



Andhra Bank

(A Govt. of India Undertaking)

Head Office :: Hyderabad

(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 dealers in Forex and Domestic treasury in MMGS-III.

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

Last Date for receipt of application along with requisite fee and other relevant documents	18.02.2012
Last date for receipt of application along with requisite fee and other relevant documents from far flung areas*	25.02.2012

***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 31.01.2012	
				Min	Max
1	Dealers in Forex and Domestic treasury	MMGS-III	5	21 yrs	35

1.1. Pay scale, allowances and perquisites:

The total emoluments inclusive of all allowances and Perquisites works out to Rs.8.00 lacs (approx) on cost to company basis.

1.2. Reservation in posts

No of Posts	Reservation particulars			
	SC	ST	OBC	UR
5	-	-	1	4

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.

ABBREVIATIONS USED:

SC - Scheduled Caste
OBC - Other Backward Classes
VI - Visually Impaired
OC - Orthopaedically challenged

ST - Scheduled Tribe
GEN- General Category
HI - Hearing Impaired
PWD- Persons with Disabilities

DEFINITIONS:

Persons with Disabilities:

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Group Discussion and/Interview conducted by the Bank, if called by the Bank.**

Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

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

Deaf & Hearing Impaired (HI)

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Orthopaedically Challenged (OC)

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development. All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

In case of non-availability of reserved candidates in PWD category, Bank reserves its right to inter-change these sub-categories as per Government Directives.

It is clarified that it may not be possible to employ Persons With Disabilities in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.

There is no reservation for Ex-servicemen candidates in the Officer cadre.

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

Whenever written examination is held, the blind candidates and candidates whose writing speed is affected by cerebral palsy can use own **scribe** at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- i. The candidate will have to arrange his/her own scribe at his/her own cost.
- ii. The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria
- iii. The candidate should be from an academic stream which is different from that of the candidate.
- iv. The scribe should possess marks less than the candidate but in no case more than 60% in his own academic stream.
- v. Both the candidate and the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant would stand cancelled, irrespective of the result of the written test.
- vi. Candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

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 through proper channel. Such candidates, if selected shall resign from their present position in the Bank and rejoin the service afresh.

3. Educational qualifications and Post-qualification Work Experience

Educational qualifications	Experience
Graduation in First class with 60% or equivalent Cumulative Grade Point Average (CGPA) or equivalent qualification recognized as such by the Government of India.	5 years experience in Dealing room Forex operations/ Domestic Treasury/ Derivatives Desk with a Bank in the country

Note:

- The Educational qualifications prescribed for the post are the minimum. Candidates must possess the requisite qualifications as on 31.01.2012
- In addition to the educational qualification prescribed , candidate should have studied Computer Science as one of the subjects in school level or should possess a certificate of proficiency in MS word/MS Office from a recognized institute.

3.1 RELAXATION IN EDUCATIONAL QUALIFICATIONS:

In the case of candidates belonging to PWD relaxations in Educational qualifications to the extent of 5% **in marks** is permitted.

3.2 Relaxation in Upper Age limit :

S.No	Category	Age relaxation
1	OBC (Below Creamy layer) category	3 years
2	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 one year from the last date for receipt of application) 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.	5years
3	Persons domiciled in Kashmir Division in J&K State during the period from 01.01.1980 to 31.12.1989	5 years
4	Persons With Disability	10 years
5	The children/Family members of those who died in the 1984 riots	5 years

Note:

- a. An ex-serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
- b. The relaxation in upper age limit is allowed on cumulative basis (in addition to the category which they belong) as per Govt. guidelines.
- c. All persons eligible for age relaxation under 3.2 (3) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or 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 1st Jan.1980 to the 31st day of December 1989.
- d. All persons eligible for age relaxation under Sr. No. 3.2 (5) 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. 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.

4.1 Candidate has to secure minimum marks of 40% (35% in case of PWD) in the interview to be eligible for selection to the above post.

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.

5. 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/PWD 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 favor of Andhra Bank.

6. GENERAL INSTRUCTIONS

a) Educational Qualifications: The qualifications prescribed for the post are the minimum. Candidates must possess the qualifications as on 31.01.2012

b) Probation Period & Service Bond

The candidates selected as Specialist Officers in MMGS III 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.200000/-.

Officers recruited as dealers in Forex and domestic treasury in MMGS-III will be on probation for a period of **ONE** year.

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/she 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.**

CERTIFICATES TO BE SUBMITTED AT THE TIME OF INTERVIEW:

d) 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/her 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/Certificate of disability 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' or 'General PWD' candidates as applicable. 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 2010-11 should be submitted. **OBC certificate should not be more than one year old as on the date of application.**

(v) "Persons With Disabilities" claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in The Persons With Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act of 1995 in support of their disability.

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/her 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

s) canvassing support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable :

a) to be disqualified from the examination for which he/she is a candidate

b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

t) 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/her candidature.

7. HOW TO APPLY

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 on-line. **Third party e-mail IDs are not permitted.**

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 favor of Andhra Bank.

8. 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 challan be sent in a separate cover superscribed "RECRUITMENT OF FOREX/ DOMESTIC DEALERS IN MMGS-III" to the following address.

Dy.General Manager (HR)
Human Resources Department
Andhra Bank,
Head Office
Dr.Pattabhi Bhavan
Saifabad
Hyderabad – 500 004

Applications received without requisite fee challan will not be entertained.

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.

GENERAL MANAGER (HR)