



(A Government of India Enterprise)
Trusted Family Bank

DENA CORPORATE CENTRE, C-10, G-BLOCK, BANDRA KURLA COMPLEX, BANDRA(E),
MUMBAI - 400 051

DENA BANK, A PREMIER NATIONALISED BANK, INVITES APPLICATIONS FOR CLERICAL CADRE FROM INTERESTED CANDIDATES WHO HAVE QUALIFIED IN THE COMMON WRITTEN EXAMINATION (CWE) FOR CLERICAL CADRE CONDUCTED BY IBPS IN 2011-12 AND HOLD A VALID SCORE CARD ISSUED BY IBPS

Important:

- Candidates are required to apply on-line through Bank's web site www.denabank.com (where full advertisement is available). No other means/modes of application will be accepted.
- Bank reserves the right to call only requisite number of candidates for interview in the ratio as decided by the Bank keeping in view the minimum ratio of 1:4 (1:5 in case of SC/ST/OBC/PWD/EXSM) for respective State/UT. Candidates shall be called for interview in the order of merit of marks scored in CWE. Merely satisfying the eligibility norms as stipulated herein below do not entitle a candidate to be called for interview.

Details	Important Dates
Opening date for On-line Registration of application	17.04.2012
Closing date for On-line Registration of application (for all applicants including those from far-flung areas)	02.05.2012

(The Fees Payment Challan / NEFT Receipt date should not be earlier than 17.04.2012 and not later than 02.05.2012, both days inclusive.)

Please Note: - Candidates need not send the print out of the computer generated online application after submitting the application online. However, they are advised to take a Print-Out of the same and retain the same for future reference and required to produce the same at the time of Interview, if shortlisted.

1. VACANCIES (Including Backlog) :-

State / U.T. Code	State/ UT	SC	ST	OBC	GEN	Total	Out of which			
							OH	HI	VH	EX-SM
11	Andhra Pradesh	4	2	9	15	30	2	1	2	4
12	Bihar	2	0	3	6	11	0	2	0	2
13	Chhatisgarh	12	31	6	49	98	1	0	1	7
14	Goa	0	1	1	5	7	0	0	0	1
15	Gujarat	4	62	121	194	381	6	2	7	57
16	Haryana	3	0	4	8	15	0	0	0	2
17	Karnataka	7	0	12	20	39	1	0	1	6
18	Himachal Pradesh	2	0	2	6	10	0	0	1	1
19	Maharashtra	31	5	84	145	265	7	11	8	40
20	Jharkhand	1	1	0	3	5	0	0	0	1
21	Punjab	10	0	7	18	35	2	1	1	6
22	New Delhi	3	2	5	10	20	0	2	1	3
23	Odisha	2	3	0	5	10	0	1	0	2
24	Puducherry	1	0	1	3	5	0	0	0	1
25	Rajasthan	1	1	2	5	9	0	1	0	2
26	Uttar Pradesh	8	0	14	24	46	2	4	1	7
27	West Bengal	0	0	7	8	15	0	0	0	3
28	Sikkim	0	2	2	6	10	0	0	0	0
29	Meghalaya	0	1	0	1	2	0	0	0	0
30	Daman & Diu	0	0	1	3	4	0	0	0	0
31	Dadra & Nagar Haveli	0	1	0	1	2	0	0	0	0

32	Madhya Pradesh	3	3	2	9	17	1	2	1	3
33	Tamil Nadu	2	0	2	5	9	0	0	0	2
34	Kerala	0	0	2	3	5	0	0	0	1
35	Uttarakhand	1	0	1	8	10	0	1	0	2
36	Assam	0	0	1	3	4	0	0	0	1
37	Jammu & Kashmir	0	0	1	3	4	0	0	0	1
38	Chandigarh	2	0	3	5	10	0	0	0	2
39	Andaman & Nicobar	0	1	2	5	8	0	0	0	1
40	Lakshadweep	0	2	0	2	4	0	0	0	0
	TOTAL	99	118	295	578	1090	22	28	24	158

Abbreviations stand for : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, OH - Orthopedically Handicapped, VH - Visually Handicapped, HI - Hearing Impaired, EXSM- Ex servicemen

- Note:**
- 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 (CWE) and in which they have qualified.
 - The number of vacancies and also the number of reserved vacancies are provisional and may vary according to the actual requirement of the Bank. The number of vacancies can be increased or decreased by the Bank at any stage as per requirement. As the reservation for OH/HI/VH and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be recruited in the appropriate category to which the candidate belongs.
 - Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved /General category provided they fulfill the age and qualification norms of General Category.
 - Candidates should be able to read, write and speak the **Regional** language of the State/UT for which vacancies are advertised and for which he/she desires to apply.
 - Bank reserves its right to ask candidates to write a passage / essay in **Regional** language at the time of interview to ascertain the knowledge of **Regional** language of the candidates.

2. PAY SCALE :-

- ₹ 7200-400/3-8400 - 500/3 -9900 -600/4- 12300 - 700/7- 17200 - 1300/1 - 18500 - 800/1 - 19300 (Approx. Total emoluments at the start of the scale will be ₹.11,000/- inclusive of DA & HRA at Metropolitan Centre). In addition Medical benefits, Leave fare concession, Retirement benefits are admissible as per Bank's rules.
- New appointees will be covered by Defined Contributory Pension Scheme as introduced for employees of Central Government of India and modified from time to time.

3. ELIGIBILITY CRITERIA:

(A) Nationality/Citizenship

A candidate must be either i) a citizen of India or ii) a subject of Nepal or iii) a subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (v) 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 provisionally admitted to the examination/interview conducted by the Bank. However, on final selection the offer of appointment will be given only after producing necessary eligibility certificate issued to him by the Government of India.

(B) Age Limit (as on 01.08.2011) :-

Minimum	18 years
Maximum	28 years

4. RELAXATION OF UPPER AGE LIMIT :-

Sr.No.	Category	Age Relaxation
1	SC/ST Candidates	5 years
2	Other Backward Classes (OBC) candidates	3 years
3	Persons domiciled in Kashmir division of J & K State during 01.01.1980 to 31.12.1989	5 years.
4	Person with Disability	10 years
5	The children/family members of those who died in the 1984 riots	5 years
6	Ex-servicemen (in addition to the usual period of service in the Defence forces) subject to a maximum age of 50 years.	3 years
7	Widows, Divorced women and women judicially separated from their husbands & who are not remarried.	9 years

NOTE :-

- i. An Ex-servicemen who has once joined a Govt. job on the civil side after availing of the benefits given to him as ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in government ceases.
- ii. Candidate 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 **30.04.2013**.
- iii. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- iv. All persons eligible for age relaxation under Sr. No. 4(3) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction, he/she had ordinarily resided or an authority designated in this regard by the Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
- v. All persons eligible for age relaxation under Sr. No. 4(5) above must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the rehabilitation package for 1984 Riots Affected Persons sanctioned by the Government of India and communicated vide Ministry of Finance, Department of Financial Services communication No. F.No.9/21/206-IR dated 27.07.2007

5. RESERVATIONS FOR PERSONS WITH DISABILITIES (PWD) :-

Reservation is available to **PWD** persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995. Accordingly, candidates with the following disabilities will be considered for reservation under the category.

Definition:

I) Orthopedically Handicapped (OH) – Person suffering from Locomotor Disability or Cerebral Palsy : Person who has a minimum of 40% of physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.

II) Visually Handicapped (VH):

i) **Blindness** refers to a condition where a person suffers from either of the following conditions:

- (a) Total absence of sight
- (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses
- (c) Limitation of the field of vision subtending an angle of 20 degrees or worse

ii). **Low vision:** Persons with low vision means a person with an impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories:

- a) Reduction of fields less than 50 degrees

- b) Heminaopia with macular involvement
- c) Attitudinal defect involving lower fields

III) **Hearing Impaired (HI)** are those in whom there is a hearing loss of 60 decibels or more in the better ear in the conversational range of frequencies.

6. ELIGIBILITY CRITERIA:

(A) EDUCATIONAL QUALIFICATIONS (AS ON 01.08.2011)

Pass with 60% marks in 10+2 examination or its equivalent (for SC/ST pass class) OR A degree in any discipline from a recognized University.
1. Computer knowledge is essential. 2. Candidates should be able to read, write and speak the Regional language of the State/UT for which vacancies are advertised and for which he/she desires to apply.

(B) ESSENTIAL REQUIREMENT:- Valid IBPS score obtained in Common Written Examination (CWE) for Clerks 2011-12.

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

(C) SELECTION PROCESS :-

Interview.

NOTE:-

- a. Educational Qualifications should be as on **01.08.2011**.
- b. Candidates should be able to produce the valid score card issued by IBPS in support of the scores mentioned in the online application form if called for interview.

7. APPLICATION FEE (NON-REFUNDABLE)

- a) For SC/ST/PWD - ₹ 50/- (Only Intimation & Postal Charges)
- b) For all others (including OBC) - ₹ 150/- (Including Intimation & Postal Charges)

NOTE :-

- i. Requisite application fee must be paid by way of “**Fees Payment Challan**“ by visiting nearest Dena Bank’s Branch or by way of “ **NEFT**” by visiting any Scheduled Commercial Bank.
- ii. Fees Payment Challan / NEFT must be paid on or after **17.04.2012** but on or before **02.05.2012**. i.e the last date of On-line registration. Even if the Bank extends the date of On-line registration by one or two days, the valid dates of Fee Payment Challan/ NEFT will not be changed. Candidates must write his/her name, Contact Number (Mobile/Phone number) and address and post applied for on the reverse of the Fees Payment Challan /NEFT.
- iii. Application fees by Demand Draft/Pay Order/cash/cheque/money order/postal stamps will **NOT** be accepted.
- iv. Application fees will not be refunded or held in reserve for any future selection process/ examination.

8 SELECTION PROCEDURE :

A. Interview :-

- i. The short- listing of the **candidates** for personal interview will be made on the basis of the **candidate's** performance in the written test conducted by IBPS and the total weightage score obtained as per the valid score card issued by IBPS and candidates shall be called for interview in order of merit in the ratio as decided by the Bank keeping in view the minimum ratio i.e. 1:4 (1:5 in case of SC/ST/OBC/PWD/EXSM).
- ii. The Interview will carry 100 marks. Minimum qualifying marks in the interview will be 40% (35% in case of SC/ST/OBC/PWD/EXSM candidates). Marks obtained in interview will be reckoned for merit ranking. Candidate not passing in interview will not be considered for final selection.
- iii. Bank reserves the right to change the selection strategy.

B. Centres For Personal Interview :

- i. **The personal interview will be tentatively held at major centres of the country.**

NOTE : The Bank reserves the right to allot the candidate to any of the centers, to prepone/postpone/reschedule the personal interview dates and / or to add or delete or modify / change the centre and the venues and / or to change the selection procedure if necessary on account of technical or administrative exigencies or any other reason.

- ii. The intimation for the purpose of interview etc. would be sent to the eligible candidates only through e-mail and SMS as given in their on-line application form, and can also be down-loaded from Bank's web-site. Kindly note that no other mode of communication pertaining to the interview process other than mentioned above will be followed.

9. PROBATION PERIOD: 6 (Six) Months.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/testimonials. At the time of 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 Personal interview hall or
- iv. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or
- v. Obtaining the support of his/her candidature by any means;

Such candidate may, in addition to rendering himself/herself liable to criminal prosecution will be liable to be:

- a. Disqualified from the interview for which he/she is the candidate and may also be
- b. Debarred either permanently or for a specific period from any examination or selection held by the Bank.

11. GENERAL CONDITIONS:

- i. Bank takes no responsibility for any delay in receipt or loss in transit of any communication.
- ii. **Candidates need not send the print out of the Computer Generated Online Application after submitting the application online. However, they are advised to take a Print-Out of the same and retain the same **alongwith fee payment challan / NEFT receipt for future reference and required to produce the same at the time of Interview.****
- iii. Candidates are required to apply on-line through website **www.denabank.com**. No other means/mode of applications will be accepted. Application link from website will be open from **17.04.2012 to 02.05.2012**, both days inclusive.
- iv. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post for which he/she has applied.
- v. 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 stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- vi. Candidates serving in Government/Public Sector Undertakings (including Banks & Financial Institutions) are advised to submit "No Objection Certificate" from their employer at the time of interview, failing which their candidature may not be considered and no reimbursement of fare in case of SC/ST candidates appearing for interview will be paid to them.
- vii. All candidates will have to produce, if called for interview, originals as well as attested photo copies of their educational qualification and experience certificate as well as caste certificates and certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled. In case of candidates belonging to OBC category, the certificate interalia must specify that candidate does not belong to "**Creamy Layer**" section excluded from the benefits of the reservations for Other Backward Classes in Civil Post and Services under Government of India. **OBC Certificate should not be more than one year old as on date of application.**
- viii. Only candidates willing to serve anywhere in India should apply.
- ix. Candidates seeking relaxation in Fee/Age must bring a certified copy of the certificate in support of his / her claim at the time of interview.
- x. Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- xi. The candidates must affix their recent **coloured** passport size photograph on the application and should be signed across by the candidate. Three copies of the **same photograph** should be retained for use at the time of 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 interview, may lead to disqualification. It should be noted that **Black and white photograph will not be accepted and call letters containing such photograph will be rejected.**
- xii. Any request for change of address will not be entertained.
- xiii. The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by unauthorised person/institutions.
- xiv. The candidates will appear for interview at the allotted center at their own expense and risks and the Bank will not be responsible for any injury/losses, etc. of any nature.
- xv. The SC/ST candidates called for interview will be reimbursed ordinary Sleeper Class Railway fare on production of tickets/particulars such as ticket number, date of journey, class, train name and number. The journey fare over 30 Kms only from the place of their residence will be reimbursed.
- xvi. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
- xvii. Decision of the 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 the 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 regard.
- xviii. Canvassing in any form will be a disqualification.
- xix. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
- xx. In case any dispute arises on account of interpretation of this advertisement in version other than English, English version will prevail.

12. COMPETENT AUTHORITY FOR ISSUING CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES:

- i. **FOR SC/ST/OBC** - District Magistrate/Additional District Magistrate / Collector / Dy. Commissioner / Addl. Dy. Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluka Magistrate/Executive Magistrate/Extra Asst.. Commissioner.Chief Presidency, Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate/Revenue Officer not below the rank of Tehsildar/Sub Divisional Officer of the area where the candidate and/or his family normally resides.
- ii. **FOR PWD** – The Competent Authority to issue Disability Certificate shall be a medical Board duly constituted by the Central or State Government. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability as the case may be.

13. HOW TO APPLY

MANDATORY REQUIREMENT:-

- i. The candidates should have a valid email ID. This email ID should be the same as the one registered for **CWE-CLERKS- 2011**. It should be kept active during the currency of this recruitment project. Bank will send call letters for interview etc. through the registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to /of any other person.**

The guideline for on-line application is given as under for candidates who wish to pay the requisite fees by means of **"FEE PAYMENT CHALLAN"** (where nearest Dena Bank Branch is available):

- i. Applicants are first required to go to the Bank's website **www.denabank.com** and click on the Home page and open the link **"Recruitment"**.
- ii. Thereafter, open the recruitment Notification entitled **"Dena Bank - Recruitment Project for Clerks -2012"**
- iii. Take a Print of the entire **' FEES PAYMENT CHALLAN'**
- iv. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
- v. Go to the nearest **DENA BANK BRANCH** with the Fee Payment Challan and Pay in cash, the appropriate application Fee in CBS Account NO. **116211021143** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of **"Dena Bank – Clerks Rectt - 2012"**
- vi. Obtain the applicant's Copy of Counterfoil of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name & Branch SOL ID (b) Transaction ID (c) Date of Deposit & Amount filled by the Branch Official.
- vii. Candidates are now ready to apply on-line by re-visiting the Recruitment link appropriate places. Fill in all other required details therein and click on the **"SUBMIT"** button at the end of the On-Line Application form. Retain your Registration number and password for further reference safely. After applying on-line, the registered candidates must retain the print out of application form for further reference.
- viii. This system generated printout of the application should be submitted along with **2 sets of** required certificates/testimonials at the time of interview.
- ix. Original counterfoil of the fee payment challan will have to be submitted with call letter at the time of interview. Without counterfoil of the fee payment challan the candidate will not be allowed to appear in the interview. Candidates are advised to keep a photocopy of the fee payment challan for future use.

OR

The guideline for on-line application is given as under for candidates who wish to pay the requisite fees by means of **"NEFT"**:

- i. Applicants are first required to go to the Bank's website **www.denabank.com** and click on the Home page and open the link **"Recruitment"**.
- ii. Thereafter, open the recruitment Notification entitled **"Dena Bank - Recruitment Project for Clerks - 2012"**
- iii. Take a Printout of the **" Instructions for application for funds transfer under NEFT"**
- iv. Go to the any nearest Bank and Branch who is listed by RBI under RTGS/ NEFT System and pay in cash the appropriate application Fee in CBS Account NO. **116211021143** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of **"Dena Bank – Clerks Rectt - 2012"**. Obtain the applicant's copy of Counterfoil of the Application Fee duly receipted by the Bank with (a) Branch Name & Code Number, (b) UTR Number, (c) date of Deposit & amount filled by the Branch Official.
- v. Original counterfoil of the **NEFT** will have to be submitted with call letter at the time of interview. Without counterfoil of the **NEFT** the candidate will not be allowed to appear in the interview. Candidates are advised to keep a photocopy of the **NEFT** for future use.

Place: **Mumbai-400 051**

Date : **17.04.2012**

GENERAL MANAGER (HRM)