



(PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE APPLICATION)

Andhra Bank a leading Public Sector Bank invites applications from Indian citizens for the post of Specialist Officers in MMGS-II, who are qualified Associates of Institute of Company Secretaries of India (ICSI), New Delhi.

Candidates are requested to download the application from Bank's website www.andhrabank.in

Last Date for receipt of application along with requisite fee and other relevant documents	13.07.2013
Last date for receipt of application along with requisite fee and other relevant documents from far flung areas*	20.07.2013

*staying and posting from abroad, Andaman & Nicobar islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul & Spiti District and Pangi Subdivision of Chamba district of Himachal Pradesh.

1. Posts :

Post Code	Name of the Post	Grade	No. of Vacancies	Age as on 31.05.2013	
				Min	Max
1	Company Secretary	MMGS-II	2	21 yrs	33 yrs

***Maximum age limit inclusive of all age relaxations as per Government Guidelines.**

1.1. Pay scale, allowances and perquisites:

The selected candidates will be placed at the minimum of the pay scale of Rs.19400 – 28100 in MMGS-II cadre. The total emoluments inclusive of all allowances and perquisites works out to Rs.6.26 lacs (approx.) on cost to company basis at the minimum of the scale.

1.2. Reservation in posts

No of Posts	Reservation particulars	
	UR	SC
2	1	1

The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank. Bank reserves the right not to fill up any or all the vacancies.

* UR- UNRESERVED CATEGORY, SC – SCHEDULED CASTE

Candidates belonging to reserved category, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved (general) category without availing relaxations in any manner.

2. Eligibility Criteria

2.1 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 Jan. 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 favor a certificate of eligibility has been issued by the Govt. 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 by the Govt. of India.

2.2 Applications from serving employees :

Interested and eligible employees of Andhra Bank may also apply and send their application through proper channel. Such candidates, if selected shall resign from their present position in the Bank and rejoin the service afresh.

3. Relaxation in Upper Age limit :

S.No	Category	Relaxation
i)	Scheduled Caste/ Scheduled Tribe	5 years
ii)	OBC	3 years
iii)	Persons with Disabilities(VI/HI/OC)	10 years
iv)	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 21.12.1989	5 years
v)	Persons(children/family members of those) affected by 1984 riots	5 years

Note:

- The relaxation in upper age limit is allowed on cumulative basis (in addition to the category which they belong) as per Govt. guidelines.
- All persons eligible for age relaxation under 3(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 Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1stJan.1980 to the 31st day of December 1989.
- All persons eligible for age relaxation under Sr. No.3(v) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots Affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/ 21/206- IR dated 27.07.2007.

4. Educational qualifications and Post-qualification Work Experience

Educational qualifications	Experience Preferable
1.First class Graduate with 60% from a recognized university or equivalent Cumulative Grade Point Average (CGPA) or equivalent qualification recognized as such by Government of India	1. Three years of experience as Company Secretary, in any reputed organization or company.
2. Pass in final examination of the Institute of Company Secretaries of India(ICSI),New Delhi	
3. Associate membership of the ICSI, New Delhi &	
4. Computer Knowledge Essential	

Note:

- The Educational qualifications prescribed for the post are the minimum. Candidates must possess the requisite qualifications as on 31.05.2013

5. SELECTION PROCEDURE

Selection procedure will be by way of written test and/or Group Discussion and/or Interview.

Bank reserves the right to decide as to whether Written Test/Group Discussion/Interview should be held or only process of Group Discussion/Interview may be prescribed depending upon number of applications received.

5.1. Candidate has to secure minimum marks of 40% (35% in case of SC/ST/PWD) in the interview to be eligible for selection.

WRITTEN TEST AND INTERVIEW CENTRES:

The Written Test/Group Discussion/Interview will be held at different centres as decided by the Bank depending on the number of applications received which will in turn be communicated to the candidates shortlisted.

Note: Request for change of Centre shall **NOT** be entertained.

6. APPLICATION FEE & POSTAGE CHARGES (NON-REFUNDABLE)

Category	Application Fees	Postal Charges	Total
General & OBC Candidates	Rs.325.00	Rs.75.00	Rs.400.00
SC/ST/candidates	----	Rs.75.00	Rs.75.00

Note: Requisite application fee must be paid by means of Demand Draft/BPO issued by a Scheduled Commercial Bank Payable at Hyderabad in favour of Andhra Bank.

7. GENERAL INSTRUCTIONS

a) Educational Qualifications: The qualifications prescribed for the post are the minimum. Candidates must possess the qualifications as on 31.05.2013.

b) Probation Period & Service Bond

The candidates selected as Company Secretary in MMGS II will be required to execute a Service Bond undertaking to serve the Bank for a minimum period of 3 years or to pay the Bank a sum of Rs.2,00,000/-.

Officers recruited as Company Secretary in MMGS-II will be on probation for a period of **TWO** years. However, the probation period will be relaxed by 1 year in respect of candidates having minimum preferred experience as mentioned above.

c) **Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement.** Decision of 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 examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this behalf shall entertain no correspondence or personal enquiries. **In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.**

d) **CERTIFICATES TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

Candidates must submit the following certificates in original along with one set of attested copies at the time of appearing for interview, failing which his candidature will be cancelled.

- (i) Certificates in support of educational qualification, date of birth, caste and disability if any.
- (ii) Experience certificate
- (iii) SC/ST Caste Certificate issued by the Competent Authority.
- (iv) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'General' candidates. OBC certificates in the format as prescribed by the Govt. Of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. Of India i.e. carrying 'CREAMY LAYER' Clause, based on income for the financial year 2012-13

should be submitted. **OBC certificate should not be more than one year old as on the date of application.**

- e) Five copies of the 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/Group Discussion/interview may lead to disqualification.
- f) In case a Written Test is held, the candidates will have to appear for written test at their own expenses.
- g) Candidates should be willing to serve anywhere in India.
- h) Candidates serving in Government/Public sector undertaking (including banks) should seek prior permission from their employer to apply and produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- i) Any request for change of address will not be entertained.
- j) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Hyderabad only.
- k) The Bank takes no responsibility to connect any certificate/remittance sent separately.
- l) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- m) No candidate is permitted to use calculator, telephones of any kind, pagers or any other such instruments during the written examination.
- n) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue/specific candidate(s)
- o) Appointment of selected candidates is subject to his being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- p) The Bank reserves the right to modify/reverse/cancel any or all of the provisions in the process
- q) Publication of this advertisement in full or part by any Agency without Bank's specific permission will be considered as an offence and will be liable for legal action.
- r) Action against candidates found guilty of misconduct :
Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
At the time of Written Examination/Interview, if a candidate is (or has been) found guilty of:
 - i. using unfair means during the examination or
 - ii. Impersonating or procuring impersonation by any person or
 - iii. Misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall or
 - iv. Resorting to any irregular or improper means in connection with his/her candidature by selection **(or)** canvassing support for his candidature by any means such a candidate may in addition to rendering himself liable to criminal prosecution, be liable :
 - a) to be disqualified from the examination/GD/Interview for which he/she is a candidate
 - b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
 - s) The Bank would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that the responses have been shared and the scores obtained are not genuine/valid, the Bank reserves the right to cancel his candidature.

8. HOW TO APPLY

- a) **Candidates are required to have a valid personal e-mail ID. It should be kept active for the duration of this recruitment project.** Bank may send call letters for written test, 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 before applying. **Third party e-mail IDs are not permitted.**
- b) **Candidates are required to download the application form from Bank's website www.andhrabank.in. Fill up the application and forward the same with requisite application fee to the address mentioned below.**
- c) Affix your photograph at the appropriate place on the first page of the application printout and keep ready with one set of prescribed documents to be brought along and submitted only when invited for the personal interview. Ensure to also bring along with the Original documents for verification when invited for personal interview.
- d) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.

PAYMENT OF APPLICATION FEE:

Requisite application fee must be paid by means of Demand Draft/ BPO issued by a Scheduled Commercial Bank Payable at Hyderabad in favour of Andhra Bank. The Bank website will remain open from **24.06.2013 to 06.07.2013** both days inclusive.

Applications once registered will not be allowed to be withdrawn and/or the application fee, postage charges once paid will not be refunded nor be held in reserve for any other examination.

9. SUBMISSION OF APPLICATIONS

Applications should be submitted only in the prescribed proforma, which can be downloaded from our Bank's website **www.andhrabank.in**, with all particulars regarding age, educational qualification and experience supported by relevant certificates and prescribed fee (Demand Draft / BPO issued by a Scheduled Commercial Bank Payable at Hyderabad in favour of Andhra Bank) be sent in a separate cover superscribed "**RECRUITMENT OF COMPANY SECRETARY IN MMGS-II**" to the following address.

Asst.General Manager
Human Resources Department
Andhra Bank, Head Office
5-9-11, Dr.Pattabhi Bhavan
Saifabad
Hyderabad – 500 004

Applications received without requisite fee will not be entertained.

The bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank. Candidates are advised to keep track of the status of their candidature by visiting the Bank's website from time to time instead of waiting for any postal communication and not to make telephonic or e-mail enquiries. Personal and/or telephonic and/or e-mail or postal enquiries will not be entertained/ responded to.

Date :22.06.2013

GENERAL MANAGER (HR)