

इलाहाबाद बैंक

(भारत सरकार का उपक्रम)

विश्वास की परंपरा



ALLAHABAD BANK

(A Govt. of India Undertaking)

A tradition of trust

www.allahabadbank.in

Head Office : 2, Netaji Subhas Road, Kolkata-700 001

email:ho.rect@allahabadbank.in

Advt No. : RECT/ 04/2012-13

Contact No. 033-22314630, FAX-033-22308442

SPECIALIST OFFICERS' RECRUITMENT PROJECT- Recruitment of 10 Security Officers in JMG Scale-I

Allahabad Bank invites ON-LINE Applications from Indian Citizens for recruitment of 10 Security Officers in Specialist cadre. Candidates are required to apply on-line through Bank's website www.allahabadbank.in (Where full advertisement & fee payment challan are available).

The candidates are required to first see the eligibility criteria and if eligible, take a print of the Fee Payment Challan available in Bank's website www.allahabadbank.in (under link "Recruitment" where full advertisement is available) fill it completely and pay the fee and / or intimation charges in cash at any branch of Allahabad Bank in the designated Account No. 50116372909 and obtain receipt (with Journal Number mentioned on it). Thereafter, they can apply On-Line through the Recruitment link provided at the Bank's website.

EVENTS	IMPORTANT DATES
Relevant date for Age/Qualification reckoned as on	01.01.2013
Fee Payment Challan available on Bank's website	from 04.04.2013
Payment of application fee / postage	06.04.2013 to 22.04.2013
Opening Date for ON-LINE Registration of Application	06.04.2013
Closing Date for ON-LINE Registration of Application (For all applicants including those from far flung areas.)	22.04.2013
Last Date for "save & edit" option	25.04.2013

Note: Application Form by post / courier / hand / e-mail will not be accepted.

NAME OF POST / VACANCIES:

POST CODE NO.	POST	GRADE / SCALE	NO. OF VACANCIES	AGE IN YEARS (AS ON 01.01.2013) [MAXIMUM AS UNDER]
1.	Security Officer in SPECIALIST cadre	JMG, Scale-I	10 (Ten)	35

SALARY AND EMOLUMENTS:

JMG Scale-I: Pay Scale: ₹14,500/= to ₹25,700/=

DA, HRA, CCA etc. will be paid as per Bank's rules in force from time to time depending upon place of posting. Medical, LTC, Defined Contributory Retirement Benefit, Gratuity etc will be admissible as per prevailing Bank's rules.

Reservation in Posts:

Scale	No. of Vacancies(including backlog / shortfall)				
	SC	ST	OBC	GEN/UR	Total
JMG Scale-I	1	1	3	5	10

Abbreviations stand for : SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes (Non Creamy Layer category), GEN - General, UR-Un-reserved, TWS Score-Total Weighted Standard Score, DisXS-Disabled Ex-servicemen, EXSM - Ex-Servicemen.

- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- Candidates belonging to and applying for a post under the Reserved OBC Category are required to submit a certificate regarding his/her "Community" in the prescribed format, i.e. "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (Format available on Bank's website along with this Notification) and the certificate should clearly contain the "NON-CREAMY LAYER CLAUSE" based on the income for the Financial Year ending 31.03.2012. The certificates should have been issued on or after 01.04.2012. Candidates not producing the above certificate will not be considered under the OBC category.

1. Eligibility Criteria:

Nationality / Citizenship : A candidate must be either (i) a citizen of India, OR (ii) a subject of Nepal, OR (iii) subject of Bhutan, OR (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, OR (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

2. Relaxation in Upper Age Limit:

SL	CATEGORY	AGE RELAXATION
i)	Scheduled Caste / Scheduled Tribe Candidates	5 years
ii)	Other Backward Classes Candidates	3 years
iii)	In the case of Ex-service commissioned Officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within six months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment subject to ceiling as per Govt. guidelines.	5 years
iv)	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years

Note:

- The relaxation in upper age limit is as per Government of India guidelines.
- An Ex- serviceman who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Serviceman for his/her re-employment, including a job in the Public Sector Undertaking ceases to enjoy Ex-serviceman status for further employment.
- All persons eligible for age relaxation under 2 (iv) above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.

- Above relaxations are available only if the candidates fulfil the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim relaxation in age, fees etc. reserved category candidates should submit a copy of the relevant certificate in support of his/her claim at the time of Interview.

3. Minimum Educational Qualification & Experience : (As on 01.01.2013)

Minimum Educational Qualification	Experience
Graduate in any discipline from a recognized University	Minimum 5 years as Junior Commissioned Officer and equivalent in the Indian Army / Navy / Air Force
	OR
	Minimum 5 years as a Police Officer not below the rank of Inspector
	OR
	Minimum 5 years as an Officer of identical rank in Paramilitary Forces

NOTE: The date of passing the examination which reckons for eligibility will be the date appearing on the Mark Sheet or Provisional Certificate.

- All Educational Qualifications should be from a recognized Board/ University/ Institute. The Educational Qualifications prescribed for the posts are the minimum requirements for eligibility.
- Candidates should ensure that he/she fulfils the eligibility criteria & other norms including being in possession of documents specified in this notification before applying for the post.

4. Definitions:

- Ex-Servicemen :** Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 36034/5/85/Estt(SCT) dated 27th October 1986 as amended from time to time.
- Disabled Ex-Servicemen :** Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

5. Important Instructions:

- Payment of application fee and/ or intimation charges by Demand Draft /Cheques/ Money Orders/Postal Order etc will not be accepted.
- Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other selection process.
- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of dis-connection/inability/failure to log on the Bank's website on account of heavy internet/ website jam.
- The 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 mentioned in the para – (iii) or for any other reason beyond the control of the Bank.
- Care has to be taken by the applicant while putting information in the On-Line application relating to relaxation sought based on caste/category etc.
- The advertisement notifying the vacancies is also available on Bank's website www.allahabadbank.in (under the link "Recruitment"). Candidates are advised to remain in touch with Bank's website for any notification which may be put for further information.
- The candidates must affix their recent coloured passport size photograph at the place indicated in the call letter for interview / group discussion and must sign across the photograph so that a part of the signature spreads over the call letter beyond the photograph. They should also keep (10) ten copies of the same photograph for future, if required. It should be noted that **Black & White photograph will not be accepted and call letters containing such photograph will be rejected.**
- Financial cum Surety Bond of Rs. 1,00,000/- for rendering service to the Bank for a minimum period of three years:** Candidates selected for appointment in the Bank will be required to furnish a "Financial cum Surety Bond" of Rs.1,00,000/- with one "Surety" acceptable to the Bank in the specified proforma before joining the Bank on his/her selection for rendering service for a minimum period of three years from the date of joining the Bank and in the event of resignation/termination from the post before the end of the specified period, he/she/Surety shall be liable to pay to the Bank the said amount of the Bond together with interest.

6. Selection Procedure:

Selection process may vary depending upon the number of responses received, at the discretion of the Bank. Merely satisfying the eligibility norm does not entitle a candidate to be called for Interview. The Bank also reserves the right to shortlist candidates to be considered for Interview on the basis of qualification, experience, age or any other suitability criteria. The Bank reserves the rights to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection. In case the number of applicants is large, Bank may also conduct a written test

- Interview:** Depending upon the number of category-wise vacancies, only a certain number of applicants will be called for interview at the discretion of the Bank. The interview shall be conducted to assess the attributes of the candidates like intelligence, motivation, communication skills, professional knowledge etc. The minimum qualifying marks for interview would be 40% for General category & 35% for reserved category candidates. Candidate not qualifying in the interview will not be considered for final selection.

(B) Conduct of Written Test:

In case the number of applicants is large, Bank may also conduct a written test at its discretion. Depending upon the number of category-wise vacancies, only a certain number of eligible applicants in the descending order of Total Weighted Standard Score (TWS Score) secured in the written test, in respective category, will be called for Interview. The details of written test i.e composition of test, maximum marks etc will be advised to the applicants separately, if required.

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Note: Looking to the requirement and exigencies, Bank may 1) waive / adopt any of the procedures for selection of candidates, 2) relax / increase the cut-offs and / or fix the ratio of the candidates to be called for interview, 3) hold supplementary selection process, if necessary.

Final selection:

Only those candidates who have secured the minimum qualifying marks in interview (and/ or written test, if conducted) will be considered for final selection. Final Merit List will be prepared in respect of eligible candidates comprising all categories and the same will be strictly in descending order of merit. In case written test is conducted the final merit list will be prepared by adding the Total Weighted Standard (TWS) Score obtained in the written test and interview marks. In case two or more candidates secure same aggregate marks, they will be ranked on the basis of their seniority in age.

7. Interview and / or Written Test Centres :

Interview and / or Written Test, as the case may be, will be held in different centres and the addresses of the venue will be displayed in the Bank's website approximately one week before the date(s) of commencement of Interview and / or Written Test.

- Note :** a) Request for change of centre of Interview and / or Written Test shall not be entertained.
b) Bank reserves the right to cancel any of the centres and / or add some other centre(s)/ or rehold Interview depending upon the response, administrative feasibility, exigencies etc.
c) Identity verification: While appearing for interview the candidates are requested to produce photo identity such as PAN Card / Passport /Driving License / Voter Card/ Aadhar Card / Bank Passbook with photograph etc. for verification. In case of doubtful identity, candidates will not be allowed for interview.

8. Probation Period: Two Years.

The candidates will remain initially on probation for the period of Two (2) years from the date of joining in the bank's service which may be extended at the Bank's discretion. The confirmation to the Bank's establishment will be considered as applicable in terms of service regulations provided the work, conduct, general ability are found to be of the standards required by the Bank. Confirmation in the service of the Bank may also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste/community verification and other compliances.

9. How to apply:

- Candidates are required to apply On-Line through website www.allahabadbank.in (under the link "Recruitment") No other means/ mode of application will be accepted.
- Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment project. Bank will be sending intimation for call letters for Interview etc. through the recorded e-mail ID. Under no circumstances, he/she should share/mention e-mail ID with/ of any other person.
- In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line.
- 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.
- Applicants are first required to go to the Bank's website www.allahabadbank.in and click on the Home Page and open the link "Recruitment".
- Thereafter, open the Recruitment Notification titled "SECURITY OFFICERS' RECRUITMENT PROJECT 2012-13".
- Take a print of the entire Recruitment Notification, including the 'FEE PAYMENT CHALLAN'.
- Fill in the Fee Payment Challan in clear and legible handwriting in BLOCK LETTERS.
- Go to the nearest Allahabad Bank Branch with the Fee payment Challan and pay in Cash (deposit open from 06.04.2013 to 22.04.2013) in the designated Account No. **50116372909** in the name & style of "SECURITY OFFICERS" RECRUITMENT PROJECT 2012-13".

The details of fee to be paid is indicated below:

Category of Applicant	Amount of Application Fee / Intimation Charges (Non-refundable)	Allahabad Bank's Account No. (in which application fee / intimation charges to be deposited from 06.04.13 to 22.04.13)
SC/ST/PWD	Rs. 50/-	50116372909
GEN / OBC	Rs. 400/-	

Requisite Application fee may be paid at any branch of the Allahabad Bank only in Current A/C No. **50116372909**.

- Obtain both i.e. the Candidate's & Interview Copy of the Fee Payment Challan duly receipted by the Bank with (a) Branch Name & Code Number, (b) Journal number, (c) Date of Deposit & amount filled by the Branch Official.
- Candidates are now ready to Apply On-Line by re-visiting the --> **Recruitment Link** on the Bank's website and going to the option "Click here to Apply On-Line" under "SECURITY OFFICERS' RECRUITMENT PROJECT 2012-13" to open up the appropriate On-Line Application Format.
- Carefully fill in the details from the Fee Payment Challan in the On-Line Application Form at the appropriate places. Fill in all other required information. Ensure that all Biodata details are correctly filled in. Click the Submit button. Retain your Registration No. and Password for further reference safely. After applying On-line, candidates must retain the print out of application form for future reference.
- Interview copy of the Fee Payment Challan is required to be submitted with the Call Letter at the time of Interview (or at the time of written test, if conducted). Without the Interview copy of the Fee Payment Challan, the candidate will not be allowed to appear for the Interview. Candidates are advised to keep the candidate's copy of the Fee Payment Challan safely for future use.
- 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.
- There is a provision to modify (save & edit) the submitted On Line Application. Candidates are requested to make use of this facility to correct their details in the On Line Application, if any. This modification facility will be available upto 25.04.2013. After this date, no modification will be permitted. Candidate should take utmost care while filling in the On-Line Application.

10. General Instructions:

- Candidates are advised to keep a copy of the application print-out and Candidate's copy counterfoil of the Fee Payment Challan for their record.
- Candidates serving in Government/Public Sector Undertakings (including Banks and Financial Institutions) are advised to obtain prior permission from their employer for applying for the post and to submit "No Objection Certificate" from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any admissible, will not be reimbursed.
- Candidates should ensure that he/she has met with the eligibility criteria and complied with the requirements and adhered to the instructions and terms and conditions contained in this notification. Candidates are therefore advised to carefully read the Notification and complete ON-LINE Application Form and submit the same as per the instructions given in this regard.
- Only candidates willing to serve anywhere in India should apply.
- Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- Use of calculators, mobile phones, pagers or any other gadgets / instruments in the Interview / Written Test Hall is strictly prohibited.
- Canvassing in any form will be a disqualification.
- The 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. 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 or the conduct of 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 behalf.
- All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of their educational and experience certificates as well as caste certificate, certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled.
Candidates belonging to OBC category but coming under Creamy Layer are not entitled to the benefits of OBC reservation. They should indicate their category as General/Un-reserved while making On-Line registration.
- Candidates will have to appear for the Interview (Written Test, if held) at their own expenses and risks and the Bank will not be responsible for any injury/ losses etc. of any nature. However, SC/ST unemployed candidates attending the interview will be reimbursed 2nd class to & fro rail/ bus fare by the shortest route on production of evidence of travel.
- Any request for change of address /email ID will not be entertained.
- In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- Appointment of selected candidates is subject to his/ her being found eligible, medically fit, satisfactory character & antecedents reports along with police and caste certificate verification as per the requirement of the Bank. Such appointments will also be subject to the Service & Conduct Rules of the Bank.
- Candidate's admission to the Interview (Written Test, if held) is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Bank.
- Candidates should ensure that the signatures appended by them in all the places, viz. in their call letter, attendance sheet etc. and in all correspondences with the Bank in future, are identical and there should be no variation of any kind.
- In all the matters regarding reservation, relaxation in respect of SC/ST/OBC etc the Government guidelines from time to time will be applicable.

11. Competent Authority for Issue of Certificate to SC/ST/OBC is as under:

For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendary Magistrate/ Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides.

12. Action Against Candidates Found Guilty of Misconduct:

- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of Interview (Written Test, if held), if a candidate is (or has been) found guilty of – (i) misbehaving in the written test/ interview venue or (ii) resorting to any irregular or improper means in connection with his/ her candidature for selection or (iii) impersonating or procuring impersonation by any person or (iv) obtaining support for his/ her candidature by unfair means, or at the time of interview, joining / any time in future, furnishing false information/declaration regarding previous employment, criminal case pending / taken in the past such candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
- To be disqualified from the Interview (Written Test, if held) for which he/ she is a candidate.
 - To be debarred either permanently or for a specified period from any examination or recruitment conducted by Allahabad Bank.
 - For termination of service, if he/ she has already joined the Bank.

13. Call Letters for Interview(Written Test, if conducted):

All eligible candidates will be required to download their call letters from the Bank's Website www.allahabadbank.in by entering their details. Candidates should note that Call Letters will not be sent through Post/Courier etc.

The above advertisement is also displayed in the Bank's website www.allahabadbank.in Candidates who have applied are requested to visit "Recruitment" link on Bank's website for updates (including date/s for interview results etc.) which may be put up for information.

Place : Kolkata

Date: 12.03.2013

General Manager (HR)