

Probationary Officer	JMGS-I	Min: 21 yrs Max: 30 yrs	Graduate in any discipline with I class with 60% marks OR equivalent CGPA from any University recognized by UGC or equivalent qualification recognized as such by the Government of India.	IBPS Score obtained in CWE for POs/MTs 2011 OBC category: TWS : 141 and above Computer Knowledge/ Qualifications
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Note:

- Degrees obtained from the recognised Universities/Institutes recognised by the Govt. of India only will be considered.
- The educational qualification prescribed for the post is the minimum.
- Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the nearest two decimals in the relevant column of the application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA is awarded, the same should be converted into percentage.
- The result of the qualifying examination, i.e., graduation or equivalent to graduation, as the case may be, should have been announced by the University on or before **01.07.2011**.
- Candidates should have obtained the IBPS Total weighted Score (TWS) of 141 and above in the Common Written Examination conducted for Probationary Officers/ Management Trainees in 2011-12. Candidates should be able to produce the Score card in support of the scores mentioned in the online application form, if called for further selection processes such as Group Discussion and/ Interview.

3. RELAXATION IN UPPER AGE LIMIT:

Sr. No.	Category	No. of years of relaxation
i)	Other Backward Classes candidates	3 years
ii)	Persons with Disabilities (VI/HI/OC)	10 years
iii)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
iv)	In the case of ex-servicemen-commissioned officers including Emergency 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 the next one year from the last date for receipt of application) other 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, by 5 years, subject to ceiling as per Government guidelines.	5 years
v)	Persons (children/ family members of those) affected by 1984 riots	5 years
vi)	Persons who have completed 5 years of service in RRBs	5 years

Note:

- 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.
- In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above.
- The candidates eligible for age relaxation under 3 (iii) above must produce the Domicile Certificate at the time of Group Discussion/ 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 and 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

4. RESERVATIONS:

A. Special Drive to clear backlog of OBC category vacancies.

B. 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'.

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

5. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :

Name of the Post	For OBC candidates	For OBC-PWD candidates
Probationary Officers	Rs.200/-	Rs.50/-

Requisite Application Fee may be paid between 23.01.2012 to 14.02.2012

- (i) Through CBS at any of the **Branches of Andhra Bank**, by means of a Payment challan as per the format given on the **Bank's website**.
- (ii) Through NEFT at any Bank branch

NOTE:

- (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., **will not be accepted**
- (ii) The payment towards application fee through CBS/NEFT can be made between 23.01.2012 and 14.02.2012 .
- (iii) The CBS fee payment challan/ NEFT Receipt contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan/ NEFT receipt must be retained with the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the bank official.
- (iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

6. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO OBC/PWD CANDIDATES IS AS UNDER:

(a) For OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional 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.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

7. SELECTION PROCEDURE:

Selection for the post of 'Probationary Officer' will be made on the basis of performance in Common Written Examination (CWE) conducted by IBPS in September 2011/November 2011 and Group Discussion and/Interview.

8. GROUP DISCUSSION/ INTERVIEW: Depending upon the number of vacancies, the Bank reserves the right to call only those candidates who have sufficiently high IBPS score in the stipulated Common Written Examination for Group Discussion and/ Interview.

The total marks for Interview will be 35. Candidates have to obtain 14 marks to qualify in the Interview.

9. INTERVIEW CENTRES:

The 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 for interview.

Note: (i) Request for change of Centre of Group Discussion and/ Interview shall **NOT** be entertained.

(ii) Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

10. GENERAL INSTRUCTIONS

- (a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Group Discussion/ 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 on this behalf.

Mere admission to the Written Test and/ or passing the test and being invited by the Bank for the Group Discussion/ Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Group Discussion/ Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

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/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. 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 issued recently (i.e., issued on or after 01.04.2011) should be submitted at the time of Group Discussion/ Interview.
- (c) Persons With Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of Group Discussion/ Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for Group Discussion and/ interview at their own expense. The Bank will not be responsible for any injury/ losses, etc of any nature.
- (f) **Only candidates willing to serve anywhere in India should apply.**
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Hyderabad.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- (k) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (l) 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.
- (m) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Probationary Officers, recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.

- (n) All Candidates must submit the xerox copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, Score card issued by IBPS etc. The candidates belonging to SC/ST/OBC/Persons With Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority as specified at Sr.No.06 in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Group discussion/ Interview, failing which his/her candidature will be cancelled.
- (o) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application and should be signed across by the candidate. Three copies of the same photograph which was pasted in the online application should be retained for use at the time of Group Discussion 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 the Group Discussion and/ interview may lead to disqualification.

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 Group Discussion and/ interview, if a candidate is (or has been) found guilty of

- (i) using unfair means during the selection process
or
- (ii) impersonating or procuring impersonation by any person
or
- (iii) misbehaving in the Group Discussion and/ interview venue or taking away any documents from the venue
or
- (iv) resorting to any irregular or improper means in connection with his/her candidature by selection
or
- (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:

- a. to be disqualified from the Group Discussion/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.

11. **HOW TO APPLY**

- (i) **Candidates are required to apply online through website www.andhrabank.in No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE conducted in September 2011/November 2011) is kept active during the currency of a recruitment project. Bank may send call letters for Group Discussion/ Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website 'www.andhrabank.in' and click on the link "Recruitment of Probationary Officers".
- (iv) Thereafter, open the Recruitment Notification entitled "ANDHRA BANK PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2011-12".
- (v) In case a candidate chooses to pay fees through branches of the Bank,
- the candidate should take a printout of the fee payment challan
 - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
 - Go to the nearest Andhra Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No.117911100000849 with Pattabhi Bhavan Branch in the name & style of "ANDHRA BANK PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2011-12". The details of fee to be paid is indicated below :
- (vi) In case a candidate chooses to pay fees through NEFT:
- Go to the nearest branch of any Bank and pay, in Cash, the appropriate Application Fee in Account No.117911100000849 with Pattabhi Bhavan Branch in the name & style of "ANDHRA BANK PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2011-12". The details of fee to be paid is indicated below:
 - IFSC Code: ANDB0001179
 - Fill in the NEFT Receipt in a clear and legible handwriting in BLOCK LETTERS.

APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE):

Name of the Post	For OBC candidates	For OBC-PWD candidates
Probationary Officers	Rs.200/-	Rs.50/-

- (vii) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with (a) **Branch Name & BIC No**, (b) **Transaction id/Scroll number (in case of payment through CBS) NEFT UTR No. (in case of payment through NEFT)** (c) **Date of Deposit & amount** filled by the Branch Official.
- (viii) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sublink titled "ONLINE APPLICATION FOR ANDHRA BANK PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2011-12" to open up the appropriate Online Application Format. All the fields in the online Application format should be filled up carefully.
- (ix) Carefully fill in the details such as fee payment details from the CBS Challan/ NEFT Receipt in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.
- (x) **Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Group Discussion/ Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Group Discussion/ Interview.** Candidates are also advised to keep a photocopy of the fee payment challan.
- (xiii) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**
- xiv) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan/ NEFT receipt) TO THE BANK AT THIS STAGE**
- xv) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Group Discussion/Interview.

- xvi) 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.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Group Discussion and/ Interview** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT receipt)
2. Valid IBPS Scorecard for the stipulated examination
3. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof

If selected for Group Discussion/ interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered.

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.

14. CALL LETTERS FOR THE GROUP DISCUSSION/ INTERVIEW

Call letters for the Group Discussion/ Interview will be **sent by post/available for download from the Bank's website** to the shortlisted/ eligible candidates to the address given in the application form at the time of applying for Common Written Examination (CWE) in September 2011/November 2011.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Group Discussion/ nterview **without which they will not be allowed to take up the GD/ Interview.**

Date: 06.01.2012

GENERAL MANAGER