



Bobcards Limited
Recruitment of Officer in Cadre F Based on CWE RRB Officers' Scale I
Held on 2nd September,2012

BOBCARDS Limited is a wholly owned subsidiary of Bank of Baroda. The company is in the business of Credit Cards, Merchant acquiring & managing Debit Card support service for Bank of Baroda. It is the first Non-Banking Financial Company (NBFC) in India issuing Credit Cards.

BOBCARDS Limited is serving the country with its large network of 33 Area offices spreading across the country with wide range of Credit Cards since last 18 years as an independent Credit Card Company.

To add further strength to our core management team, we require Officers (Grade F) for our Mumbai Corporate Office / Area Offices for handling day to day operational functions related to Credit Card Industry of the Company. The Detailed job description is mentioned below:

1. Field activities in the area of Marketing and Recovery
2. Handling operations in the areas of Card Issue, CRM, Recovery, Billing, Accounts, IT, Chargeback etc.

DETAILS OF VACANCIES:

Name of the Post	No of Vacancies	Age as on 01.06.2012	
		Min	Max
Officer	135	18	28

Candidates must have been born not earlier than 02/06/1984 and not later than 01/06/1994 (both days including) are only eligible to apply.

PAY SCALE, ALLOWANCES AND PERQUISITES:

Name of Post	Pay Scale	Total emoluments per month including allowances at minimum of scale at Mumbai	Approximate current annual emoluments on Cost to Company (CTC)
Officer	10270-425-14520	13610	2.06

PROBATION PERIOD: -

Selected candidate will be on probation for a period of one year from the date of joining. After completion of probation period, if found suitable, candidates will be considered for confirmation in the Company's service in regular grade of Officer.

Reservation in posts

- i) Reservation for SC/ST/OBC is applicable as per Government guidelines
- ii) 3% of posts are reserved for person with disabilities



Relaxation in Upper Age Limit

Post	Category	Age Relaxation
Officer	SC/ST	5 years
	OBC	3 years
	EX-SERVICEMEN PWD	5 years 10 years

NOTE:

- i. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above.
- ii. The maximum age limit specified is applicable to General Category candidates.
- iii. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview. Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWD category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- iv. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- v. Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.
- vi. An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose for further employment on the civil side ceases.
- vii. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment one year before the completion of the specified term of engagement (from the last date of application i.e. 25.06.2012) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

Definition of 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 constituted by the Central/State Govt. Accordingly, candidates with the following disabilities



are eligible to apply. Candidates claiming such benefits should produce certificate in original in support of their claim at the time of Interview. Persons With Disabilities will have to work in any Office across the country as identified by the Bobcards Limited.

i. 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.

ii. 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.

iii. Orthopaedically Challenged (OC)

Only those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R and or L)

MW - Muscular weakness and limited physical endurance

DEFINITION OF EX-SERVICEMEN (EXSM)

In the case of Ex- servicemen commissioned officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 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, subject to ceiling as per Government guidelines

Important: - Govt. Guidelines regarding Definitions, relaxations etc. are subject to change from time to time.

ELIGIBILITY CRITERIA:

Nationality: Only Indian Nationals are eligible to apply.

IBPS SCORE REQUIREMENT

Candidates who have qualified the IBPS CWE RRB Officers – Scale I exam held on 2nd Sept,2012 are only eligible to apply.

EDUCATIONAL QUALIFICATIONS:

Post	Educational Qualifications
Officer	Graduation in any discipline from any university recognized by UGC.

- a) The Educational qualifications prescribed for the post are the minimum.
- b) Degree obtained from Open University without following the regular stream (10 +2) is not recognized for recruitment to any cadre.
- c) Knowledge of one of the local languages in India where the company has Area Offices will be preferable.

List of Area Offices is as under:

1. Agra
2. Ahmedabad
3. Aurangabad
4. Bangalore
5. Baroda
6. Bhopal
7. Bhubaneshwar
8. Chandigarh
9. Chennai
10. Coimbatore
11. Ernakulam
12. Guwahati
13. Goa (Margao)
14. Hyderabad
15. Indore
16. Jaipur
17. Jamshedpur
18. Jodhpur
19. Kanpur
20. Kolkata
21. Lucknow
22. Mumbai
23. Nagpur
24. Nasik
25. New Delhi
26. Patna
27. Pune
28. Raipur
29. Surat
30. Trivendrum
31. Udaipur
32. Varanasi
33. Vijaywada

34. SELECTION PROCEDURE:

Name of the Post	Selection Procedure
Officer	TWSS CWE RRB Officers Scale I and Interview

Calling from the list of candidates, who have already appeared in IBPS exam and have qualified. Eligible candidates as prescribed in eligibility criteria above and those who have the stipulated score and above in the IBPS exam can apply to the Company. Depending



upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit based on their Total Weighted Standard Score in CWE of RRBs PO Will be called for interview. Final selection will be made on the basis of aggregate marks of Total Weighted Standard Score and Interview for Officers strictly according to the merit ranking. The Company reserves the right to change the selection procedure, if necessary.

INTERVIEW CENTRE:

The interview will be held at Delhi, Mumbai, Chennai and Kolkata Only.

CALL LETTERS FOR INTERVIEW:-

Call letters will be made available on BOBCARD's website www.bobcards.com and candidates will be required to download the same. An intimation regarding downloading call letters will be sent by email/sms. Call letters will not be sent to the applicant by Post/courier

A list of all such candidates along with details such as date, time and venue of the interview will also be hosted on the Company's website www.bobcards.com Candidates are requested to regularly visit the Company's website and keep track of the status of their candidature, from time to time.

IDENTITY VERIFICATION:-

The candidate should, while appearing for the joining produce for verification in original and submit photo copies, if required, the photo identity card, such as PAN card, passport, Driving License/Voters Card/Company Pass book with photograph, copy of the application made to IBPS for the Common Written Examination for Officers in RRBs. If the identity of the candidate is in doubt the candidate will not be allowed to join.

APPLICATION FEE INCLUDING INTIMATION CHARGES (NON-REFUNDABLE):

Name of the post	Category	Fee
Officer	SC/ST	Rs. 30.00
	General and all others	Rs. 150.00

GENERAL TERMS AND CONDITIONS

- Candidates working in Govt /Semi-Govt /Central undertaking / Public undertaking will be required to produce **No Objection Certificate** from their employer if called for interview, in the absence of which, his/her candidature may not be considered.
- Ex-servicemen will be required to produce copies of their testimonials if called for interview.
- Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement.
- In case, it is detected 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 stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated and the fees paid by the ineligible candidates shall be forfeited.
- All candidates will have to produce copy of the online application submitted to IBPS for CWE for recruitment of Officers in RRBs along with original as well as attested



- photocopies of certificates regarding Qualification, Essential Requirements i.e. IBPS Score Card, Date of Birth and Caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
- f. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India and the certificate should contain the "NON-CREAMY LAYER CLAUSE" which should not be more than one year old.
 - g. If a candidate is shortlisted for joining the corporation, his/her candidature to further reuse of the same score to apply to any other organization will be nullified irrespective of the facts, whether he/she joins the organisation or not.
 - h. Selected candidates shall be willing to serve anywhere in India.
 - i. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
 - j. 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.
 - k. The Company reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated through Company's website.

Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Company. Such appointment will also be subject to the Service and Conduct Rules of the Company.

HOW TO APPLY

Candidates are required to apply Online through website www.bobcards.com. No other means/ mode of application will be accepted. The candidates will be required to provide registration number and password of CWE RRB for Officers Scale I while registering.

Candidates are required to have a valid personal email ID and Contact No. (the same email ID and Contact Number as registered with IBPS). It should be kept active during the currency of this recruitment project. Company may send intimation for joining through registered e mail id. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.

Applicants are first required to go to the Company's website www.bobcards.com and open the link "Career". Thereafter open the Recruitment Notification titled "Recruitment of Officers".

Mode of Payment

Candidates have the option of remitting fees via **ONLINE MODE**

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made using only Master/Visa Debit or Credit Card or online transfer through netbanking by providing information as asked on the screen. **On successful completion of the transaction, an e-**



receipt would be generated. Candidates are required to take a print of the e-receipt which will have to be produced, if called for joining.

Note:

Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Company reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason. Government Guidelines on reservation in recruitment shall be applicable.

Decision of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Detailed advertisement can be viewed at our website – www.bobcards.com.

IMPORTANT DATES

OPENING DATE FOR ONLINE REGISTRATION **07.08.2013**

CLOSING DATE FOR ONLINE REGISTRATION **31.08.2013**

PAYMENT OF APPLICATION FEE /INTIMATION CHARGE **07.08.2013 TO 31.08.2013**

TENTATIVE DATE OF INTERVIEW Second week of **September** 2013

Managing Director
Bobcards Limited

7th August 2013