

Recruitment of Clerical Cadre Project 2011-12/6
Notice dated 16.03.2012

BANK OF INDIA, a leading Public Sector Bank having Head Office at Mumbai, invites applications for recruitment of 3149 posts in CLERICAL CADRE from Indian citizens, who have taken the Common Written Examination for Clerical cadre conducted by IBPS in 2011 and have a valid Score card issued by IBPS.

For Challan, click "Print Challan" Button on Page 10 in our Notice at our website- www.bankofindia.co.in and after making fee payment (for other than SC/ST/PWD & Ex-Servicemen candidates) " Apply online" through the link provided at the website Notice – Page - 10.

Events	Important dates
Challan available from	16.04.2012
Submission of on – line application commencing from	16.04.2012
Last date for submission of on – line application	28.04.2012
Payment of application fee (other than SC/ST/PWD/EXS)	16.04.2012 to 28.04.2012
Tentative period of interview	May – June 2012
Relevant date of Age/Qualification/Experience	01.08.2011

DETAILS OF VACANCIES:

Since clerical cadre recruitment would be on State/ UT-wise basis, it will therefore be necessary that candidates apply for vacancies of a State/UT from which they have appeared for the Common Written Examination and in which they have qualified and should be willing to be initially posted at any place in that state / Union Territory.

State/UT	No. of Vacancies					Out of which			Out of which EXSM	Min. TWSS	
	TOTAL	SC	ST	OBC	GEN	OC	VC	HI		GEN	SC/ST/OBC
ANDHRA PRADESH	235	46	19	59	111	2	2	2	34	151	141
ANDAMAN & NICOBAR	5			1	4					131	121
ARUNACHAL PRADESH	4		3		1					131	121
ASSAM	20		4	2	14				2	141	131
BIHAR	240	35	3	59	143	2	2	2	35	156	146
CHANDIGARH	2				2					176	N.A.
CHHATTISGARH	26	3	15	2	6	0	0	0	4	156	146
DELHI	41	2	3	2	34	0	0	0	5	176	166
GOA	27	0	21	1	5	0	0	0	3	136	126
GUJARAT	21		21						3	N.A.	126
HARYANA	1				1					181	N.A.
JAMMU & KASHMIR	1		1							N.A.	131
JHARKHAND	485	52	108	45	280	5	5	5	70	141	131
KARNATAKA	104	18	14	22	50	1	1	1	15	131	121
KERALA	97	10	1	26	60	1	1	1	14	151	141
MADHYA PRADESH	401	47	106	54	194	4	4	4	58	141	131
MAHARASHTRA	321	10	221	27	63	3	3	3	47	136	126
MANIPUR	4		2		2					131	121

(iii) EDUCATIONAL QUALIFICATIONS : The candidate should possess the following qualifications as on 01.08.2011.

Pass with 50% marks in the aggregate, *either* in the Higher Secondary School (HSC) Examination *or* Standard XII under the 10+2+3 pattern *or* Standard XI under the 11+4 pattern *or* its equivalent of recognized Educational Board, acceptable to the Bank.

Or

a degree from UGC recognized University (Graduation level)

Ex-servicemen who do not possess the above Civil Examination qualifications should have passed, while serving in the Armed forces, with a minimum of 50% marks, in any of the following examinations recognized by the Government as equivalent of the Civil Examination of HSC viz., (i) IAF Educational Test for promotion to the Rank of Corporal (ii) Passing Out (Indian Navy) Examination conducted by Boys Training Establishment, Visakhapatnam (iii) A matriculate Ex-Servicemen candidate, who have obtained the Indian Army Special Certificate of Education or corresponding Certificate in the Navy or the Air Force after having completed not less than 15 years of service in Armed Forces of the Union are also eligible to apply.

Candidates having completed Foundation Course on Computer Awareness & Office Automation for duration of minimum 3 months from a Computer Institute, is desirable. The desirability of having completed the said Course will be waived in case of those candidates having Computer subject as part of the curriculum at the Pre- Degree / Degree level.

Knowledge of Regional Language of a particular State / Union Territory for which candidate apply, is essential.

Candidates possessing minimum Total Weighted Standard Score (TWSS) in the Common Written Examination (CWE) conducted by IBPS in 2011 as indicated in page 1 of this notice, should only apply.

The Educational Qualifications prescribed above for the post is the minimum. Candidates must possess the qualifications as on 01.08.2011.

The Percentage of Marks stipulated for the Educational Qualification is for General (Unreserved) Category Candidates. Candidates belonging to the Reserved Category (SC / ST / OBC / PWD / EXSM), 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. Candidates belonging to SC / ST / OBC / PWD / EXSM categories filling in "unreserved" vacancies will not be entitled to the above referred relaxation.

Note: The percentage of marks in 12th Standard shall be arrived at by dividing the marks obtained by the candidate in all the subjects by aggregate maximum marks of all the subjects irrespective of optional / additional subjects studied.

(iv) CATEGORY-WISE CUT-OFF MARKS IN CWE HELD IN 2011

Tests	Categorywise Cutoff	
	General	SC/ST/OBC/PWD/EXSM
Reasoning	24 & above	21 & above
English Language	24 & above	21 & above
Numerical Ability	24 & above	21 & above
General Awareness	24 & above	21 & above
Computer Knowledge	24 & above	21 & above

RELAXATION IN UPPER AGE LIMIT:

- i) Scheduled Caste / Scheduled Tribe candidates by 5 years.
- ii) Other Backward Classes candidates by 3 years.
- iii) Persons with Disability (PWD) by 10 years on cumulative basis. The cumulative age relaxation for PWD category candidates will therefore be (a) by 15 years (10 + 5) for SC/ST; (b) by 13 years (10 + 3) for OBC; and (c) by 10 years (0 + 10) for General Candidates, subject to such cumulative relaxation not taking the age of the candidate beyond 50 years as on 01.08.2011.
- iv) All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 by 5 years. Persons eligible for age relaxation under this criteria must produce, if selected for interview, the domicile certificate 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 Government of Jammu & Kashmir to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01.01.1980 to 31.12.1989.
- v) Widows, divorced women & women judicially separated from their husbands, who have not remarried- by 9 years i.e. Maximum Age of 37 years.
- vi) Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27.10.1986, as amended from time to time, who have put in not less than 6 months continuous service in the Armed Forces shall be allowed the benefit of age relaxation by deducting the length of such service from his actual age and the resultant notional age does not exceed 36 years, subject to his not exceeding the Maximum Age of 50 years. 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 job ceases.

Disabled Ex-Servicemen (DISXSM): 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.

Dependents of Servicemen killed in Action (DXS) : Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service– (i) war, (ii) war like operations or border skirmishes either with Pakistan on cease fire line or any other country, (iii) Fighting against armed hostilities in a counter insurgency environment viz. Nagaland, Mizoram, etc. (iv) Serving with peace keeping mission abroad (v) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation, (vi) Frost bite during actual operations or during the period specified by the Government (vii) Dealing with agitating Para military forces personnel, (viii) IPKF personnel killed during the operations in Sri Lanka.

Note : (1) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released / retired on or before 30.06.2012.

(2) In case a candidate is eligible for relaxation under more than one of the above categories, the age relaxation will be available on any one of the remaining categories for which age relaxation is mentioned above.

2. DEFINITIONS UNDER PWD

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/ 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'.

3. RESERVATION IN POSTS:

- (a) Reservation to different categories will be provided as per Government guidelines.
- (b) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- (c) In case of non-availability of reserved candidates, the Bank reserves its right to interchange these categories as per Government Directives.
- (d) It is clarified that it may not be possible to employ candidates belonging to PWD Category in all Offices / Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
- (e) The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches / Offices, anywhere in the State / UT for which he has applied.
- (f) As the reservation for Persons with Disabilities/ Ex-Servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/ GEN) to which they belong.

4. STRUCTURE OF INTERVIEW:

Interview Marks : Maximum marks for interview will be 100. Minimum qualifying marks in interview are 50% for General Category and 45% for reserved category.

5. SELECTION PROCEDURE:

Depending on the number of vacancies, only those candidates who have secured the minimum qualifying marks stipulated for Common Written Examination (C.W.E) conducted by IBPS (i.e

subject wise Objective Test), have the minimum IBPS TWS score specified above and rank sufficiently high in the order of merit shall be called for a Personal interview in the ratio of 1:3. The candidates should have valid score card issued by IBPS. Mere pass in the Common Written Examination shall not vest any right in a candidate for being called for Personal Interview.

Merit list of the candidates based on the aggregate marks obtained by them in Common Written Test and in Personal Interview will be prepared in descending order, under the respective SC / ST / OBC / GEN Category State-wise. The final selection will be made on the basis of this merit list.

Note: In case of similar marks to two or more candidates the merit order of such group of candidates will be as per their aggregate written test marks and further as per their date of birth (i.e. more senior in age will be placed first before less senior in age). Candidates belonging to SC/ST/OBC/PWD categories filling in "unreserved" vacancies will not be entitled for relaxation available to them in their respective category.

6. PROBATION:

The selected candidates will be on Probation for a period of 6 months of active service from the date of his / her joining the Bank.

7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

1. 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.
2. At any stage of recruitment, 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 during interview or reported to have taken 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 during the selection process or
 - (v) obtaining support for his/her candidature by any means.

Such a candidate may in addition to rendering himself/herself liable to criminal prosecution, may also 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.
- c. for forfeiting the fees paid by such candidate.

8. APPLICATION FEE (NON-REFUNDABLE) :

- (a) Application fees for SC/ST/PWD/Ex-service-men Candidates - Nil.
- (b) For all other candidates - Rs.200/-

Application fee has to be paid in any of Bank of India Branches by computer-generated challan. Fees in any other mode will not be accepted.

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

(a) For SC/ST/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,

10. GENERAL INSTRUCTIONS

- (a) Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this Notice. 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. No correspondence or personal enquiries shall be entertained by the bank in this behalf.
- (b) In case it is detected at any stage of recruitment that a candidate does not fulfill 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 be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- (c) Only online registration of application would be accepted.

PLEASE NOTE THAT PRINTED APPLICATION MAY BE SUBMITTED TO US AT THE TIME OF INTERVIEW ONLY AND NOT BEFORE THAT.

- (d) Candidates belonging to OBCs but coming in the "CREAMY LAYER" as on 31.03.2011 are not entitled to OBC reservation. Such candidates should indicate their category as "Gen" or "Gen PWD" as applicable.
- (e) 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 2010-2011 issued on or after 01.04.2011 should be submitted with the application at the time of interview.
- (f) Candidates claiming the benefit of reservations / age relaxation under the category of Persons With Disabilities (Physically Challenged) should submit, if selected for interview, a copy of Medical Certificate as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995" in support of their disability issued by an Authorised Certifying Authority [as indicated at Para 14(ii) of the Act.], clearly indicating the Nature & Quantum (Percentage) of Disability of Candidates;
- (g) The Bank reserves the right 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.
- (h) Only those candidates who have met with the eligibility criteria & who have cleared their Common Written Examination of IBPS and who are short-listed for appearing in the Personal Interview will be intimated either by email (online) or may download the call letter from the Bank's website. No communication/intimations regarding interviews will be sent by post. The names of candidates

who are finally short-listed for interview will also be available on the Bank's Website www.bankofindia.co.in. Applicants are requested to keep track of the same by visiting Bank's website from time to time. Similarly final selection result will be available on WEB for candidates selected for appointment;

- (i) Call for Interview will be purely provisional without verification of age, qualification, category (SC/ST/OBC/PWD) etc. of the candidates with reference to documents. It is for the candidate to satisfy himself about his eligibility before interview.
- (j) The Bank takes no responsibility for non-receipt of Intimation or inability to print call letter from WEB.
- (k) The candidates should fill the details in application correctly, in particular - Age / Qualification / Caste / PWD etc. which will have direct effect on selection / non-selection. Bank takes no responsibility for rejection / non-selection due to aforesaid error.
- (l) A recent, passport size photograph should be firmly pasted on the application and should be signed across by the candidate to be produced at the time of interview and it should be the same photograph used for Common Written Examination. Failure to produce the same photograph used at the time of the written test/interview may lead to disqualification.
- (m) The candidates will have to appear for interview at their own expense. However, eligible SC/ST outstation candidates attending the interview will be reimbursed to and fro second (sleeper) class rail/bus fare by the shortest route on production of evidence of travel.
- (n) Candidates serving in Government/Public Sector Undertakings (including banks) should take permission before applying and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered.
- (o) Only candidates willing to serve anywhere in the state / UT from which they have appeared for Common Written Examination should apply.
- (p) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (q) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (r) Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank. The selected candidate, if appointed, will be on probation for a period six months from the date of joining the services of the Bank.
- (s) Candidates will have to produce original caste and other relevant certificates like educational qualification, age, disability etc. with photo copies, duly attested, along with the application Print-out, at the time of interview, in support of his eligibility, failing which his / her candidature will be cancelled.
- (t) In case of more than one application by the same candidate, application submitted last will be taken as authentic / conclusive

11.HOW TO APPLY

- (i) Candidate should have a valid e-mail id.
- (ii) The candidate should apply on-line through website www.bankofindia.co.in
- (iii) As a First Step, candidate should take out Print-out of Challan from Page 10 of the Notice on our website(This will not be applicable for SC / ST/PWD /EX-SERVICE MAN Candidates).
- (iv) Against the above-said Challan, the candidate should make the payment of fees in any of the Bank of India branches on or before 28.04.2012
- (v) Once the payment of fees is made, the concerned branch will give him a Transaction No.
- (vi) Candidates are now ready to Apply Online by re-visiting the Bank's website and going to the sublink to open the appropriate Online Application Format.
- (vii) Candidate should visit again our website www.bankofindia.co.in under the caption "Recruitments / Career" and should fill up the application available by clicking on Page No.10 of the Notice on our website.
- (viii) Transaction No. should be correctly filled in the application at appropriate place (This is not applicable for SC / ST /PWD /EX-SERVICEMEN Candidates).
- (ix) Application should be checked and after verification be submitted by clicking to button.
- (x) Application should be printed to be kept ready for submission at the time of interview at the Interview Venue.
- (xi) You should note / remember your Registration No. for future reference and use.
- (xii) Please note that the above procedure is the only procedure for applying. Physical mode of application or incomplete application would not be accepted and if submitted such application would be rejected outright.
- (xiii) As per the above said procedure, we summarize the steps as below :
 - i. Print Challan
 - ii. Pay the fees in any of the Bank of India Branch and take Transaction No.
 - iii. Fill-up the application Form - On-line after verification – Submit
- (xiv) Print Application and affix photograph – to submit the same at the time of interview with following documents:
 - 1. Copy of your valid Common Written Examination (CWE) Score card issued by IBPS
 - 2. Copy of receipted challan; (except for SC/ST/PWD /EX-SERVICE MEN)
 - 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, if available;
 - 6. Any other related certificate as applicable i.e. Caste Certificate etc.
 - 7. 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.

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 alongwith challan and copies of required documents mentioned above should be kept ready for submission at the time of interview.

For online Application and Challan visit Bank of India's website www.bankofindia.co.in

Last but not the least, please note importantly that candidate who has been declared successful, but subsequently found ineligible, will not be allowed to take part in the Process / join the bank and inconvenience caused thereby will be at his/her cost and consequences.

[PRINT CHALLAN](#)

[APPLY ON LINE](#)

** press Ctrl + Click to apply on-line / Challan*

Place : Mumbai,
Date :16.03.2012

(R.K.GOYAL)
General Manager (HR)