



देना बैंक

DENA BANK

(A Government of India Enterprise)
Trusted Family Bank

DENA CORPORATE CENTRE, C-10, G-BLOCK, BANDRA KURLA COMPLEX, BANDRA(E), MUMBAI - 400 051

DENA BANK, A PREMIER NATIONALISED BANK, INVITES APPLICATIONS FOR THE POSTS INDICATED HERE BELOW:

Important : Candidates are required to apply on-line through Bank's web site www.denabank.com. (Where full advertisement is available) No other means/modes of application will be accepted.

Table with 2 columns: Details, For Specialist Officers Post. Rows include Opening date, Closing date, Payment of application fees, and Date of Written Examination.

(The Fees Payment Challan /NEFT Receipt date should not be earlier than 21.01.2013 and not later than 04.02.2013.)

Please Note: - Candidates need not send the Print out of the Computer Generated Online Application after submitting the application online. However, they are advised to take a Print-Out of the same and retain the same for future reference and required to produce the same at the time of Interview.

1. VACANCIES

1 (a) Details of vacancies for candidates possessing valid Score Card issued by IBPS in Common Written Examination (CWE) for Specialist Officers held on 11.03.2012. The mode of selection shall be INTERVIEW only.

Table with 6 columns: Post Code No., Post, Grade & Scale, Total Vacancies, Age as on 01.12.2011, Remarks. Lists various officer posts and their details.

(\*) Agricultural Officers are liable to be posted initially for 5 years in rural/semi-urban branches.

1 (b) Details of vacancies for Specialist Officers directly from Open Competition:-

Table with 5 columns: Post Code No., Post, Grade & Scale, Total Vacancies, Age as on 01.01.2013. Lists various officer posts and their details.

Note:

- 1. The number of vacancies as also the number of reserved vacancies are provisional and may vary according to requirement of the Bank. Reservation for SC/ST/OBC/PWD Candidates will be provided as per Government guidelines including fresh guidelines if any received subsequently.
2. Candidates belonging to reserved category for which no vacancies has been announced are free to apply against vacancies announced for unreserved/ general category provided they fulfill the age and qualifications norms for General Category.
3. (A) For Post Code No. 01 to 07:- Candidates can apply for one post for which the candidate holds a valid score card.
(B) For Post code No. 08 to 15:- Candidate can apply for more than one post. In case candidate applies for more than one post, separate on-line application for each post along with requisite fees must be submitted.
(C) For the post of Civil Engineer and Electrical Engineer, candidate should have applied for, appeared for and passed CWE for Specialist Officers -2012 for the post of Technical Officer.
4. Reservations of vacancies category-wise, including Backlog (provisional), are as under:

Table with 5 columns: Scale, Total Vacancies, Reservation (SC, ST, OBC), GEN, Out of which (OH, VH, HI). Shows reservation details for different categories.

Abbreviations stand for : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, OH - Orthopaedically Handicapped, VH - Visually Handicapped, HI - Hearing Impaired,

2. RESERVATIONS FOR PERSONS WITH DISABILITIES: (PWD)

Reservation is available to PWD persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995. Accordingly, candidates with the following disabilities will be considered for reservation under the category.

Definition :

I) Locomotor Disability or Cerebral Palsy (OH) :

Person who has a minimum of 40% of physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.

II) Visually Handicapped (VH) :

- i) Blindness : refers to a condition where a person suffers from either of the following conditions:
(a) Total absence of sight.
(b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
(c) Limitation of the field of vision subtending an angle of 20 degrees or worse.
ii) Low vision : Persons with low vision means a person with an impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories:
(a) Reduction of fields less than 50 degrees.
(b) Heminaopia with macular involvement.
(c) Attitudinal defect involving lower fields.

III) Hearing Impaired (HI) are those in whom there is a hearing loss of 60 decibels or more in the better ear in the conversational range of frequencies.

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 1st January 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the united Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (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 provisionally admitted to the examination/interview conducted by the Bank but on final selection the offer of appointment will be given only after producing necessary eligibility certificate issued to him by the Government of India.

(B) EDUCATIONAL QUALIFICATIONS & EXPERIENCE

(i) For Post Code No. 01 to 07 - Eligibility criteria as on 01.12.2011. (Only for those possessing valid score card issued by IBPS for CWE held on 11.3.2012 for Specialist Officers for the respective post applied for)

Main table with 5 columns: Post Code, Name of the Post, Educational Qualification, Work Experience, Job Description. Lists various posts like Agriculture Officer, Personnel Officer, Officer (IT), Officer (Legal), and Rajbhasha Adhikari with their respective requirements.

Post Code	Name of the Post	Educational Qualification	Work Experience	Job Description	Post Code	Name of the Post	Educational Qualification	Work Experience	Job Description	Mode of Selection																																														
6	Civil Engineer	Degree in Civil Engineering from any recognised University.	Nil	<ul style="list-style-type: none"> <li>Construction of new buildings, repairs &amp; rehabilitation of old buildings, renovation of branches. The work will mainly relate to panning of the work, selection of design submitted by the architect, PMC, scrutiny of estimates, approval of materials to be used, getting various approvals from the competent authorities, tendering process, co-ordination at the time of execution of work, checking of measurements &amp; payment of bills.</li> <li>Day to day maintenance of building &amp; periodical inspection of the buildings</li> <li>Ensure the preventive measures and safety of the buildings.</li> </ul>	9	Officer (Credit/FA)	CA / CFA / ICWA / MBA (Finance) / M.Com. / 2 years' PG Diploma in Finance or any other equivalent degree/diploma with specialisation in Finance from recognised university/AICTE approved institutes / PGPBF from NIBM	Nil	<ul style="list-style-type: none"> <li>Evaluation of credit proposals for working capital facilities, project finance, export and import finance.</li> <li>Monitoring and supervision of borrowal accounts</li> <li>Preparation of viability study, rehabilitation programmes dealing with BIFR/DRT.</li> <li>Liasioning with RBI and Financial Institutions etc.</li> <li>Rules/Regulations and practices in domestic/ forex, treasury/ money market and RBI/Stock Exchange / SEBI guidelines, etc.</li> <li>Asset Liability Management &amp; Risk Management.</li> <li>Management of investment portfolio.</li> <li>Bond dynamics</li> <li>Trading in Govt. Security market/Debt market/ Indian Bond market.</li> <li>Equity trading</li> <li>Derivative products of debt/equity and money market.</li> <li>Money market products like call money, C.P., C.D., Repo.</li> <li>FOREX trading.</li> </ul>	Written Test (on-line /Off-line) & Interview																																														
7	Electrical Engineer	Degree in Electrical Engineering from any recognised University	Nil	<ul style="list-style-type: none"> <li>Supervision of supply and distribution of electrical load in the Head Office and other buildings of Bank, rerouting cables for optimum usage and optimising the use of electricity and preparing and updating the circuit diagram accordingly.</li> <li>Supervise installation &amp; maintenance of electrical sub-stations, circuit breakers, transformers, electrical switch gears and instrumentation..</li> <li>Supervise installation, maintenance and repairs of HT/LT electrical installation of commercial and residential buildings of the Bank.</li> <li>Supervise maintenance &amp; repairs of AC plants and window units, water pumps and DG sets, telecommunication networks, lifts &amp; escalators, CCTV, Access control, sewerage plants, neon-signages.</li> </ul>	10	Officer (Forex)	A graduate with minimum 55% of marks in any discipline from a recognised university and MBA/ 2 years PG Diploma in International Business/ Finance from AICTE approved institutes/ universities.  Additional qualification of CAIIB, Diploma in International Banking from IIBF will be preferred	Experience in the related field desirable but not essential	<p>Incumbent should be capable of :</p> <ul style="list-style-type: none"> <li>Promoting forex business in the Bank</li> <li>Identify and mitigate market risk in forex business prudently.</li> <li>Handle inward &amp; outward remittance, export/import finance &amp; LCs etc.</li> <li>Dealing Room operations, liaisons with RBI, EXIM bank, FEDAI, ECGC, etc.</li> </ul>	Written Test (on-line /Off-line) & Interview																																														
<p><b>ESSENTIAL REQUIREMENT:</b> - Valid IBPS score obtained in Common Written Examination (CWE) for Specialist Officers.</p> <p><b>(A) Individual Test :-</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Tests</th> <th colspan="2">Category - wise Cutoff</th> </tr> <tr> <th>General</th> <th>SC/ST/OBC/PWD</th> </tr> </thead> <tbody> <tr> <td>Reasoning</td> <td>24 &amp; above</td> <td>21 &amp; above</td> </tr> <tr> <td>English Language</td> <td>24 &amp; above</td> <td>21 &amp; above</td> </tr> <tr> <td>Quantitative Aptitude (*)</td> <td>24 &amp; above</td> <td>21 &amp; above</td> </tr> <tr> <td>General Awareness (#)</td> <td>24 &amp; above</td> <td>21 &amp; above</td> </tr> <tr> <td>Professional Knowledge</td> <td>24 &amp; above</td> <td>21 &amp; above</td> </tr> </tbody> </table> <p>(*) For Agriculture Officer, Personnel Officer, Officer(IT), Civil Engineer &amp; Electrical Engineer (#) For Rajbhasha Adhikari &amp; Legal Officer</p> <p><b>(B) Total Weighted Standard Score :-</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Post</th> <th colspan="2">Cut-off on Total weighted Standard Score</th> </tr> <tr> <th>General</th> <th>SC/ST/OBC/PWD</th> </tr> </thead> <tbody> <tr> <td>Agriculture Officer</td> <td>112</td> <td>104</td> </tr> <tr> <td>Personnel Officer</td> <td>124</td> <td>114</td> </tr> <tr> <td>Officer (IT)</td> <td>128</td> <td>120</td> </tr> <tr> <td>Officer (Legal)</td> <td>121</td> <td>113</td> </tr> <tr> <td>Rajbhasha Adhikari</td> <td>96</td> <td>90</td> </tr> <tr> <td>Civil Engineer</td> <td>120</td> <td>113</td> </tr> <tr> <td>Electrical Engineer</td> <td>120</td> <td>113</td> </tr> </tbody> </table>					Tests	Category - wise Cutoff		General	SC/ST/OBC/PWD	Reasoning	24 & above	21 & above	English Language	24 & above	21 & above	Quantitative Aptitude (*)	24 & above	21 & above	General Awareness (#)	24 & above	21 & above	Professional Knowledge	24 & above	21 & above	Post	Cut-off on Total weighted Standard Score		General	SC/ST/OBC/PWD	Agriculture Officer	112	104	Personnel Officer	124	114	Officer (IT)	128	120	Officer (Legal)	121	113	Rajbhasha Adhikari	96	90	Civil Engineer	120	113	Electrical Engineer	120	113	11	Officer (MIS/ Economics)	Master's degree in Statistics/ Economics with 50% and above marks from a recognized University or reputed Institute which is recognized as equivalent thereto by the Government of India.  Specialised application knowledge/ exposure in MIS/Data Management in Computer is essential	Nil	Collection, collation, analysis and interpretation of statistical data and other information pertaining to corporate planning, finance, banking and related areas for reviewing and preparation of reports and notes thereon.	Written Test (on-line /Off-line) & Interview
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					13	Fire Officer	A first class in BE (Fire) with minimum 60% marks from National Fire Service College, Nagpur, Govt. of India, Ministry of Home Affairs OR A first class B.Sc. with minimum 60% marks and Grade I Fire examination Certificate OR Similar qualification from Govt. recognized Institute	Preferably 1-2 years of relevant experience in a large Public/ Private sector Organisation	<p>Fire Officer will be responsible for</p> <ol style="list-style-type: none"> <li>Inculcating Fire Discipline</li> <li>Supervising &amp; Maintenance of Fire Equipment</li> <li>Training of Staff</li> <li>Formulate and implement Bank's fire policies in branches/offices/residences etc.</li> <li>Compliance of prevailing laws/rules and regulations formulated by Govt./ Regulated bodies/Agencies</li> <li>Liaison with Fire Brigade and Govt Authorities.</li> </ol>	Interview																																														



Post Code	Name of the Post	Educational Qualification	Work Experience	Job Description	Mode of Selection
14	CA/ICWA	Passed final examination for CA/ICWA	Minimum 3 years experience in the related fields in Banks/Financial Institutions/ zLarge Indl. Units/ Govt. Organisations, etc. AND/OR Minimum 3 years working experience in treasury/ integrated treasury dept. of a primary dealer (nationalised banks/financial institutions) Experience should consist both in front and back offices in nationalised banks and financial institutions.	<ul style="list-style-type: none"> <li>Evaluation of credit proposals for working capital facilities, project finance, export and import finance.</li> <li>Monitoring and supervision of borrowal accounts.</li> <li>Preparation of viability study, rehabilitation programmes dealing with BIFR/DRT.</li> <li>Liasioning with RBI and Financial Institutions etc.</li> <li>Implementing IFRS</li> <li>Rules/Regulations and practices in domestic/ forex, treasury/ money market and RBI/Stock Exchange / SEBI guidelines, etc.</li> <li>Asset Liability Management &amp; Risk Management.</li> <li>Management of investment portfolio.</li> <li>Bond dynamics</li> <li>Trading in Govt. Security market/Debt market/ Indian Bond market.</li> <li>Equity trading</li> <li>Derivative products of debt/equity and money market.</li> <li>Money market products like call money, C.P., C.D., Repo.</li> <li>FOREX trading.</li> </ul>	Written Test (on-line /Off-line) & Interview
15	Security Officer	Graduate in any discipline from a recognized University	An officer with minimum 5 years commissioned service in Army/Navy/ Air force OR A Police Officer not below the rank of Asst. S.P./Dy.S.P. With 5 years of service in that rank OR An Officer of identical rank in Para Military forces with minimum 5 years of service	<ul style="list-style-type: none"> <li>Supervision of the security arrangements of branches/RO/HO premises.</li> <li>Surprise checks of branches/ROs</li> <li>Security arrangements of Currency Chests.</li> <li>Cash Management.</li> </ul>	Interview

**NOTE :-**

- (a) For posts where experience is essential/desirable, it should be **full time and post qualification**.
- (b) Experience in the relevant field of the post applied for will only be counted.
- (c) Computer Literacy: Computer proficiency is essential. Before joining the Bank in Officer Cadre, candidate should possess basic computer application and operational skills, i.e., WINDOWS, MS OFFICE/LOTUS SMART SUITE, Internet and E-Mail operations. A certificate from a recognised University or an Institute duly recognised by the State/Central Government or from any other Institute which is acceptable to the Bank to be submitted by the candidate as an evidence of having acquired computer proficiency. The candidate having passed the computer subject during his graduation/post-graduation will also be acceptable. Duration of the course done preferably be for 60 hours.

**4. RELAXATION OF UPPER AGE LIMIT**

Sr.No.	Category	Age Relaxation
1	SC/ST Candidates	5 years
2	Other Backward Classes (OBC) candidates	3 years.
3	Persons domiciled in Kashmir division of J & K State during 01.01.1980 to 31.12.1989	5 years
4	Person with disability	10 years
5	The children/family members of those who died in the 1984 riots	5 years
6	Ex-servicemen	(for post code No. 1 to 12 & 14) <b>5 years</b> (for post code No. 13 & 15 ) <b>3 years</b> (In addition to the usual period of service in the Defence forces) subject to a maximum age of 50 years.

**NOTE :**

- An Ex-serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in government ceases.
- The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- All persons eligible for age relaxation under Sr. No. 4(3) 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 an authority designated in this regard by the Govt. of J & K 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.
- All persons eligible for age relaxation under Sr. No. 4(5) above must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the rehabilitation package for 1984 Riots Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Department of Financial Services communication No. F.No.9/21/206-IR dated 27.07.2007.

**5. APPLICATION FEE (NON-REFUNDABLE)**

Post Code	For SC/ST/PWD	For all others (including OBC/Ex-Servicemen)
For Post Code from 1 to 7	₹. 20/- (only intimation & Postal charges)	₹. 100 (including intimation charges)
For Post Code from 8 to 15	₹. 50/- (only intimation & Postal charges)	₹. 400 (including intimation charges)

**NOTE :**

- Requisite application fee must be paid by way of "Fees Payment Challan " by visiting nearest Dena Bank's Branch or by way of "NEFT" by visiting any Scheduled Commercial Bank.
- Fees Payment Challan / NEFT must be paid on or after 21.01.2013 but on or before 04.02.2013. i.e the last date of On-line registration. Even if the Bank extends the date of On-line registration by one or two days, the valid dates of Fee Payment Challan/ NEFT will not be changed. Candidates must write his/her name, Contact Number (Mobile/Phone number) and address and post applied for on the reverse of the Fees Payment Challan /NEFT
- Application fees by Demand Draft/Pay Order/cash/cheque/money order/postal stamps will NOT be accepted.

**6. SELECTION PROCEDURE :**

- For post code No. 1 to 7 and 13 & 15 there will be only interview.
- For post code No. 8 to 12 & 14 there will be written test & interview.
- Merely satisfying the eligibility norms do not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary Screening / short listing with reference to candidate's qualifications, suitability, experience etc.
- All the eligible candidates who apply online for Post Code No. 8 to 12 and 14 with the requisite fees will be called for a written examination.
- Bank reserves the right to change the selection strategy & hold written test &/or interview for any of the posts.

**A. Written test (Objective) For Post Code 8 to 12 & 14, is detailed as under:**

Sr.No.	Name of Test	No. of Questions	Marks	Duration
1	Test of Quantitative Aptitude	50	50	120 Minutes
2	Test of Reasoning	50	50	
3	Test of English Language	50	25	
4	Test of Professional Knowledge	50	75	
5	Interview	----	100	
<b>TOTAL</b>			<b>300</b> (WT - 200 + Interview - 100)	

**NOTE :**

- The minimum qualifying marks in each paper for merit ranking shall be decided on group norms. There will be separate Group norms for SC/ST/OBC and PWD candidates with relaxed standard.
- The candidate must obtain minimum 40% (35% for SC/ST/OBC/PWD candidates) marks in the qualifying papers (as referred above) to be eligible for merit ranking for the purpose of interview.

**B. Conducting Interviews**

- The short-listed candidates who secure minimum qualifying marks stipulated for Written Test will be called for interview in order of merit in the ratio as decided by the Bank keeping in view the minimum criteria i.e. 1:4 (1:5 in case of SC/ST/OBC/PWD).
- The Interview will carry 100 marks. Minimum qualifying marks in the interview will be 40% (35% in case of SC/ST/OBC/PWD candidates). Marks obtained in interview will be reckoned for merit ranking.
- In case of Legal Officers, descriptive test on subject knowledge may be conducted at the time of interview to assess the candidate's drafting skills.

The detailed information regarding the written examination will be given in the "Acquaint yourself" booklet which will be available on Bank's web-site. The call letter for written examination will be sent by e-mail and SMS.

**7. EXAMINATION CENTRES AND DATE OF EXAMINATION FOR POST CODE No. 8 to 12 & 14 :-**

The written examination will be held (offline/online) tentatively on 24.03.2013 at the following Centres. The examination centres are tentative and may change depending on response of the applicants.

CENTRE	CENTRE CODE
MUMBAI	11
NAGPUR	12
DELHI	13
KOLKATA	14
AHMEDABAD	15
BENGALURU	16
BHOPAL	17

No change in the examination centre will be permitted under any circumstances. The Bank may at its discretion allot a different centre to a candidate, add / cancel a particular centre if the circumstances so warrant.

**8. SALARY AND EMOLUMENTS:**

- A. JMG - Scale I : Pay Scale : ₹. 14500 - 600/7 - 18700 - 700/2 - 20100 - 800/7 - 25700.  
B. MMG - Scale II : Pay Scale : ₹. 19400 - 700/1 - 20100 - 800/10 - 28100.

**Note :**

- DA, HRA, CCA will be paid as per rules depending upon the place of posting. Medical Aid, Hospitalisation Scheme, Leave fare Concession, retirement benefits and other perquisites will be admissible as per Bank's rules.
- New appointees will be covered by Defined Contributory Pension Scheme as introduced for Employees of Central Government of India and modified from time to time.

**9. PROBATION PERIOD**

- 2 Years for JMG - Scale -I  
1 Year for MMG - Scale -II

**10. CALL LETTERS**

Call letter for written examination will be available for download from the Bank's website after 11.03.2013 and any other communication in future will be sent/ communicated only by e-mail and SMS to the eligible candidates as given in their on-line application form.

**For POST CODE NO. 08 TO 12 & 14 :-** All eligible candidates who have applied for these posts in case of any difficulty candidates should contact the Offices at the address of the respective centres (details of which will be released on Bank's website on 11.03.2013) between 11.03.2013 to 23.03.2013 indicating his/her name, address, date of birth, details of Fees payment challan/ NEFT Receipt to enable the Bank to take immediate remedial action.

**11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/testimonials. At the time of written examination/interview, if a candidate is (or has been) found guilty of

- Using unfair means during the test or
  - Impersonating or procuring impersonation by any person or
  - Misbehaving in the examination/interview hall or taking away the question booklet/answer sheet out of the examination hall or
  - Resorting to any other irregular or improper means in connection with his/her candidature for the selection or
  - Obtaining the support of his/her candidature by any means;
- such candidate may, in addition to rendering himself/herself liable to criminal prosecution will be liable to be :

- Disqualified from the examination/interview for which he/she is the candidate, and may also be
- Debarred either permanently or for a specific period from any examination or selection held by the Bank.

**Note :**

The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and Scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/her candidature.



## 12. BOND OF MINIMUM SERVICE PERIOD :

The Officers recruited will have to execute a bond to serve the Bank for a minimum period of 3 years or pay ₹1.50 lakh in case the officer wishes to leave the Bank prior to completion of 3 years inclusive of probation period.

## 13. GENERAL CONDITIONS:

- i. Bank takes no responsibility for any delay in receipt or loss in postal transit of any communication.
- ii. **Candidates need not send the Print out of the Computer Generated Online Application after submitting the application online. However, they are advised to take a Print-Out of the same and retain the same alongwith fee payment challan / NEFT receipt for future reference and required to produce the same at the time of Interview.**
- iii. Candidates are required to apply on-line through website [www.denabank.com](http://www.denabank.com). No other means/mode of applications will be accepted. Application link from website will be open from 21.01.2013 to 04.02.2013.
- iv. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.
- v. In case it is detected at any stage of recruitment 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 even after appointment, his/her services are liable to be terminated.
- vi. Candidates serving in Government/Public Sector Undertakings (including Banks & Financial Institutions) are advised to submit "No Objection Certificate" from their employer at the time of interview, failing which their candidature may not be considered and no reimbursement of fare in case of SC/ST for interview will be paid to them.
- vii. All candidates will have to produce, if called for interview, originals as well as attested photo copies of their educational qualification and experience certificate as well as caste certificates and certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled. In case of candidates belonging to OBC category, the certificate interalia must specify that candidate does not belong to "Creamy Layer" section excluded from the benefits of the reservations for Other Backward Classes in Civil Post and Services under Government of India. **OBC Certificate should not be more than one year old as on date of application.**
- viii. Only candidates willing to serve anywhere in India should apply.
- ix. Candidates should mention the Choice of Center for written Examination.
- x. Candidates seeking relaxation in Fee/Age must bring a certified copy of the certificate in support of his / her claim at the time of Interview.
- xi. Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- xii. The candidates must affix their recent **coloured** passport size photograph on the application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of written test and interview, may lead to disqualification. It should be noted that **Black and white photograph will not be accepted and call letters containing such photograph will be rejected.**
- xiii. Candidates are not permitted to use Calculators, Cell phones of any kind, Pagers or any other such instruments in the Examination Hall.
- xvi. Any request for change of address will not be entertained.
- xv. Bank may at its discretion hold re-examination, wherever necessary, in respect of a centre/venue/specific post of any candidate(s).
- xvi. The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by unauthorised person/institutions.
- xvii. Wherever written examination is held, only those candidates who are blind/low vision or locomotor impaired in both hands and both arms can use own Scribe at their cost during the written examination. In all such cases, where a Scribe is used the following rules will apply.
  - a. The candidate will have to arrange his own Scribe at his own cost.
  - b. The Scribe should be one grade lower than the stipulated eligibility criteria prescribed by the bank for the post.
  - c. If any candidate has locomotor disability and cerebral Palsy where dominant( writing) extremity is affected to the extent of slowing the performance of function( minimum of 40 % impairment) he /she will be given an extra time of 20 minutes for every hour of examination even if he/she is not taking the services of a scribe.
  - d. Both, the candidate as well as the Scribe will have to give a suitable undertaking confirming that the Scribe fulfills all the stipulated eligibility criteria for a Scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed the material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- xviii. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- xix. The candidates will appear for written examination and interview at the allotted center at their own expense and risks and the Bank will not be responsible for any injury/losses, etc. of any nature.
- xx. The SC/ST candidates called for interview will be reimbursed ordinary Sleeper Class Railway fare on production of tickets/particulars such as ticket number, date of journey, class, train name and number. The journey fare over 30 Kms only from the place of their residence will be reimbursed.
- xxi. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
- xxii. 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 the examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
- xxiii. Canvassing in any form will be a disqualification.
- xxiv. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

## 14. COMPETENT AUTHORITY FOR ISSUING CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES:

- i. **FOR SC/ST/OBC** - District Magistrate/Additional District Magistrate / Collector / Dy. Commissioner / Addl. Dy. Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluka Magistrate/Executive Magistrate/Extra Asst.. Commissioner.Chief Presidency, Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.Revenue Officer not below the rank of Tehsildar.Sub Divisional Officer of the area where the candidate and/or his family normally resides.
- ii. **FOR PWD** - The Competent Authority to issue Disability Certificate shall be a medical Board duly constituted by the Central or State Government. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability as the case may be.

## 15. HOW TO APPLY

### MANDATORY REQUIREMENT:-

- i. Candidates are required to apply on-line through website [www.denabank.com](http://www.denabank.com). No other means/mode of application will be accepted. Application link on website will be open from 21.01.2013 to 04.02.2013.
- ii. The guideline for on-line application is given as under for candidates who wish to pay the requisite fees by means of "PAYMENT CHALLAN" (where nearest Dena Bank Branch is available):
  - i. Applicants are first required to go to the Bank's website [www.denabank.com](http://www.denabank.com) and click on the Home page and open the link "Recruitment"
  - ii. Thereafter, open the recruitment Notification entitled "Dena Bank SPO Rectt - 2013"
  - iii. Take a Print of the entire "FEES PAYMENT CHALLAN"
  - iv. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
  - v. Go to the nearest DENA BANK BRANCH with the Fee Payment Challan and Pay in cash, the appropriate application Fee in CBS Account NO. **116211021168** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of "Dena Bank SPO Rectt - 2013"
  - vi. Obtain the applicant's Copy of Counterfoil of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name & Branch SOL ID (b) Transaction ID (c) Date of Deposit & Amount filled by the Branch Official.

OR

The guideline for on-line application is given as under for candidates who wish to pay the requisite fees by means of "NEFT":

- i. Applicants are first required to go to the Bank's website [www.denabank.com](http://www.denabank.com) and click on the Home page and open the link "Recruitment"
- ii. Thereafter, open the recruitment Notification entitled "Dena Bank SPO Rectt - 2013"
- iii. Take a Printout of the "Instructions for application for funds transfer under NEFT"

- iv. Go to the nearest Branch of any Bank which is listed by RBI under RTGS/ NEFT System and pay in cash the appropriate application Fee in CBS Account NO. **116211021168** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of "Dena Bank SPO Rectt-2013".
- v. Obtain the applicant's copy of Counterfoil of the Application Fee duly receipted by the Bank with (a) Branch Name & Code Number, (b) UTR Number, (c) date of Deposit & amount filled by the Branch Official.

- iii. Candidates are now ready to apply on-line by re-visiting the Recruitment link appropriate places. Fill in all other required details therein and click on the "SUBMIT" button at the end of the ON-Line Application form retain your Registration number and password for further reference safely. After applying on-line, the registered candidates must retain the print out of application form for further reference.

### For Post Codes 01-07

- (i) Candidates should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE for Specialist Officers conducted in March 2012) is kept active during the currency of the recruitment project. Bank may send call letters/intimations for Interview etc. to the registered e-mail ID.
- (ii) Candidates are required to click on the link for "Apply Online for Post Codes 01-07 (through CWE)", enter the Registration Number /Roll Number and Password issued for CWE for Specialist officers held in March 2012. All the fields in the online Application format should be filled up carefully.
- (iii) Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Interview. Candidates are also advised to keep a photocopy of the fee payment challan.

### For Post Codes 08-15

- (i) Candidates should have a valid email ID. It should be kept active during the currency of this recruitment project. Bank may send call letters for written test, interview etc. through the registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to/ of any other person.**
- (ii) **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.**
- (iii) Before applying online a candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given on the website. Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications. **(Please refer to the Guidelines for Upload of Photograph and Signature in Annexure I)** Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification
- (iv) **Candidates are required to click on the link for "Apply Online for Post Codes 08-15" fill in all the fields in the online Application format carefully including upload of photograph and signature and submit the application online**
- (v) Candidates should retain the Registration number and password generated by the system for future reference safely. After applying on-line, the registered candidates must retain the print out of application form for further reference.
- (vi) **Candidates can modify their Online Application Form and are requested to make use of this facility to correct the details in online application, if any. This Modification facility shall be available two days after registration and up to 07.02.2013. Modification will be allowed only 3 times. After the above date, no modification will be permitted. Candidates should take utmost care to furnish the correct details while filling in the online application.**
- (vii) **Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Written Test/ Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Written Test/ Interview.** Candidates are also advised to keep a photocopy of the fee payment challan.

### COMMON INSTRUCTIONS:-

- i. This system generated printout of the application should be submitted along with **2 sets** of required certificates/testimonials and photograph pasted in the given place at the time of interview.

Place: Mumbai-400 051

General Manager (HRM)

Date : 21.01.2013

### GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE (applicable for Post Codes 08-15):

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:-

#### (i) 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 the file should be between 20kb – 50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

#### (ii) Signature Imaging :-

- 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 the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

#### Scanning the photograph & signature :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. 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).
5. 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 MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint 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 50kb (photograph) & 20kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

#### Procedure for uploading the Photograph and Signature :-

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature'.
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 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.
2. After registering online, candidates are advised to take a printout of their system generated online application forms.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

