme, the programme participants would be awarded a Postgraduate Diploma in Banking & Finance (PGDBF) by Manipal University and would be absorbed as Probationary Officers in Indian Overseas Bank. Candidates are requested to apply only through online between **10.07.2013** and **29.07.2013** through our Bank's website **www.iob.in**. No other means/mode of application will be accepted.

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria. They should note that Application Fee/ Intimation charge once deposited will neither be refunded nor be adjusted against any other recruitment process. Candidates are advised to fill their particulars online by themselves correctly.

IMPORTANT DATES

OPENING DATE FOR ONLINE REGISTRATION	10.07.2013
CLOSING DATE FOR ONLINE REGISTRATION	29.07.2013
PAYMENT OF APPLICATION FEE /INTIMATION CHARGE	10.07.2013 to 29.07.2013
DOWNLOAD OF CALL LETTERS FOR ONLINE EXAMINATION (TENTATIVE)	AFTER 19.08.2013
TENTATIVE DATE OF ONLINE EXAMINATION	01.09.2013
TENTATIVE MONTH OF INTERVIEW	SEPTEMBER / OCTOBER 2013

1. DETAILS OF VACANCIES FOR ADMISSION

The number of students who would be trained by Indian Overseas Bank Manipal School of Banking is **480**.

2. DETAILS OF RESERVATION FOR ADMISSION

SC	ST	OBC	GEN	TOTAL NUMBER OF VACANCIES	OF WHICH PC		
					VI	HI	OC
72	36	129	243	480	5	5	4

SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **GEN** – General, **PC** - Physically Challenged, **VI** –Visually Impaired, **HI**- Hearing Impaired, **OC** – Orthopaedically Challenged, **JMGS – I** - Junior Management Grade Scale- I, **PO** – Probationary Officer, **MoU** – Memorandum of Understanding.

- As the reservation for Physically Challenged persons is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GENERAL) to which they belong.
- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.
- The above reservation is inclusive of shortfall/backlog reservation.

3. ELIGIBILITY CRITERIA

A. NATIONALITY/CITIZENSHIP

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall

be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Interview conducted by the Bank, but on final selection the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

B. EDUCATIONAL QUALIFICATIONS (AS ON 01.09.2013):

- i) Graduation from a recognised University/Institution **with minimum 60% Marks**. (For Candidates belonging to SC/ST/PC category **minimum 55% Marks**). Graduation results should be declared by the University/Institution on or before 01.09.2013. The candidates should produce the Semester/Year wise Mark Sheets, Consolidated Degree Mark Sheet and Provisional Certificate at the time of Interview, failing which the candidates will not be allowed to attend the Interview.

Note: Candidates are advised to only enter percentage of marks (calculated to the nearest two decimals) obtained in the Graduation in the online application form. Where no percentage of mark is awarded by the University, but only CGPA/OGPA is awarded, candidates are advised to convert the same into percentage and enter only the percentage of marks. The fraction of percentage will be ignored and will **NOT** be rounded off to the next highest integer i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

C. AGE (AS ON 01.09.2013):

Minimum Age: 20 Years; **Maximum Age:** 28 Years. Relaxation in maximum age for SC/ST/OBC/PC/Ex-Servicemen will be as per extant Government Guidelines.

RELAXATION IN UPPER AGE LIMIT

S.No.	CATEGORY	AGE RELAXATION
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	In the case of Ex- service commissioned Officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 12 months from the date prescribed for opening of online registration) otherwise 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.	5 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Physically Challenged Category candidates	10 years
6	Persons affected by 1984 riots	5 years

Note:

- i) An ex- serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in Public Sector Undertaking ceases to enjoy Ex-serviceman status for further employment.
- ii) 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 in Point 3 to 6 . This cumulative age relaxation is available to SC/ST/OBC candidates only.
- iii) All persons eligible for age relaxation under S.No. 4 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 the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
- iv) Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the necessary Certificate(s) at the time of interview.
- v) **There is no reservation for Ex-Servicemen in the Officer Cadre.**

DEFINITION: PHYSICALLY CHALLENGED (PC)

Reservation is available for Physically Challenged candidates under section-33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full participation) Act 1995.

Definition of Categories of Disabilities:

- i) **VISUALLY IMPAIRED (VI):** The visually impaired persons are those suffering from blindness or low vision. Blindness – refers to a condition where a person suffers from any of the following conditions namely (i) total absence of sight, (or) (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (or) (iii) Limitation of the field of vision subtending an angle of 20 degree or worse. A Person with low vision means one 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.

- ii) **DEAF & HEARING IMPAIRED (HI):** the deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes 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.
- iii) **ORTHOPAEDICALLY CHALLENGED (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non progressive conditions of a 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.

Only such persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Center/ State Govt) would be eligible for reservation in services/ posts.

Guidelines for Persons with Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost.
- The scribe should be from any academic discipline.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

Guidelines for candidates

(i) with locomotor disability and cerebral palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), although, no scribe shall be permitted to such candidates.

(ii) Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

4. SELECTION PROCESS

A. ONLINE EXAMINATION

All the eligible candidates who have submitted their online application properly in time will be administrated an Online Examination which will be Objective in nature. The details of the same are furnished hereunder.

S.NO.	NAME OF TESTS	NO. OF QUESTIONS	MAXIMUM MARKS	DURATION
1	REASONING	40	50	COMPOSITE TIME OF 2 HOURS
2	ENGLISH LANGUAGE	40	40	
3	QUANTITATIVE APTITUDE	40	50	
4	GENERAL AWARENESS (WITH SPECIAL REFERENCE TO BANKING INDUSTRY)	40	40	
5	COMPUTER KNOWLEDGE	40	20	
	TOTAL	200	200	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi.

Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Test. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Examination Centres

- (i) The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in Annexure I.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) Bank 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) As far as practicable, candidates will be allotted to a centre of his/her choice. However 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.

Bank will decide the minimum cut-off marks for each test as well as total weightage marks. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit in Online Examination, as per the cut-off marks decided by the Bank will be called for the Interview.

Please note that candidates will not be permitted to appear for the Online Examination without the following documents:

- (1) Valid Call Letter for the Online Examination**
- (2) Photo-identity proof (as specified in Point 8) in original and**
- (3) Photocopy of photo-identity proof (as mentioned in (2) above)**

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

B. INTERVIEW:

Mere eligibility/ pass in the Online Examination shall not vest any right in a candidate for being called for Interview. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit in Online Examination, as per the cut-off marks decided by the Bank will be called for the Interview. The Interview will carry 50 Marks. Minimum qualifying marks in the Interview will be 22.50 marks for General Category and 20.00 marks for SC/ST/OBC/PC Candidates.

Final selection will be made on the basis of total marks obtained by the candidates in the Online Examination & Interview and will be strictly according to the merit ranking. The candidates belonging to SC/ST/OBC/PC will be given relaxation in marks as per extant Government Guidelines. The Bank reserves the right to change the selection procedure, if necessary.

INTERVIEW CENTRES

The interview will be held at major centres across the country and address of the same will be advised in the interview call letters. The Interviews will be held at different centres on different dates as decided by the Bank and will be communicated to the candidates shortlisted for Interview.

Note:

- a) Request for change of Interview centres and Interview dates shall **NOT** be entertained.
- b) Bank reserves the right to change/add/cancel the date, time, centre, venue of the Interview and to call the candidates for the Interview at any other centre or hold supplementary selection process for particular date/time/centre/venue/set of candidates at its discretion, under any circumstances, if any. The change, if any, shall be intimated to the candidates well in advance.

5. COURSE FEE DETAILS

The fees for this Course will be ₹ 3.30/- lakhs (all inclusive of Boarding, Lodging and course fees, other fees, etc.) plus service taxes, as applicable to be paid by the selected candidates.

Note: The candidates selected for training can finance the Course fees by availing an Educational Loan under IOB Vidya Jyoti Educational Loan Scheme. The details of the Scheme are available in our Bank's website under the following link http://www.iob.in/Vidya_Jyothi.aspx .

6. STIPEND, EMOLUMENTS & OTHER DETAILS

STIPEND (DURING THE TRAINING):

During the Training Period (9 Months) - ` 2500/- per month

During the Internship Period (3 Months) - ` 10000/- per month

AFTER JOINING THE BANK'S SERVICES AS PROBATIONARY OFFICERS ON SUCCESSFUL COMPLETION OF TRAINING:

Pay Scale - ` **14500 - 600 /7 – 18700 - 700/2 - 20100 - 800/7 - 25700** plus DA, HRA, CCA as per rules in force from time to time.

PROBATION PERIOD:

The selected candidates will be on probation for a period of **two years (24 months of active service)** from the date of joining the services of the Bank as per the rules of the Bank.

BOND AMOUNT:

Candidates selected for appointment will be required to execute a Financial Service Bond for rendering service for a minimum period of **5 years**. The amount of the Financial Service Bond presently is ` **2,00,000/-** along with liquidation of the loan amount at commercial rate of interest (if any) and the stipend received during the training period.

7. IMPORTANT GENERAL INSTRUCTIONS:

- a) Candidates are required to apply only 'ONLINE' through Bank's website. Any other form of application shall not be entertained.
- b) **Only candidates willing to serve anywhere in India should apply.**
- c) Only those candidates who rank sufficiently high in the order of merit in Online Examination, as per the cut-off marks decided by the Bank will be called for the Interview without verification of their age or qualification or category or any other eligibility criteria with relevance to documents and will be purely on provisional basis, on the strength of the information provided by them in the online application. Before applying, the candidates must ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement and has in his/her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the online application are true and correct in all respects.

Mere calling of candidates for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Bank has the right to cancel candidature at any stage if found that he/she is not fulfilling the eligibility criteria and /or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings are detected even after appointment his/her services are liable to be terminated.

The Bank is free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidate. **No correspondence or personal queries in this regard shall be entertained by the Bank.**

- d) All candidates called for Interview, will have to produce originals as well as attested photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/PC Category are required to submit originals as well as attested photocopies of their caste certificate/certificate of disability issued by the competent authority, in addition to the other certificates in support of their eligibility criteria.

Candidates are also required to submit a printout of the online application with their photograph and signature affixed at the appropriate places at the time of interview.

- e) 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 Government of India. The OBC certificate containing "**Non Creamy Layer Clause**" should be based on income for the financial year 2012-13 and issued on or after **01.04.2013**.
- f) Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalised Bank, Financial Institutions will be required to produce "**No Objection Certificate**" from the employer at the time of interview, failing which the candidature may not be considered.
- g) An Ex-serviceman candidate has to produce a copy of the discharge certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from Defence Services within 12 months from the date prescribed for closing of online registration.
- h) Candidates belonging to reserved category, including Physically Challenged category, for which no reservation has been announced, are free to apply for vacancies announced for General category, provided they fulfill all the eligibility criteria.

- i) Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Interview call letter, whomsoever, shall not be permitted to attend the Interview, even though they might have obtained the desired level of score in the Online Examination and have been called for Interview.
- j) The candidates will have to appear for interview at their own expense. However, outstation eligible SC/ST/PC candidates who are not employed and 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 (as per extant Govt. Guidelines).The Bank will not be responsible for any injury / losses, etc. of any nature.
- k) Canvassing in any form will be a disqualification.
- l) Any request for change of address/ e-mail id for communication will **NOT** be entertained.
- m) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank.
- n) Use of Calculators, mobile phones, pagers or any other instruments during the selection process is strictly prohibited.
- o) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- p) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
- q) The Bank, may at its discretion, hold re-examination, wherever necessary, in respect of a center/venue.
- r) Candidates uploading more than one application for any reason will be treated as ineligible.

8. IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo embossed Credit Card/ Aadhar card with a photograph should be submitted to the invigilator/Bank officials for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.

9. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PC

A. For SC/ST/OBC

District Magistrate / Additional District Magistrate/Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary 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 family normally resides.

B. For Physically Challenged (PC)

Authorised Certifying Authority will be Medical Board duly constituted by the Central or the State Government consisting of atleast three members out of which atleast one shall be a specialist in the particular field of disability form which the person is suffering.

10. 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 suppress any material information while filling up the Online application form and submitting the certified copies/ testimonials.

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

- a) using unfair means during the examination (or)
- b) impersonating or procuring impersonation by any person (or)
- c) misbehaving in the Interview venue or taking away the documents from the venue (or)
- d) resorting to any irregular or improper means in connection with his/her candidature for selection (or)
- e) obtaining support for his/her candidature by any other means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:

- a) to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

11. HOW TO APPLY

Eligible candidates are required to apply 'ONLINE' only through our Bank's website www.job.in and no other means / mode of application will be acceptable. Candidates are advised to follow the following sequence of steps while applying online.

Candidates are required to have a valid personal e-mail ID and the same should be specified in the online application form while applying for Online Examination for recruitment of Probationary Officers through tie-up with academic institution in our Bank. It should be kept active for the duration of this recruitment process. Under no circumstances, he/she should share/mention e-mail ID to / of any other person.

- a) Candidates are required to Log on to our Bank's website www.iob.in and click the "Careers" link (available at the bottom of the Bank's website).
- b) Candidates are required to go through the detailed advertisement by clicking the **Advertisement (English) or Advertisement (Hindi)** available below **Recruitment of 480 Probationary Officers through tie up with academic institution** link in the Careers Page and ensure candidate's eligibility before applying for the said post.
- c) Applicants are required to take a print out of blank Payment Receipt Challan available as an **Annexure II** with this notification.
- d) **Before applying online, the candidate has to remit the application fee/ intimation charge as applicable to the candidate with the filled up Payment Receipt Challan in any of Indian Overseas Bank's branches by means of cash only and collect candidate's copy of Payment Receipt Challan for the application fee / intimation charge paid. Please ensure that the following information has been correctly entered (1) Name, (2) Category, (3) Contact Phone Number (4) Branch Name & Code Number, (5) Transaction ID, (6) Date of deposit and amount paid in the Payment Receipt Challan.**

Applications once made will not be allowed to be withdrawn and application fee /intimation charge once paid shall not be refunded or shall not be held in reserve for any other examination.

APPLICATION FEE / INTIMATION CHARGE (NON REFUNDABLE)

NAME OF THE POST	FOR SC/ST/ PC	FOR ALL OTHERS (INCLUDING OBC)
PROBATIONARY OFFICERS IN JMG SCALE – I	50/-	500/-

Application Fee / Intimation Charge has to be paid in cash only at any Branch of Indian Overseas Bank before applying Online.

- e) After remitting the application fee/ intimation charge, the candidates are required to revisit our Bank's website www.iob.in and open the Careers Page and Click **apply online** link below the **Recruitment of 480 Probationary Officers through tie up with academic institution** header and should fill up the required details in the online application form. After filling up all the details candidates shall submit the application online. The candidates can then take a printout of the system generated online application form to be submitted at the time of the interview. The registration number and password generated should also be retained for future reference.
- f) There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in the online application if any. This modification facility will be available immediately after registration up to **29.07.2013**. Modification will be allowed only three times. After the last date, no modification will be permitted.

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

For the purpose of locating the Branch address for remitting fees, candidate may log on to our Bank's website www.iob.in wherein provision is available for locating address of the Branches.

Candidates should submit the candidate's copy of Payment Receipt Challan along with the call letter and all other documents as advised in this notification at the time of Interview failing which the candidate will not be admitted for the Interview.

The payment of fees should be made between 10.07.2013 and 29.07.2013 (inclusive of both dates) and the last date for applying online is 29.07.2013. Application for online registration will be available in our Bank's website between 10.07.2013 and 29.07.2013 only. Even if the date for online application is revised, the date for payment of application fee/ intimation charge will remain unchanged.

12. CALL LETTERS FOR THE INTERVIEW

Only those candidates who have met with all the eligibility criteria mentioned in this notification and who have cleared their Online Examination and who are shortlisted for appearing in the Interview will be intimated by email to their email id (as specified in the online application form while applying for Online Examination) **(OR)** may download the call letter from the Bank's website. The names/registration number of the candidates who are finally short-listed for Interview will also be available on the Bank's website www.iob.in.

Bank will not take responsibility for non- receipt of intimation regarding call letter / any communication due to technical reasons or whatsoever to the candidates. Candidates are requested to keep track of their application status by visiting the Bank's website from time to time.

Note: Candidates in their own interest are advised to register online and submit their application well in time before the last date for submission, to avoid the possibility of dis-connection / inability / failure to log on to the Bank's website on account of

heavy load on internet/ website jam. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Bank. **The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit our Bank's website www.iob.in for detailed advertisement.**

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

GENERAL MANAGER
(HR)

Guidelines for Scanning and Upload of Photograph & Signature

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

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- 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.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the Signature on the Call Letter, 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 Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the Image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg
Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

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

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

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

EXAMINATION CENTERS (Tentative List)

The examination may be held at the following centers and the address of the venue will be advised in the call letters. 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. As far as practicable, candidates will be allotted to a centre of his/her choice however Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

STATE /UT	CENTRE
Andhra Pradesh	Hyderabad
	Vijaywada
	Vishakhapatnam
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh
Chhattisgarh	Raipur
Gujarat	Ahmedabad
Haryana	Gurgaon
Jharkhand	Ranchi
Karnataka	Bengaluru
	Mangalore
Kerala	Kochi
	Kozhikode
	Thiruvananthapuram
Madhya Pradesh	Bhopal
Maharashtra	Mumbai
	Pune
New Delhi	New Delhi
Odisha	Bhubaneshwar
Puducherry	Puducherry
Punjab	Bhatinda
	Ludhiana
Rajasthan	Jaipur
Tamilnadu	Chennai
	Coimbatore
	Madurai
	Thiruchirapalli
	Tirunelveli
Uttar Pradesh	Lucknow
	Meerut
West Bengal	Kolkata