



**Institute of Banking Personnel Selection**  
**COMMON WRITTEN EXAMINATION [CWE] FOR**  
**RECRUITMENT IN CLERICAL CADRE IN PUBLIC SECTOR BANKS**

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*With high growth forecast, the Indian Banking sector offers vast opportunities for a career. Eligible aspirants for bank jobs at the entry level in Public Sector Banks are invited to participate in the process.*

With the validity of the scorecard issued for the first CWE for Clerks held in November/ December 2011 expiring in February 2013, **the next Common Written Examination (CWE Clerk-II) as a pre-requisite for selection of personnel for Clerical cadre posts in the Public Sector Banks will be conducted online by the Institute of Banking Personnel Selection (IBPS) tentatively in December 2012.**

Any eligible candidate, who aspires to join any of the Public Sector Banks listed below as a Clerk or in a similar post in that cadre, is required to clear the Common Written Examination (CWE). Candidates who qualify in CWE Clerk-II, will subsequently be called for a Common Interview to be co-ordinated by IBPS. Candidates, successful in qualifying in both the CWE and Common Interview will be listed in the order of merit. Depending on the vacancies in each bank of his preference, candidate will receive through a computerised system an offer from **one** of the Participating Public Sector Banks listed below. Vacancies remaining unfilled on account of candidates declining offer, will be filled from among the remaining candidates, through subsequent iterations.

This system of Common Written Examination and common interview for recruitment of Clerical Cadre in Participating PSBs has the approval of the appropriate authorities.

Candidates intending to appear for CWE will have to apply to IBPS after carefully reading the advertisement regarding the process of examination and interview, eligibility criteria, online registration process, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters etc.

**A PARTICIPATING BANKS**

Allahabad Bank	Indian Bank
Andhra Bank	Indian Overseas Bank
Bank of Baroda	Oriental Bank of Commerce
Bank of India	Punjab National Bank
Bank of Maharashtra	Punjab & Sind Bank
Canara Bank	Syndicate Bank
Central Bank of India	UCO Bank
Corporation Bank	Union Bank of India
Dena Bank	United Bank of India
IDBI Bank	Vijaya Bank

**After the declaration of result of both CWE and common interview, a notification will be issued by IBPS giving the state/UT wise and category-wise vacancies for each Bank and order of preference for Banks will be obtained from successful candidates. Based on the marks obtained in CWE and common interview as well as the indication of order of preference of Banks and available vacancies, a successful candidate will receive a call from an individual Bank.**

**Since recruitment in clerical cadre in Public Sector Banks is done on State/UT-wise basis**, candidates can apply for vacancies in any one State/ UT only. Consequently, a candidate would be required to appear for CWE in any one of the centres in that particular State/UT. However, depending upon the response, administrative feasibility etc. candidates may be allotted to a centre of examination outside the chosen State/UT for which vacancies he/she is applying. Please note **this reallocation is only for the conduct of examination and the candidate will be considered for vacancies in the State/UT applied for, as aforesaid.**

## **B. ELIGIBILITY CRITERIA**

Candidates, intending to appear for CWE should ensure that they fulfil the minimum eligibility criteria specified by IBPS before applying for the Common Written Examination (CWE):

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the Post. However merely applying for CWE/ appearing for and qualifying in the examination and/or in the subsequent interview does not imply that a candidate will necessarily be eligible for employment in any of the Participating Public Sector Banks.**

### **I. 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> 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.

### **II Age (As on 01.10.2012):**

**Minimum: 20 Years Maximum: 28 Years**

**The maximum age limit specified is applicable to General Category candidates**

### Relaxation of Upper age limit

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	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 who have not remarried	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:** (i) 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 a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above.
- (ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of interview, if called.

**The following rules applicable to Ex-Servicemen re-employed under the Central government would apply to Ex-Servicemen candidates appearing for the CWE:**

- (iii) 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.
- (iv) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases.

### DEFINITION OF EX-SERVICEMEN (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 27.01.1986 as amended from time to time.

- ii. **DISABLED EX-SERVICEMEN(DISXS):** 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 DISXS.
- iii. **DEPENDENTS OF EX-SERVICEMEN KILLED IN ACTION (DXS):** 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.

### **DEFINITION OF PERSONS WITH DISABILITIES**

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 a Medical Board appointed by the Central/State Govt.

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**.

#### **Visually Impaired (VI)**

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 degrees or worse.

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

As per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, low vision aids will be permitted to candidates with visual impairment, and such candidates will be eligible for extra time if applicable.

#### **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 sixty decibels or more in the better ear in the conversational range of frequencies.

#### **Orthopedically Challenged (OC)**

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.

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

**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 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 academic qualification of the scribe should be one grade lower than the stipulated criteria.
- The scribe may be from any academic stream.
- Both the candidates as well as scribes 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 examination.
- Those candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

**C. EDUCATIONAL QUALIFICATIONS (as on 01.10.2012)**

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

Computer literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/Language/ should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.

Proficiency in the Official Language of the State/UT (candidates should know how to read/ write and speak the Official Language of the State/UT) for which vacancies a candidate wishes to apply is preferable.

Ex-Servicemen who do not possess the above civil examination qualifications should be matriculate Ex-Servicemen who have obtained the Army Special Certificate of Education or corresponding certificate in the Navy or Air Force after having completed not less than 15 years of service in the Armed Forces of the Union.

**Note:** (i) All educational qualifications should be from a recognised university/ Board.

(ii) The percentage of marks shall be arrived at by dividing the aggregate/total marks obtained by the candidate in all the subjects irrespective of optional/additional subjects studied with the aggregate maximum marks of the examination passed for all the years of the examination.

(iii) The date of passing the examination which reckons for eligibility will be the date appearing on the Mark Sheet or Provisional Certificate

**D. EXAMINATION (ONLINE)****Structure of Examination:**

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Total Time
1	Reasoning	40	40	2 hours
2	English Language	40	40	
3	Numerical Ability	40	40	
4	General Awareness with special reference to Banking Industry	40	40	
5	Computer Knowledge	40	40	
	Total	200	200	

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

**Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letter for examination from the IBPS website.**

**E. PENALTY FOR WRONG ANSWERS**

There will be penalty for wrong answers marked in the Objective Tests. 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 for any question a candidate gives more than one answer, it will be treated as wrong even if one of the given answers happens to be right and 0.25 of the marks assigned to that question will be deducted as penalty. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

**F. STANDARDIZED SCORES**

- (i) The corrected scores obtained by each of the candidates in different sessions will first be normalized using equipercentile method.
- (ii) Normalized scores may subsequently be standardized by linear conversion method.
- (iii) If the standard score obtained is in fraction, the marks obtained will be rounded off to the nearest integer, i.e. if fraction is 0.50 or more, it will be rounded off to next higher integer.

**G. CUTOFF SCORE**

Each candidate will have to secure a minimum standard score in each of the tests as well as on the Total Weighted Standard Score to be called for interview. The cut-off points to qualify in each of the tests will be decided based on the average (Average –  $\frac{1}{4}$  Standard Deviation for General category candidates and Average –  $\frac{3}{4}$  Standard Deviation for Reserved Category candidates). Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of merit to be called for interview. A candidate should qualify both in the CWE and interview for being considered for appointment in vacancies announced and anticipated by Participating Banks.

## **H. CWE SCORE**

The candidates' scores will be made available on IBPS website and candidates may view the same.

## **I. EXAMINATION CENTERS**

- (i) The examination will be conducted online in venues across many centres in India. The list of Examination centres is available in **Annexure I**.
- (ii) IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- (iii) As far as possible candidates will be allotted to a centre of his/her choice however IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for and a **candidate may be allocated a centre of exam outside the State/UT for which vacancies he/she is applying**.
- (iv) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- (v) No request for change of centre for Examination shall be entertained.

## **J. PRE-EXAMINATION TRAINING**

It is proposed that Pre-Examination Training will be imparted to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ ExServicemen/ Persons With Disabilities at some centers viz. Agartala, Agra, Ahmedabad, Allahabad, Amritsar, Aurangabad, Balasore, Bareilly, Behrampur (Ganjam), Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Dehradun, Dhanbad, Gorakhpur, Gulbarga, Guwahati, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jammu, Jodhpur, Kanpur, Karnal, Kavaratti, Kochi, Kolkata, Lucknow, Ludhiana, Madurai, Mangalore, Mumbai, Muzaffarpur, Mysore, Nagpur, New Delhi, Panaji (Goa), Patiala, Patna, Port Blair, Puducherry, Pune, Raipur, Rajkot, Ranchi, Rohtak, Sambalpur, Shimla, Shillong, Siliguri, Thiruchirapalli, Thiruvananthapuram, Tirupati, Vadodara, Varanasi, Vijaywada and Vishakhapatnam.

All eligible candidates who will opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centers. Depending on the response and administrative feasibility the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements is reserved.

By merely attending the Pre-Examination Training no candidate acquires any right to be selected in any of the participating Public Sector Banks mentioned.

## **K. HOW TO APPLY**

**Candidates can apply online only from 15.10.2012 to 05.11.2012 and no other mode of application will be accepted.**

### **Pre-Requisites for Applying Online**

Before applying online, candidates should--

- (i) scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure II to this Advertisement.
- (ii) Keep the necessary details/documents ready if desired to make **online payment** of the requisite application fee/ intimation charges (In case of **Offline Payment i.e. CBS** candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/ intimation charges).
- (iii) have a valid personal email ID, which should be kept active till the declaration of results of this round of CWE. IBPS may send call letters Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Application Fees/ Intimation Charges (Payable from 15.10.2012 to 05.11.2012 (Online payment) and 17.10.2012 to 09.11.2012 (Offline payment) both dates inclusive)

- Rs. 50/- for SC/ST/PWD/EXSM candidates.

- Rs. 400 /- for all others

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

### **Procedure for applying online**

- (1) Candidates are first required to go to the IBPS's website [www.ibps.in](http://www.ibps.in) and click on the Home Page to open the link "Common Written Examination" and then click on the option "CLICK HERE TO APPLY ONLINE FOR CWE- Clerks (IBPS-CWE-Clerk-II) December 2012" to open the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure II).

### **Mode of Payment**

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

#### **(1) Payment of fees/ intimation charges via the ONLINE MODE**

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.



- (iii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (iv) In case candidates wish to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then **revisit the 'Apply Online'** link and fill in their application details again.
- (vii) On successful completion of the transaction, **an e-receipt** will be generated.
- (viii) Candidates are required **to take a printout of the e-receipt.**

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

**(2) Payment of fees/ intimation charges via OFFLINE MODE (at counters of specified Bank branches):**

Payment of fee/ intimation charges through the offline mode can be made through the CBS branches of any one of the following 7 Public Sector Banks-

Bank of Baroda, Bank of India, Bank of Maharashtra, Central Bank of India,  
Indian Overseas Bank, Punjab National Bank, United Bank of India

Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & sms indicating the Provisional Registration number and Password will also be sent. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & sms

indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission.

**The registration at this stage is provisional.**

Fee Payment: Fee payment will be accepted at the CBS branches of the banks listed above from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 20.10.2012, then he/she will be able to deposit the fee from 23.10.2012 to 27.10.2012, considering 21.10.2012 is a non- working day). Once fee has been paid, the registration process is completed.

Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees/ intimation charges. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

**Note- - There is also a provision to reprint the submitted application containing fee details, three days after fee payment.**

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form **three days after fee payment**, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/ Banks.

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

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

**An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.**

**Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of**

**disconnection/inability/failure to log on the IBPS's website on account of heavy load on internet/website jam.**

**IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.**

**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

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

## **L. GENERAL INSTRUCTIONS**

- (1) Candidates will have to submit the examination call letter and a photocopy of photo-identity proof at the time of examination.**
- (2) Before applying for the CWE for Clerk posts in the participating Public Sector Banks, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.
- (3) IBPS would be free to reject any application, at any stage of the process, if the candidate is found ineligible as per the stipulated eligibility criteria. Decision of the IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination etc. and any other matter relating to the CWE will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the IBPS in this behalf.
- (4) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.
- (5) Online applications once registered will not be allowed to be withdrawn and/or the application fee, postage charges once paid will not be refunded nor be held in reserve for any other examination.
- (6) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (7) Canvassing in any form will be a disqualification.
- (8) In case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected after appointment in a Bank, his/her services are liable to be summarily terminated.
- (9) Any request for change of address will not be entertained.
- (10) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on IBPS website shall prevail.

- (11) A Candidate's admission to the examination is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the IBPS.
- (12) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the IBPS/ Bank in future should be identical and there should be no variation of any kind.
- (13) In the administration of the examination, there is the likelihood that a small number of problems may occur that might impact test delivery and/or a result from being generated. In the event that this does occur, every effort will be made to correct the problem, upto and including the administration of another examination.

**M. Use of Mobile Phones, pagers, calculator or any such devices:**

- (a) **Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.**
- (b) **Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.**
- (c) **Candidates are not permitted to use or have in possession calculators in examination premises.**

**N. Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by IBPS
  - (c) for termination of service, if he/ she has already joined the Bank.

**Important:**

**IBPS would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.**

**O. CALL LETTERS FOR WRITTEN EXAMINATION**

The date and time of Examination (tentatively in December 2012/ January 2013) shall be intimated in the Call Letter along with the Centre/Venue address.

An eligible candidate should download his/her call letter from the IBPS's website [www.ibps.in](http://www.ibps.in) by entering his / her details i.e. Registration Number and Password/Date of Birth, after 03.12.2012. The Information Handout will also be available on IBPS website and a candidate may download the same. No hard copy of the call letter/ Information Handout will be sent by post/ courier.

**A candidate has to bring his/her Examination call letter along with his/her photo identity proof in original as well as a photocopy while attending the examination and will have to submit the Examination call letter and photocopy of photo-identity proof in the examination hall.**

**Identity Verification**

In the examination hall, 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 identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter and in the Attendance List. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.**

Note: Candidates have to submit photocopy of the photo identity proof along with Examination Call Letter while attending the examination, without which they will not be allowed to take up the examination.

This advertisement is also available on IBPS's website address [www.ibps.in](http://www.ibps.in) Candidates are advised to remain in touch with IBPS's website for any information which may be posted for further guidance.

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

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

- (1) Call Letter for Examination**
- (2) Photo-identity proof (as specified) 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.**

<b>Start date for Online Registration</b>	<b>15.10.2012</b>
<b>Online Payment of Application Fees</b>	<b>15.10.2012- 05.11.2012</b>
<b>Offline Payment of Application Fees</b>	<b>17.10.2012- 09.11.2012</b>
<b>Last date for Online Registration</b>	<b>05.11.2012</b>
<b>Download of Call letter for Examination</b>	<b>After 03.12.2012</b>

**Mumbai**  
**Date: 15.10.2012**

**Director**  
**IBPS**

**EXAMINATION CENTERS (Tentative List)**

The examination will tentatively be held at the following centers and the address of the venue will be advised in the call letters:

State Code	State /UT	Centre
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Guntur Hyderabad Karimnagar Rajahmundry Tirupati Vijaywada Vishakhapatnam
13	Arunachal Pradesh	Itanagar
14	Assam	Dibrugarh Guwahati Jorhat Silchar
15	Bihar	Bhagalpur Muzaffarpur Patna
16	Chandigarh	Chandigarh
17	Chattisgarh	Raipur
18	Dadra & Nagar Haveli	Bulsar
19	Daman & Diu	Bulsar Jamnagar
20	Goa	Panaji
21	Gujarat	Ahmedabad Bhavnagar Bulsar Jamnagar Rajkot Surat Vadodara
22	Haryana	Hissar Karnal Panchkula Rohtak
23	Himachal Pradesh	Dharamsala Shimla
24	Jammu & Kashmir	Jammu
25	Jharkhand	Bokaro Dhanbad Jamshedpur Ranchi

26	Karnataka	Belgaum Bengaluru Gulbarga Hubli Mangalore Mysore Udipi
27	Kerala	Kannur Kochi Kottayam Kozhikode Thrichur Thiruvananthapuram
28	Lakshwadweep	Kavarrati
29	Madhya Pradesh	Bhopal Gwalior Indore Jabalpur
30	Maharashtra	Aurangabad Kolhapur Mumbai Nagpur Nasik Pune Solapur
31	Manipur	Imphal
32	Meghalaya	Shillong
33	Mizoram	Aizawl
34	Nagaland	Kohima
35	New Delhi	New Delhi
36	Orissa	Balasore Berhampur(Ganjam) Bhubaneshwar Cuttack Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar Bhatinda Jalandhar Ludhiana Mohali Patiala
39	Rajasthan	Ajmer Jaipur Jodhpur Kota Udaipur
40	Sikkim	Gangtok

41	Tamilnadu	Chennai Coimbatore Madurai Salem Thiruchirapalli Tirunelveli
42	Tripura	Agartala
43	Uttar Pradesh	Agra Allahabad Bareilly Gorakhpur Kanpur Lucknow Meerut Varanasi
44	Uttarakhand	Dehradun Haldwani
45	West Bengal	Berhampur (West Bengal) Durgapur Kolkata Siliguri



### **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 Hall Ticket 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 Hall Ticket, 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.