

**Star House, Plot C-5, "G" Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051**

**Recruitment of Specialist Officers - Project No. 2017-18/2  
Notice dated 10.04.2017**

**BANK OF INDIA, a leading Public Sector Bank having Head Office in Mumbai, invites applications for recruitment of Specialists Officers**

Submission of on – line application commencing from	26.04.2017
Last date for submission of on – line application	12.05.2017
Relevant date for Age/Qualification/Experience	10.04.2017

**A. NAME OF THE POST / VACANCIES**

Post Code No.	Name of the Post	Scale	No of Vacancies					Of which PWD			Age as on 10.04.2017	
			SC	ST	OBC	GEN	TOTAL	VI	HI	OC	Min.	Max.
01	Security Officer	II	2	2	8	5	17	--	--	--	25	40
02	Technical (Appraisal) Officer	I	1	1	3	5	10	--	--	--	21	30
03	Technical (Premises) Officer	I	-	1	2	2	5	--	--	--	21	30

**Note:** The above vacancies are inclusive of backlog. There is no reservation for Ex-servicemen candidates in Officers' cadre. The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

Candidates belonging to reserved categories for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfill all the eligibility conditions of unreserved category. The post of Security Officer is not suitable for PWD candidates hence PWD candidates need not apply.

The designation / name of the post is only indicative. The bank reserves the right to change the name of post / designation at any time without notice.

**Abbreviations stand for:**

SC - Scheduled Caste, ST – Scheduled Tribe, OBC - Other Backward Classes GEN – General/Unreserved Category, PWD – Persons with Disabilities, OC – Orthopedically Challenged, VI– Visually Impaired, HI – Hearing Impaired

**PAY SCALE : BASIC PAY AS BELOW AND OTHER ALLOWANCES AND PERQUISITES AS APPLICABLE:**

**Present Scale of Basic Pay (in Rs.) –**

SCALE	SCALE OF PAY
Junior Management Grade Scale – I (JMGS I)	23700-980/7-30560-1145/2-32850-1310/7-42020
Middle Management Grade Scale –II (MMGS II)	31705-1145/1- 32850-1310/10 – 45950

(The above Scale of Basic pay is subject to amendments of appropriate provisions in the Bank of India Officers' Service Regulations, 1979) .

**B. ELIGIBILITY CRITERIA ( as on 10.04.2017) :**

Candidates, intending to apply for above post should ensure that they fulfil the minimum eligibility criteria specified by Bank for respective post. Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application. Merely applying / appearing and being shortlisted in the interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category other than in which applied will be entertained.

**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 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.

**II. Age, Minimum Educational Qualifications & Work Experience (As on 10.04.2017):**

Post Code	Name of the Post & Scale	Age as on 10.04.2017	Educational Qualifications ( <i>from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory Bodies</i> )	Experience
001	Security Officer in (MMGS-II)	Min. 25 years Max. 40 years (including all relaxations)	Graduate from Recognized University or equivalent.  A certification in computer course for minimum three months OR Information Technology or related paper as one of the subjects at graduation level or afterwards, is a must.	(i) The candidate should be an Officer with a minimum of five years of Commissioned Service in the Army/Navy/Air Force OR (ii) The candidate should be a police officer not below the rank of Deputy Superintendent of Police with minimum 5 years of Service. OR (ii) The candidate should be of the rank equivalent to Assistant Commandant with minimum five years' service in Paramilitary Forces.  <b>Note:</b> Emergency Commissioned Officers/ Short Service Commissioned Officers should have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical

				<p>disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, may submit a copy of this certificate along with the printed copy of online application for the post.</p>
002	Technical (Appraisal) Officer in JMGS-I	Min. 21 years Max. 30 years	<p>First Class (with minimum 60% marks) Engineering degree in discipline such as Textiles, Chemical, Mechanical, Electrical, Electronics, Production, Metallurgy, B. Pharm, Petroleum Technology, Plastic Technology, Oil Technology, Power Engineering from recognized University / Institute.</p> <p>MBA in Finance/ Banking from any UGC recognized university is desirable</p>	NIL

003	Technical (Premises) Officer	Min. 21 years Max. 30 years	First Class (with minimum 60% marks) Engineering Degree in Civil from recognized University / Institute.	NIL
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**Note:**

- (1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 10.04.2017. Proper document from Board / University for having declared the result on or before 10.04.2017 has to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing as appearing on the mark sheet/Provisional certificate.
- (2) Minimum 60% marks at graduation level is for candidates applying under general/unreserved category, candidates belonging to reserved category (SC/ST/OBC) applying for reserved vacancies (SC/ST/OBC) will be entitled for relaxation of 5% i.e. they should have minimum 55% marks at graduation level.
- (3) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicate the same in online application. The fraction of percentage will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- (4) Calculation of Percentage: The percentage marks shall be determined as per norms of respective Universities.
- (5) Candidates can apply for only one post. Multiple applications will be summarily rejected.
- (6) Candidates who were holding the similar post in Bank of India in the past are not eligible, hence need not apply.
- (7) Candidates ready to work anywhere in India should apply.
- (8) Candidates having the requisite qualification and experience stipulated for the post can only apply.

**III. 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, Commissioned Officers including Emergency	5 years

	Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	
5.	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
6.	Persons affected by 1984 riots	5 years

**NOTE:**

- (i) The maximum age limit specified in (II) above is applicable to all category of candidates in case of Post Code 001 - Security Officers and in case of Post Code – 002 and 003 i.e. Technical (Appraisal) Officers and Technical (Premises) Officers respectively, it is applicable to General category candidates
- (ii) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. III (4) to III (6).
- (iii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by Bank.
- (iv) In case of 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. There is no reservation for Ex-servicemen in Officers' Cadre.

**C. TECHNICAL (APPRAISAL) OFFICER & TECHNICAL (PREMISES) OFFICER :**

**1) Online Examination**

The structure of online examination will be as under :

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Duration
1.	English Language	50	50	Composite time of 90 minutes
2.	Professional Knowledge	50	100	

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

The test of English Language will be of qualifying nature i.e. marks obtained in English Language will not be added while preparing Merit List.

Qualifying marks stipulated above are for General Category candidates. Candidates belonging to the Reserved Category (SC/ST/OBC), filling in vacancies reserved for the

relevant category, will be entitled to a relaxation of 5% marks in relation to that stipulated for general category candidates.

## 2) 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 a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

## 3) Examination centers

(i) The examination will be conducted online at the following centers.

State /UT / NCR	Centre
Andhra Pradesh	Hyderabad
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh
Chhattisgarh	Raipur
Delhi	Delhi & NCR
Gujarat	Ahmedabad
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu Srinagar
Jharkhand	Ranchi
Karnataka	Bengaluru
Kerala	Thiruvananthapuram
Madhya Pradesh	Bhopal
Maharashtra	Greater Mumbai/ Thane/Navi Mumbai Pune
Odisha	Bhubaneshwar
Punjab	Amritsar
Rajasthan	Jaipur
Tamilnadu	Chennai Coimbatore Madurai
Uttar Pradesh	Lucknow
Uttarakhand	Dehradun
West Bengal	Greater Kolkata

- (ii) No request for change of centre for Examination shall be entertained.
- (iii) Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

#### **4) Group Discussion/ Interview**

Candidates who will be shortlisted in the online examination will subsequently be called for Group Discussion and/or Interview. The total marks allotted for Interview are 100. The minimum qualifying marks for the general category candidates will be 40% and for SC/ST/OBC is 35%. Group discussion will be of 50 Marks & minimum qualifying marks for the general category candidates will be 40% and for SC/ST/OBC is 35%. Group Discussions will be of qualifying nature & marks obtained in Group Discussion will not be added for final selection.

Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorised Banks website [www.bankofindia.co.in](http://www.bankofindia.co.in). Please note that any request regarding change in date, centre etc. of interview will not be entertained. However, Bank reserve the right to change the date/ venue/ time/ centre etc. of Interview or hold supplementary process for particular date /session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

#### **D. SECURITY OFFICERS :**

Selection will be done by way of Personal Interview and/or Group Discussion depending on the number of eligible candidates.

##### **Group Discussion:-**

Minimum qualifying marks in group discussion will be 40% for general candidates, and 35% for SC/ST/OBC and the same will be of qualifying nature only.

##### **Interview :-**

Maximum marks for interview will be 100. Minimum qualifying marks in interview are 50% for General Category and 45% for SC/ST/OBC category.

#### **E. List of Documents to be produced at the time of interview (as applicable) :**

While appearing for the Interview, the candidate should produce valid prescribed documents given below.

The following documents in original together with a self-attested photocopy in support of the Candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)



- (iv) Photo Identify Proof as indicated in para "IDENTITY VERIFICATION" below
- (v) Mark sheets & certificates for educational qualifications. Proper document from Board /University for having declared the result on or before 10.04.2017 has to be submitted.
- (vi) Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. **OBC caste certificate containing the 'Non-creamy layer' clause should be issued during the period 01.04.2017 to 31.03.2018. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**  
**Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.**
- (vii) 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, on or before 11.05.2018.
- (viii) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (ix) Persons eligible for age relaxation under B III (5) must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.80 to 31.12.89.
- (x) Persons eligible for age relaxation under B III (6) 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 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- (xi) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India
- (xii) Any other relevant documents in support of eligibility

**Documents for Security Officers in addition to those as mentioned above :**

- (xiii) In case of Officers from Defence, the certificate indicating full details of service as Commissioned Officer in Defence Force (i.e. Army/Navy/Air Force).
- (xiv) In case of Officer from Paramilitary Services, the certificate indicating full details of service including as Assistant Commandant or its equivalent rank. In case the rank is other than Assistant Commandant, an additional certificate to be submitted from employer duly indicating that the rank is equivalent to Assistant Commandant.
- (xv) In case of Officer from Police Department, the certificate indicating full details of service including as Deputy Superintendent.
- (xvi) In case of Officer retired from the service, the Discharge Certificate/Service Record Book /Record of Service Book duly indicating the date of joining with rank/designation, date of relieving with rank/designation and reason for relieving, etc. issued by the Employer/Competent authority.

**Note:- Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above. No documents shall be directly sent to Bank by candidates before or after the interview.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC / is as under (as notified by GOI from time to time):**

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

Prescribed Formats of SC, ST, OBC certificates as applicable to be submitted at the time of interview are available at the end of this Notice. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

## **IDENTITY VERIFICATION**

At the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent 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, 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.**

- Ration Card will not be accepted as valid ID proof.
- In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit, in original.

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter 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. To avoid any dispute, name recorded at the time of registration should be similar and identical to authorized identity proof.**

#### **F. SELECTION PROCEDURE :**

Selection will be through online/written test (other than Security Officer) and/or group discussion and/or personal interview, depending on the number of applicants/eligible candidates.

Bank reserves the right to decide eligibility & suitability of candidate on the basis of information submitted in online application. Candidates who are eligible and shortlisted may only be called for Online/Written Test and/ or Group discussion and / or Interview and such decision of the Bank will be final and binding.

In case of equal marks obtained by two or more candidates in Test, the merit order of such group of candidates will be on the basis of marks obtained in Professional Knowledge Paper i.e. candidate securing higher marks in Professional Knowledge Paper will be placed higher in the merit list. If the marks obtained in the Professional Knowledge Paper is also equal, the merit list will be drawn on the basis of Date of Birth i.e. Candidate senior in age will be placed higher in the merit List.

The weightage (ratio) of Online Examination and interview will be 80:20. The combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in Online Examination (marks obtained in Professional Knowledge paper) and Interview. A candidate should be found suitable both in the Online Examination and interview to be eligible for final selection. If the combined final score is equal, the merit list will be drawn on the basis of marks obtained in Professional Knowledge Paper If the marks obtained in the Professional Knowledge Paper is also equal, the merit list will be drawn on the basis of Date of Birth i.e. Candidate senior in age will be placed higher in the merit List.

Bank can decide not to conduct online examination for any post/s / field/s depending upon the number of applications and merit list for such post/s / field/s will be drawn on the basis of Interview Marks obtained by the candidates. If the marks obtained in the Interview is also equal, the merit list will be drawn on the basis of Date of Birth i.e. Candidate senior in age will be placed higher in the merit List.

## G. HOW TO APPLY

### DETAILED GUIDELINES/PROCEDURES FOR

[A] APPLICATION REGISTRATION

[B] PAYMENT OF FEES

[C] PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply only online from **26.04.2017 to 12.05.2017** and no other mode of application will be accepted.

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

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

#### **PAYMENT OF FEE ON LINE : 26.04.2017 to 12.05.2017 (Both days inclusive)**

Category	Amount (rs.)
SC/ST/PWD	Rs. 100/- (intimation charges only)
General & others	Rs. 600/- (application fee + intimation charges)

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

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

Candidates are required to go to the Bank's website [www.bankofindia.co.in](http://www.bankofindia.co.in) and click on the 'CAREER' and then click on the link "Recruitment of Specialist Officers - Project No. 2017-18/2 Notice dated 10.04.2017". This will open a new window in this window click on "APPLY ONLINE"

- (i) Option "APPLY ONLINE" which will open a new screen.
- (ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration

Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

- (iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iv) 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.
- (v) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vi) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- (vii) Candidates can proceed to fill other details of the Application Form.
- (viii) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (ix) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (x) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (xi) Click on 'Payment' Tab and proceed for payment.

**[B] PAYMENT OF FEES (ONLINE MODE ONLY)**

1. *The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.*
2. *The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking.*
3. *After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE*
4. *On successful completion of the transaction, an e-Receipt will be generated.*
5. ***Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.***
6. *Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated online transaction may not have been successful.*

7. *For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.*
8. *To ensure the security of your data, please close the browser window once your transaction is completed.*

## **[ C ] GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- In Case The Face In The Photograph Or Signature Is Unclear, The Application May Be Rejected.
- Candidate May Edit The Application And Re-Upload The Photograph/ Signature In Such Case.
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

### **PHOTOGRAPH IMAGE:**

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

### **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.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

### **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding

50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

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

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

#### **Procedure for Uploading the Photograph and Signature**

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

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

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

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

Even if the last date of registration is changed due to technical reasons, the valid dates for payment of application fee will not be changed. Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc. will not be accepted. After registration the application printout need not be sent to the Bank. The said application and copies of required documents mentioned above should be kept ready for submission at the time of interview.

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

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

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

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

## **H. GENERAL INSTRUCTIONS**

- (1) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and interview respectively.**
- (2) Before applying for the mentioned posts, 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. It is the primary responsibility of the candidate to ensure that he/she belongs to the Caste/Tribe as mentioned by him/her in online application.
- (3) A Candidate's admission to the examination/shortlisting for interview and/ subsequent process is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment, his/her services are liable to be summarily terminated.



- (4) Decision of Bank in all matters relating to selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- (5) A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.  
**Multiple attendance/ appearances in examination and/ interview will be summarily rejected/ candidature cancelled.**
- (6) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- (7) 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.
- (8) Canvassing in any form will be a disqualification.
- (9) No request for change of address, or changes in any other details mentioned in the online application form will 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 Banks website shall prevail.
- (11) 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 BANK/ Bank in future should be identical and there should be no variation of any kind.
- (12) A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process/ doubt about identity at any stage could lead to disqualification.
- (13) Candidates will have to appear for the examination/interview at their own expense. However, eligible outstation SC/ST/PWD category candidates called for interview will be paid II<sup>nd</sup> class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/PWD category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- (14) Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share their application details with anyone.
- (15) Appointment of provisionally selected candidates is subject to his/her being declared unconditionally medically fit, fulfilling any other requirements of the Bank and also subject to service and conduct rules of the Bank. Decision of Bank will be final and binding on candidates.
- (16) Bank reserves the right to change (cancel/ modify/add) any of the criteria, method of selection etc. with or without assigning any reason.
- (17) Intimations will be sent by email and/or SMS only to the email ID and mobile number registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the

mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorised Bank website [www.bankofindia.co.in](http://www.bankofindia.co.in) for latest updates.

**(18) Candidates who were holding similar post in Bank of India in the past are not eligible, hence need not apply.**

## **I. 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/interview 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/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents 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/interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (a) to be disqualified from the interview for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by Bank.
  - (c) for termination of service, if he/ she has already joined the Bank.

## **J. CALL LETTERS**

The Centre, venue address, post applied for, date and time for examination/interview/Group Discussion shall be intimated in the respective Call Letter. An eligible candidate should download his/her call letter from the Bank's website [www.bankofindia.co.in](http://www.bankofindia.co.in) by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Hand-outs etc. will be sent by post/ courier. Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form. Bank will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Bank. Candidates are hence advised to regularly keep in touch with the authorised Bank website [www.bankofindia.co.in](http://www.bankofindia.co.in) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

**K. ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on Banks website [www.bankofindia.co.in](http://www.bankofindia.co.in) from time to time.

**L. DISCLAIMER:**

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process, will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions given / to be given by the Bank, regarding this process for recruitment of Security Officers shall be final and binding.

**Date: 10.04.2017**  
**Place : Mumbai**

**( M.K. GUPTA )**  
**GENERAL MANAGER(HR)**

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

**1. This is to certify that Sri / Smt / Kum\*  
\_\_\_\_\_ son / daughter\* of village / town\*  
\_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the  
State / Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_  
Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under :**

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution ( Scheduled Tribes) Order, 1950 ;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.].:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- \* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- \* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

**# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.**

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_ - \_\_\_\_\_ of village / town \_\_\_\_\_ in \_\_\_\_\_

District/Division\* \_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place: \_\_\_\_\_ [With seal of Office]  
Date : \_\_\_\_\_ State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

]

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

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

This is to certify that Shri/Smt./Kumari  
\_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town  
\_\_\_\_\_ in District/Division \_\_\_\_\_ in  
the State/Union Territory \_\_\_\_\_ belongs to  
the \_\_\_\_\_ community which is recognized as a  
backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her  
family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that he/she  
does not belongs to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel & Training O.M. No.  
36012/22/93 – Estt.(SCT) dated 8.9.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\*-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.