

Star House, Plot C-5, “G” Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051.

**Recruitment of Specialist & General Banking & Officers - Project No. 2011-12/4**  
**Notice dated 16.12.2011**

**BANK OF INDIA, a leading Public Sector Bank having Head Office in Mumbai, invites applications for recruitment of Specialist & General Banking & Officers in various cadre/scales as below:**

**For taking out Challan Click “Print Challan” Button on Page 15 and after making fee payment (for other than SC/ST/PWD and Ex-Servicemen candidates) Click “ Apply online” for the application form provided at the end of Notice – Page 15.**

Challan available from	26.12.2011
Submission of on – line application commencing from	26.12.2011
Last date for submission of on – line application	16.01.2012
Payment of Application fees (for other than SC/ST/ PWD and Ex-Servicemen)	From 26.12.2011 to 16.01.2012
Tentative Date of Written Test	19.02.2012
Relevant date for Age/Qualification/Experience	30.11.2011

**NAME OF THE POST / VACANCIES**

Post Code No.	Name of the Post	Scale	No. of Vacancies							Age as on 30.11.2011		
			SC	ST	OBC	GEN	TOTAL	PWD vc HI OC	Min.	Max.		
<b>SPECIALIST OFFICERS</b>												
01	Deputy General Manager - Economist	VI	-	-	-	1	01				30	50
02	Assistant General Manager - Marketing	V	-	-	-	1	01				25	45
03	Assistant General Manager - Cash Management Services	V	-	-	-	1	01				25	45
04	Finance Executive	III	1	-	-	2	03				25	40
05	Statistician	II	1	-	-	-	01				21	28
06	Chartered Acct.	II	31	14	51	71	167			1	21	35
07	System Auditor	II	-	1	2	2	05				21	35
08	Finance Execu.	II	5	1	5	2	13				25	35
09	Security Advisor	@	-	-	-	1	01				-	55
	<b>Total Specialist Officers</b>		<b>38</b>	<b>16</b>	<b>58</b>	<b>81</b>	<b>193</b>			<b>1</b>		
<b>GENERAL BANKING OFFICERS</b>												
10	General Banking Officers	IV	13	8	25	40	86	1	1	1	30	40
11	General Banking Officers	V	4	1	6	13	24			1	35	45
	<b>Total General Banking Officers</b>		<b>17</b>	<b>9</b>	<b>31</b>	<b>53</b>	<b>110</b>	<b>1</b>	<b>1</b>	<b>2</b>		

@ On Contract basis initially for a period of two years extendable on satisfactory service at Bank’s discretion.

**Note: The above vacancies include unfilled vacancies of previous advertisements. Vacancies may be increased / decreased depending upon the requirements of the Bank.**

Please note that one candidate cannot apply for more than one post and in case of application for more than one post, Bank reserves the right to cancel the candidature for his/her previous application. The Written Tests for all the posts will be conducted on the same day and the same time.

Candidate belonging to Reserved Category including Person With Disability (PWD) for which no reservation has been announced are free to apply for vacancies announced for un-reserved category. However, they must fulfill all the eligibility conditions of un-reserved category.

**ABBREVIATIONS & DEFINITIONS:**

- i) **Category of Persons :-**  
**GEN (UR) - General (Unreserved);**  
**SC - Scheduled Caste;**  
**ST - Scheduled Tribe;**  
**OBC - Other Backward Classes**  
**XSM - Ex-Servicemen**  
**PWD - Persons With Disabilities (Physically Challenged Persons) are: -**  
**OC - Orthopedically Challenged;**  
**HI - Hearing Impaired.**  
**VC - Visually Challenged (Blind / Partially Blind / Low Vision).**
- ii) **An Orthopedically Challenged (OC)** person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.
- iii) **Visually Challenged (VC)**
- (a) Blindness refers to a person who suffers from either of the following conditions:**
- I. Total absence of sight,**
- II. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board appointed by the State Government.**
- (b) A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assisting device.**
- iv) **Deaf & Hearing Impaired (HI) :**
- (a) Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.**
- (b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.**

**PAY SCALE, BASIC PAY AS BELOW & OTHER ALLOWANCES AND PERQUISITES AS APPLICABLE:**

**Present Scale of Basic Pay (in Rs.) :-**

<u>MMG Scale II :</u>	19400-700/1- 20100-800/10 - 28100
<u>MMG Scale III :</u>	25700-800/5 - 29700-900/2- 31500
<u>SMG Scale IV :</u>	30600-900/4 - 34200-1000/2 - 36200
<u>SMG Scale V :</u>	36200-1000/2 -38200-1100/2- 40400
<u>TEG Scale VI :</u>	42000-1200/4-46800

For the post of Security Advisor – CTC Rs. 10 lac approx.

(The above Scale of Basic pay is subject to amendments of appropriate provisions in the Bank of India Officers' Service Regulations, 1979).

The designations / names of the post are only indicative. The bank reserves the right to change the name of post / designation at any time without notice.

1. **RELAXATION IN UPPER AGE LIMIT** : (except the candidates proposed to be engaged on contract basis)
  - i) Scheduled Caste/Scheduled Tribe candidates by 5 years.
  - ii) Other Backward Classes candidates by 3 years.
  - iii) PWD category candidates - 10 years in addition to their respective category i.e. (a) by total 15 years for SC/ST Category (b) by total 13 years for OBC category and (c) by total 10 years for General Category.
  - iv) In the case of ex-servicemen and 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.
  - v) All persons who have ordinarily been domiciled in Kashmir Division of Jammu & Kashmir State during 01.01.1980 to 31.12.1989, by 5 years.
  - vi) The relaxation in upper age limit is as per Govt. guidelines
  - vii) In respect of Post Code No. 10 & 11, relaxation of Age to existing Bank of India employees by 5 years and 3 years respectively, on cumulative basis.

**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 concessions/re-employment in Government ceases.
- b) All persons eligible for age relaxation under (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 1<sup>st</sup> January 1980 to the 31<sup>st</sup> day of December 1989.

**2. 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 1<sup>st</sup> 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) as 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 Government of India has issued the necessary eligibility certificate to him.

**3. POSTWISE – VACANCIES/ EDUCATIONAL QUALIFICATION / EXPERIENCE :**

<b>Post Code No. 01 – DEPUTY GENERAL MANAGER - ECONOMIST (Scale VI)</b>	
<b>Vacancies</b>	: <b>1</b>
<b>Qualification</b>	: Ph. D in Economics from a recognized University preferably with Econometric as one of the subjects at Graduation or Post Graduation level
<b>Experience</b>	: Minimum 10 years of service out of which minimum 7 years experience in economic research as Economist / Chief Economist in a Bank / Financial Institution / Government organization / reputed organization in a private sector.  The candidate should have experience in forecasting, analyzing business indicators, environmental scanning, building up of data bank, econometric models and industrial profiles. The period spent in research for meeting the requirement of course / degree programme / higher studies, if any shall not be reckoned for the aforesaid experience.
<b>Job Profile</b>	: a) Spokesperson of the Bank in matters related to the economic and financial parameters and trends; b) Rendering advice and assisting the Top Management in the matters of policy formulation, corporate business plans and drawing effective business strategies; c) Presentation of the state of the economy to the Board / Management Committee; d) Preparing Bank's economic publications; e) Preparing and evaluating statistical information on Bank's key performance / Financial indicators, periodically by using data on Bank's MIS; f) Identifying research issues of importance for the Bank in consultation with the Top Management. Also undertake the research work and share the findings with the Top Management for effective business decisions in the Bank; g) Periodical interaction with other Economists.

<b>Post Code No. 02 - ASSISTANT GENERAL MANAGER - MARKETING (Scale V)</b>	
<b>Vacancies</b>	: <b>1</b>
<b>Qualification</b>	: MBA with specialization in Marketing from UGC recognized University / AICTE approved Institution.
<b>Experience</b>	: Min. 10 years in Marketing in a reputed Govt./Private organisation, preferably in financial products like Insurance, Mutual Funds, Deposits, Government Business, Credit etc. out of which at least 3 years should be as Head of Marketing Team.  <b>Preference will be given to the candidates who have experience in Marketing of Banking Products.</b>
<b>Job Profile:</b>	: a) evolving strategies to increase Bank's market share for various products from time to time; b) studying the market, on an ongoing basis, for banking products, suggest improvements and introduce new products; c) guiding Zones / Marketing teams to improve the effectiveness of the marketing set-up and monitoring their performance. d) to co-ordinate with various functional departments in evolving strategies to increase customer base across the segments. e) leveraging technology for the marketing as well as for sales lead follow up, monitoring etc.
<b>Post Code No. 03 - ASSISTANT GENERAL MANAGER – CASH MANAGEMENT SERVICES : (Scale V)</b>	
<b>Vacancies</b>	: <b>1</b>
<b>Qualification</b>	: Graduate / Post Graduate in Science / Commerce /Engineering. Preference will be given to MBA / PGDBM in Finance or dual specialization in Marketing & Finance from recognized AICTE approved Institution / UGC approved University.
<b>Experience</b>	: Min. 10 years of service in Bank / Financial Institution, out of which minimum 5 years in Marketing / Management of CMS (Cash Management Services). Preference will given to candidates possessing good Knowledge / experience in IT / IT related services / Cash management Service of any Public /Private Sector Bank.
<b>Job Profile:</b>	: Formulating strategies to develop CMS portfolio of the Bank, customizing related MIS / operating system for improved cash flows and quicker realization etc.
<b>Post Code No. 04 FINANCE EXECUTIVES ( Scale III)</b>	
<b>Vacancies</b>	: <b>3</b>
<b>Qualification</b>	: MBA / PGDBM (Finance) from a UGC recognised university / AICTE approved Institution. <b>Preference will be given to the candidates with Professional Qualification such as CA / ICWA.</b>

<b>Experience</b>	:	Minimum of 5 years' experience as an Officer / Executive in Bank / Reputed Financial Institution in area of Project Appraisal/ Financing and/or Syndication of loans.
<b>Post Code No.: 05 STATISTICIAN ( Scale II)</b>		
<b>Vacancies</b>	:	<b>1</b>
<b>Qualification</b>	:	Master's Degree in Statistics with minimum 60% marks in aggregate as full time regular student from a UGC recognised University/ other reputed institutions such as Indian Statistical Institute, Kolkata.
<b>Experience</b>	:	3 Years experience as Statistician in officer's cadre / Statistical Officer in a Financial Institution or Bank or Government Organisation or Private Sector. The candidate should have adequate experience in handling large volume of data, application of statistical techniques and tools, drawing inference from the behaviour of data, forecasting, modeling, calibration, and validation etc. Knowledge of various statistical packages such as SAS/ SPSS/ MATLAB, etc. is essential. Experience in the area of risk management in the Banking and Financial Institutions, Analysis of banks portfolio and submission of various reports to Top Management based on the analysis will be an added advantage.
<b>Post Code No. 06 CHARTERED ACCOUNTANTS (Scale II)</b>		
<b>Vacancies</b>	:	<b>167</b>
<b>Qualification</b>	:	<b>Candidates who have completed / passed final examination of Chartered Accountants.</b>
<b>Post Code No.: 07 SYSTEM AUDITOR ( Scale II)</b>		
<b>Vacancies</b>	:	<b>5</b>
<b>Qualification</b>	:	(1) Engineering Graduate in Information Technology / Computer Engineering / Electronics from a UGC recognized University as a full time student and with CISA (Certified Information System Auditor) qualification <b>OR</b> (2) Post Graduate degree in Computer Applications/ Computer Science / Information Technology - from a UGC recognized University or Institute recognized by AICTE <b>and</b> with CISA (Certified Information System Auditor) qualification.
<b>Experience</b>	:	Minimum 3 Years experience as System Auditor in the area of Data Centre Audit, Network Security Audit, Information Systems Audit etc and conversant with IT Act 2008, relevant circulars from regulators, Operating Systems like Oracle, Unix, Windows.
<b>Post Code No. 08: FINANCE EXECUTIVES (Scale II):</b>		
<b>Vacancies</b>	:	<b>13</b>
<b>Qualification</b>	:	MBA/PGDBM (Finance) from a recognized university / AICTE approved Institution. <b>Preference will be given to the candidates with additional Professional Qualification such as CA / ICWA.</b>
<b>Experience</b>	:	Minimum experience of 3 years in the area of Credit Appraisal of industrial projects in Financial Institutions/Banks

<b>Post Code No. 09: SECURITY ADVISOR<sub>2</sub> (on contract basis)</b>	
<b>Vacancies</b>	: 1
<b>Qualification &amp; : Experience</b>	: An officer of the rank of a Brigadier or above in the Army / Navy/Air Force or a Police Officer not below the rank of Senior Superintendent of Police or officers of identical rank in the para-military forces with minimum 10 years service. <b>Preference will be given to officers who have worked / served on regular / deputation basis with NSG for a period of minimum 5 years.</b>
<b>Pay Package</b>	: Rs. 10 lacs approx. CTC.
<b>Post Code No. 10 GENERAL BANKING OFFICER (Scale IV)</b>	
<b>Vacancies</b>	: 86
<b>Educational Qualification</b>	: Minimum 50% aggregate in Graduation from recognized University/ Institute with CAIIB (both parts).
<b>Experience</b>	: Minimum 10 years experience in Officers' cadre in Public Sector Bank/s having Business Mix of more than 2 lac crores as on 31.03.2011 out of which minimum 3 years experience in Scale II or presently working in Scale III. Relaxation in total experience to existing Bank of India employees by 5 years provided he has completed 3 years in Bank of India.
<b>Post Code No. 11 GENERAL BANKING OFFICER (Scale V)</b>	
<b>Vacancies</b>	: 24
<b>Educational Qualification</b>	: Minimum 50% aggregate in Graduation from recognized University/ Institute with CAIIB (both parts).
<b>Experience</b>	: Minimum 15 years experience in Officers' cadre in Public Sector Bank/s having Business Mix of more than 2 lac crores as on 31.03.2011 out of which minimum 3 years experience in Scale III or presently working in Scale IV. Relaxation in total experience to existing Bank of India employees by 3 years provided he has completed 3 years in Bank of India.

**Note :** 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), 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 but should pass Final Examination. Candidates belonging to SC / ST / OBC/ PWD categories filling in "unreserved" vacancies will not be entitled to the above referred relaxation.

The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Rank / Class / Grade is decided on basis of Honours marks only.

The percentage of marks in fraction will not be rounded up on higher side (i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%).

Experience wherever stipulated should be in the field area unless otherwise specified.

**4. STRUCTURE OF WRITTEN TEST AND INTERVIEW / GROUP DISCUSSION:**

Depending upon the number of candidates applied for, the Bank may opt to go for

- (i) only Interview
- (ii) Written Test and/or Group Discussion and/or Interview
- (iii) Written Test and/or Interview
- (iv) Group Discussion and/or Interview.

The written test, if held, will consist of Objective type questions only.

**Written Test - Objective :-**

- (i) Structure of Written test for Specialist Officers -

Written test will be objective type. The objective test will be in two parts, one common test for all categories and second test will be conducted in a subject related to the respective category of specialist officer. Structure of the written test is proposed as given below:

Sl. No.	Name of the Test	No. of Questions	Medium of Exam.	Max Marks	Min qualifying marks for general candidates	Duration
1.	Common Test					150 min.
	a. Test of Reasoning	50	Eng/ Hindi	50	20	
	b. Quantitative Aptitude	50	--do--	50	20	
	c. General Awareness	50	--do--	50	20	
	d. English Language	50	English	50	20	
2.	Relevant Subject Test: Category-wise separate test	50	English or Hindi	100	40	
	TOTAL (Aggregate)	250		300	150	



(ii) Structure of Written test for General Banking Officers –

Sl. No.	Name of the Test	No. of Questions	Medium of Exam.	Max Marks	Min qualifying marks for general candidates	Duration
1.	Common Test (Objective Type) a. Credit b. Foreign Exchange c. Administration & Deposits	50 50 50	Eng/Hindi --do-- --do--	100 100 100	40 40 40	90 min.
	TOTAL (Aggregate)	150		300	150	

**Interview / Group Discussion Marks** : Maximum marks for interview will be 100. Minimum qualifying marks in interview are 50% for General Category and 45% for SC/ST/OBC/ PWD category.

**Selection Procedure :**

Depending on the number of vacancies (if the Written Test is held), only those candidates who have secured the minimum qualifying marks stipulated for Written Tests (Objective) and rank sufficiently high in the order of merit shall be called for a Personal interview in the ratio of 1:3. – Mere pass in the Written Tests shall not vest any right in a candidate for being called for Personal Interview.

Merit list of the candidates based on the marks obtained by them in Written Test, if held and Personal Interview of 100 Marks will be prepared in descending order on the basis of the aggregate marks obtained, under the respective SC / ST / OBC / GEN Category. 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)

**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 Group Discussion and / or Interview  
or
  - (ii) impersonating or procuring impersonation by any person or
  - (iii) misbehaving during the Group Discussion / Interview 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 Selection Process 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.
3. The Bank would be analyzing and comparing the responses of a candidate with other candidates, who appeared for the examination 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.

**5. CALL LETTERS FOR WRITTEN EXAMINATION (IF HELD)**

The Written Test Examination will be tentatively held on 19.02.2012 (Sunday) at Examination Centres given below. The full address of the examination venue will be given in the Call Letter. All eligible candidates will be required to download their call letter from the Bank's website after 09.02.2012. Candidates should note that the call letters will not be sent through post/courier etc. An eligible candidates **who fail to download the call letter may** contact the concerned Zonal Office of BANK OF INDIA located at the concerned centre, he/she has opted for at the addresses given below, with a written application indicating his / her Name, Address, and details of payment made for issue of Duplicate Call Letters at the following addresses on or after 17.02.2012.

**6. WRITTEN TEST CENTERS**

**Written Test (if required) will be held at following 4 centers. The address of the venue will be advised in the call letters**

<b>SR. No.</b>	<b>EXAM CENTRE</b>	<b>CONTACT ADDRESS OF BANK OF INDIA, ZONAL OFFICE</b>	<b>CONTACT PERSON</b>
1.	MUMBAI	Mumbai South Zonal Office, 70-80, Mahatma Gandhi Road, P.B. No. 38, Fort, Mumbai –400 023.	Shri Anil Pandurang Sawant Sr. Manager (HR) Std. code : 022 Off: 22674857, 22703543 Mob. 9821095577
2.	NEW DELHI	New Delhi Zonal Office, 'Jeevan Bharati', Tower I, Level 5, 124, Cannought Circus, New Delhi – 110 001.	Shri Sanjeeb Kumar Sr. Manager (HR) Off: 011-28844093 Mob. 9899931792
3.	CHENNAI	Chennai Zonal Office, Bank of India Building, 2 <sup>nd</sup> floor , 17, Erabalu Street, Chennai – 600001.	Shri N. Chanduru Sr. Manager (HR) Off: 044 - 66777502, 66777504 Mob. 9840815024
4.	KOLKATA	Kolkata Zonal Office 5,BTM Sarani, Kolkata - 700001 West Bengal .	Shri N. R. Mishra Manager –( HR) Office – 033- 2231-0292 Mobile – 9681983288

**NOTE :** (i) The candidate is required to indicate written test centre in his/her application form. Any request for change of Centre of Examination 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.
- (iii) The bank reserves the right to pre-pone / post-pone / cancel the written examination / group discussion dates and/or to add or to delete or to modify change the examination centre and the venue and / or to cancel the written examination.

7. **PRE-EXAMINATION TRAINING (PET)**

In case a Written Examination is held the Bank intends in consonance with the guidelines issued by the Government of India, to impart free non-residential Pre-Examination Training (PET) of six working days to a limited number of candidates belonging to Scheduled Castes / Scheduled Tribes at Centres located at Navi Mumbai and NOIDA (New Delhi). Selection for the PET from among the candidates will be made on the priority of the date of online registration of Application. Candidates belonging to the above categories and desirous of availing of such Pre-examination Training may indicate choice of PET Centre in the Application Form.

All expenses for attending the Pre-Examination Training (PET) programme at the concerned Training Centre relating to travel, boarding, lodging, etc. will have to be made and borne by the candidate. The Bank has discretion to add to or delete from the Centers for PET indicated above.

8. **APPLICATION FEE (NON-REFUNDABLE) :**

- (a) For SC/ST/PWD/ Ex-Servicemen Candidates – Nil.
- (b) For all other candidates – Application Fees : **Rs.500/-**

**NOTE :** 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 examination or selection.

9. **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, group discussion, 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 PRINT OUT OF APPLICATION MAY BE SUBMITTED TO US AT THE TIME OF GROUP DISCUSSION / 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 “General”.
- (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) 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. The Bank also reserves the right to select the candidate (without Written Test / Group Discussion having been conducted) on the basis of Personal Interview only for select-post or for all the posts advertised.
- (g) Only those candidates who have met with the eligibility criteria & who have cleared their Written Examination and who are short-listed for appearing in the Personal Interview will be intimated either by email (online) or by Speed Post or/ by Registered Post at the address or email address as the case may be, furnished by them in the Application Form. The name of candidates who are finally short-listed for interview will also be available on the Bank’s Website [www.bankofindia.co.in](http://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 the Bank’s website for candidates selected for appointment;
- (h) The admission to Written Test as well as call for personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates with reference to documents.
- (i) The Bank takes no responsibility for any delay in receipt or loss in postal transit of Call Letter / Intimation.
- (j) The candidates should fill the details in application correctly, in particular - Age / Qualification / Caste etc. which will have direct effect on selection / non-selection. Bank takes no responsibility for rejection / non-selection due to aforesaid error.
- (k) An Print-out of the application along with a recent, passport size photograph and signature on the application is to be produced at the time of **Interview / Group Discussion**. Copies of the same photograph should be used for written examination (if conducted). Failure to produce the same photograph at the time of the written test/interview /group discussion may lead to disqualification.
- (l) The candidates will have to appear for Written Test and Interview /Group Discussion at their own expense. However, eligible SC/ST outstation candidates attending the interview /Group Discussion will be reimbursed to and fro second (sleeper) class rail/bus fare by the shortest route on production of evidence of travel.
- (m) 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. NOC as above will be insisted at the time of Interview and candidate will not be allowed to appear for interview without such NOC and his candidature may be cancelled.**
- (n) Only candidates willing to serve anywhere in India should apply.

- (o) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (p) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (q) No candidate is permitted to use calculator, cell phones / telephones of any kind, pagers or any such other instruments in the examination.
- (r) The candidates will appear for the written examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.
- (s) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue and /or to cancel the Written Examination.
- (t) 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 of One (1) year for scale – II and above and Two (2) years for scale-I, from the date of joining the services of the Bank.
- (u) The selected Officers, in addition to desk work may be required to market financial and other products of the Banks as well as Business Partners.
- (v) Candidates will have to produce original caste and other relevant certificates like educational qualification, age, disability etc. with Xerox 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.
- (w) In case of more than one application by the same candidate for same post, application submitted last will be taken as authentic / conclusive

**10. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC IS AS UNDER :**

District Magistrate/Additional Dist. Magistrate / Collector / Deputy Commissioner / Additional Dy. Commissioner / Dy. Collector / First Class Stipendiary 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 family normally resides.

**Other conditions / stipulations**

- i) Candidates selected for appointment in the Bank will be required to furnish a Security Deposit of Rs. 60,000/- for Scale-III & above and Rs.40,000/- for Scale-II posts. The Security Deposit amount shall be forfeited if the officer leaves the bank before completion of 3 years of service. Direct Recruit Officers will have a choice either to deposit full amount of security deposit or alternatively he will deposit initially Rs.10,000/- at the time of joining and balance in equal monthly installments of Rs. 2000/ per month. In case of SC/ST candidates, initial amount to be deposited shall be Rs. 5000/- at the time of joining and balance in matching equal monthly installments of Rs.2000/ per month. Bank reserves the right to increase the amount of Security Deposit or re-schedule the installments.

- ii) The selected candidates who have already passed JAIIB / CAIIB Examination will get **one** advance increment for passing **JAIIB OR two** advance increments for passing **CAIIB** from the date of joining the bank as the case may be.
- iii) Subject to their fulfilling the eligibility criteria, employees of Bank of India may also apply online. Such candidates, if selected, shall resign from their present positions in the bank and re-join the Bank's service afresh.

## 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](http://www.bankofindia.co.in)
- (iii) As a First Step, candidate should take out Print-out of Challan from Page 15 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 16.01.2012.
- (v) Once the payment of fees is made, the concerned branch will give him a Transaction No.
- (vi) 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.
- (vii) Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.
- (viii) Candidates are now ready to Apply Online by re-visiting the Bank's website and going to the sublink **to open up the appropriate Online Application Format.**
- (ix) Candidate should visit again our website [www.bankofindia.co.in](http://www.bankofindia.co.in) under the caption "Recruitments / Career" and should fill up the application available by clicking on Page No.15 of the Notice on our website.
- (x) Transaction No. should be correctly filled in the application at appropriate place (This is not applicable for SC / ST /PWD /EX-SERVICEMEN Candidates).
- (xi) Application should be checked and after verification be submitted by clicking to **submit** button.
- (xii) Application should be printed with photo and signature, to be kept ready for submission at the time of interview at the Interview Venue.
- (xiii) You should note / remember your Registration No. and Password for future reference and use.
- (xiv) 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.
- (xv) There is a provision to modify 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 18.01.2012. After this date, no modification will be permitted. Candidate should take utmost care while filling in the On-Line Application.

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. Scan your photograph and signature as per the specifications
- iv. Fill-up the application Form - On-line including upload of photo and signature and after verification – Submit

**V Print Application and affix photograph – to submit the same at the time of interview with following documents:**

- a. Copy of receipted challan; (except for SC/ST/PWD /EX-SERVICE MAN)
- b. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
- c. Attested copies of Mark sheets / certificates in support of Educational Qualification;
- d. Attested copy of certificate of Computer Course, as applicable;
- e. Any other related certificate as applicable i.e. Caste Certificate etc.
- f. 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](http://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 : 16.12.2011

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

Candidates who have applied are requested to visit the ‘Recruitment /Career with Bank’ Section on our website–[www.bankofindia.co.in](http://www.bankofindia.co.in) for updates

FORMAT OF CASTE CERTIFICATE TO BE SUBMITTED BY SC/ST  
APPLICANTS

Form of Certificate as prescribed in M.H.A., OM.No.42/21/49-N.G.S., dated 28.01.1952 as revised in Dept. of Per. & A.R., Letter No.36012/6/76-Estt.(S.C.T.) dated 29.10.1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of the claim.

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimathi/Kumari\*  
\_\_\_\_\_ son / daughter\* of  
Shri \_\_\_\_\_ of Village / Town\*  
\_\_\_\_\_ in District / Division\* of  
\_\_\_\_\_ the State / Union Territory\*  
of \_\_\_\_\_ belongs to the  
\_\_\_\_\_

Caste / Tribe\* which is recognised as a Scheduled Caste / Scheduled Tribe\* Under:  
The Constitution (Scheduled Castes) Order, 1950. \*The Constitution (Scheduled Tribes)  
Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes & Scheduled Tribes Lists  
(Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab  
Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-  
Eastern Areas (Reorganisation Act, 1971 and the Scheduled Castes and Scheduled Tribes  
Orders (Amendment) Act, 1976.]

\*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes  
Order,

1959, as amended by the Scheduled Castes & Scheduled Tribes  
Orders

(Amendment) Act, 1976;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;



The Constitution (Goa, Daman & Diu ) Scheduled Tribes Order, 1968;  
 \*The Constitution (Nagaland) Scheduled Tribes Order, 1970;  
 \*The Constitution (Sikkim) Scheduled Castes Order, 1978;  
 \*The Constitution (Sikkim) Scheduled Castes Tribes, 1978;  
 \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;  
 \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;  
 \*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;  
 \*The Constitution (Scheduled Tribes) Order Second Amwendment Act, 1991.

2. This Certificate is issued on the basis of the Scheduled Castes /

Scheduled Tribes Certificate issued to Shri / Shrimathi\* \_\_\_\_\_

father / mother\* of Shri / Shrimathi / Kumari\* \_\_\_\_\_ of

Village / Town\* \_\_\_\_\_ in District \_\_\_\_\_ / Division\*

\_\_\_\_\_ the

State / **SEAL**  
**OF** Union Territory\* of \_\_\_\_\_ who  
**OFFICE**

belong to the Caste / Tribe\* which is recognised as a Scheduled Caster /

Scheduled Tribe\* in the State / Union Territory of \_\_\_\_\_ issued

by the , \_\_\_\_\_ dated \_\_\_\_\_ . 3.

Shri / Shrimati / Kumari\* \_\_\_\_\_ and / or\* his /her\*

family ordinarily reside(s) in Village / Town\* \_\_\_\_\_ of the State

/ Union Territory\* of \_\_\_\_\_ .

**Signature**

**Designation**

PLACE: STATE / UNION TERRITORY :

DATE :

NOTE. - The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**\* Please delete the words which are not applicable.**

**FORMAT OF OBC CERTIFICATE TO BE SUBMITTED BY OBC APPLICANTS**  
**FORM OF CERTIFICATE TO BE PRODUCED BY**  
**OTHER BACKWARD CLASSES**  
**APPLYING FOR APPOINTMENT TO POSTS**  
**UNDER THE GOVERNMENT OF INDIA**

[G.I., Dept. of Per. & Trg., O.M.No.36033/28/94-Estt (Res.), dated 02.07.1977]

This is to certify that Shri/Shrimathi/Kumari\*  
son / daughter\* of Shri  
of Village / Town\*  
in District / Division\* of  
the State / Union Territory\* of belongs to the  
Community which is recognised as a Backward Class  
under:

- \* (i) Government of India, Ministry of Welfare, Resolution No.1201 1/68/93-BCC(C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No.186, dated the 13th September, 1993.  
Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.  
Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
- \*(iv) Government of India, Ministry of Welfare, Resolution No.1201 1/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.  
Shri / Shrimati / Kumari\* and / or\* his / her\*  
family ordinarily reside(s) in Village / Town\* of the  
State / Union Territory\* of .

This is also to certify that he / she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M.No.36012/22/93-Estt.(SCT), dated 08.09.1993.



**Place :**

**Date :**

\*Strike out whichever is not applicable

**Signature\_**  
**Designation**

N.B. - (a) The Term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificate are indicated below:-  
District Magistrate / Additional Magistrate / Collector / Deputy Commissioner /  
Additional Deputy Commissioner / Deputy Collector / First Class  
Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate /  
Executive Magistrate / Extra Assistant Commissioner (not below the rank of  
First Class Stipendiary Magistrate).  
Chief Presidency Magistrate / Additional Chief Presidency Magistrate /  
Presidency Magistrate.  
Revenue Officer not below the rank of Tahsildar; and  
Sub-Divisional Officer of the area where the candidate &/or his family resides.