



# INDIAN OVERSEAS BANK

(A Govt of India Undertaking)  
Central Office, 763, Anna Salai, Chennai - 600002

[www.iob.in](http://www.iob.in)

Advt No. : HRDD / RECT / 03 / 2012

Good People to Grow with

Dated: 29.06.2012

## **RECRUITMENT OF 1500 CLERICAL STAFF - 2012**

Indian Overseas Bank, a leading Public Sector Bank with headquarters in Chennai having geographical presence all over India and abroad invites On-line applications from Indian Citizens for the post of Clerks, who have taken the Common Written Examination (CWE) for Clerical cadre post conducted by IBPS in Nov/Dec 2011 and obtained a valid CWE-CLERK 2011-12 Score Card issued by IBPS and who meet the eligibility criteria mentioned in this notification below.

Candidates are requested to apply only through online between **29.06.2012 and 14.07.2012** through our Bank's website [www.iob.in](http://www.iob.in). No other means/mode of application will be accepted.

### **IMPORTANT DATES**

OPENING DATE FOR ONLINE REGISTRATION	<b>29.06.2012</b>
CLOSING DATE FOR ONLINE REGISTRATION	<b>14.07.2012</b>
PAYMENT OF APPLICATION FEE /INTIMATION CHARGE	<b>29.06.2012 TO 14.07.2012</b>
TENTATIVE DATE OF INTERVIEW	<b>AUG / SEPT 2012</b>

### **1. DETAILS OF VACANCIES**

STATE CODE	VACANCIES IN STATES/ UNION TERRITORIES	NUMBER OF VACANCIES					OUT OF WHICH			
		SC	ST	OBC	GEN	TOTAL	PC			EXSM
							VI	HI	OC	
11	ANDHRA PRADESH	13	5	22	45	85	1	1	2	12
12	ASSAM	1	0	1	3	5	0	0	0	0
13	BIHAR	0	0	1	4	5	0	1	0	0
14	CHATTISGARH	1	3	0	6	10	0	0	0	1
15	DELHI	5	2	9	18	34	0	1	1	5
16	GOA	0	0	0	2	2	0	0	0	1
17	GUJARAT	5	12	21	42	80	1	1	1	11
18	HARYANA	1	0	1	4	6	0	0	0	0
19	HIMACHAL PRADESH	0	0	0	3	3	0	0	0	0
20	JAMMU & KASHMIR	0	0	0	1	1	0	0	0	0
21	JHARKHAND	2	0	0	3	5	0	0	0	0
22	KARNATAKA	13	5	22	45	85	1	1	1	13
23	KERALA	9	0	25	61	95	2	2	1	14
24	MADHYA PRADESH	1	2	1	6	10	0	0	0	1
25	MAHARASHTRA	3	2	8	17	30	1	0	0	5
26	ARUNACHAL PRADESH	0	0	0	2	2	0	0	0	0
27	SIKKIM	0	0	0	4	4	0	0	0	0
28	ANDAMAN	0	0	0	3	3	0	0	0	0
29	ORISSA	4	6	3	17	30	0	0	1	5
30	PUNJAB	9	0	7	15	31	0	0	0	4
31	RAJASTHAN	4	3	5	13	25	1	1	1	6
32	TAMIL NADU	138	7	196	387	728	7	7	7	115
33	UTTAR PRADESH	30	1	39	75	145	2	2	2	21
34	UTTRAKHAND	7	1	5	27	40	0	1	1	5
35	WEST BENGAL	5	1	5	12	23	1	0	0	5
36	CHANDIGARH	1	0	0	2	3	0	0	0	0
37	PUDUCHERRY	1	0	2	7	10	0	0	0	1
<b>TOTAL</b>		<b>253</b>	<b>50</b>	<b>373</b>	<b>824</b>	<b>1500</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>225</b>

Abbreviations stand for: **IBPS** – Institute of Banking Personnel Selection, **SC** – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **GEN** – General, **PC** - Physically Challenged, **EXSM** – Ex-servicemen, **VI** –Visually Impaired , **HI**- Hearing Impaired, **OC** – Orthopaedically Challenged , **TWSS** – Total Weighted Standard Score, **CWE-CLERK 2011-12** - Common Written Examination for the posts of Clerical cadre conducted on Nov/Dec 2011

- a) As the reservation for Physically Challenged and 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.
- b) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.
- c) The above reservation is inclusive of shortfall/backlog reservation.
- d) Reservation for minority communities will be as per extant Govt. Guidelines.
- e) Recruitment to vacancies in each State/ Union Territory is a separate recruitment for all purpose.
- f) Since Clerical Cadre recruitment would be on State/ Union Territory - wise basis, it will therefore be necessary that candidates apply for vacancies of a State / Union Territory from which they have appeared for the Common Written Examination (CWE) conducted by IBPS for Clerical Cadre post in Nov/Dec 2011 and in which they have qualified. Change in the preference of the State / Union Territory applied will **NOT** be permitted.
- g) Selection of a State/ Union Territory by a candidate would be construed as total willingness of the candidate to serve in any place within the State/Union Territory.
- h) It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/Branches of the Bank and in case of selection they have to work in the post identified by the Bank as suitable for them.
- i) Selected candidates need to serve at the Rural Branches at least for a minimum period of 5 Years or at the place identified at the discretion of the Bank.
- j) Reserve category candidates applying for the State / Union Territory where no vacancy for that category is shown, may apply against the vacancy of General category provided they fulfill all the norms of eligibility, age criterion etc. of that of General category.
- k) Candidate will be considered for appointment upon selection to vacancies at Branches/Offices located in the State / Union Territory for which he/she has applied. His /Her appointment in the State / Union Territory for which he/she has applied will be for minimum period as prescribed by the Bank and request for transfers/postings to place outside the State / Union Territory will not be entertained by the bank during this period under any circumstances. However, Bank reserves the right to post/transfer the candidate upon selection to any place in India depending upon requirement.

## 2. ELIGIBILITY CRITERIA

### A. 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 1st 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) 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 Interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

### B. IBPS SCORE REQUIREMENT

Candidates should be holding a **valid CWE-CLERK 2011-12 Score card** issued by IBPS and should have obtained a minimum score or above in each test components and Total Weighted Standard Score (TWSS) as mentioned below in the Common Written Examination (CWE) conducted by IBPS for Clerical cadre post in Nov / Dec 2011. Candidates should be able to produce the original Score Card in support of the scores mentioned in the on-line application form, if called for Interview.

COMMON WRITTEN EXAMINATION	CATEGORY- WISE INDIVIDUAL TEST CUT-OFF	
	GENERAL	RESERVED (SC/ST/OBC/PC/ EXSM)
Test on Reasoning [TR]	24 & above	21 & above
Test on English Language [EN]	24 & above	21 & above
Test on Numerical Ability [NA]	24 & above	21 & above
Test on General Awareness with special reference to Banking Industry [GA]	24 & above	21 & above
Test on Computer Knowledge [CK]	24 & above	21 & above

#### TOTAL WEIGHTED STANDARD SCORE (TWSS):

**For General Category:** TWSS - Minimum 120

**For Reserved Category (SC/ST/OBC/PC/EXSM):** TWSS - Minimum 105

**C. EDUCATIONAL QUALIFICATIONS (AS ON 01.08.2011):**

A Pass with 65% marks (60% for SC/ST/PC/EXSM) in HSC of 10 + 2 (10+2+3) pattern or Intermediate / Pre-University or any equivalent examination recognized by Central / State Government or U.T. Administration.

(OR)

A pass with 60% marks in Diploma in Banking (55% for SC/ST/PC/EXSM) recognized by Central / State Government or U.T. Administration.

(OR)

A degree with a minimum of 50% of marks (45% for SC/ST/PC/EXSM) in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Govt.

**Note:**

- i) For Ex-servicemen who do not possess the above examination qualification, a pass in Service (Departmental) Examination which is recognized as equivalent to Civil Examination not below the rank of Higher Secondary School Examination.
- ii) Educational qualification prescribed above is minimum and should have been acquired on or before **01.08.2011**.
- iii) All Educational Qualifications mentioned should be from recognized University / Central / State / U.T. Administration and the results should have been declared on or before 01.08.2011. **Proper document from the Board / University for having declared the results on or before 01.08.2011 has to be submitted at the time of Interview.**
- iv) Knowledge to read, write and speak the official language of the State/Union Territory for which the candidate has applied is essential.
- v) Should be able to write and speak English fluently.
- vi) **Computer Literacy** – Apart from relevant qualification for the above post, computer literacy shall be an essential qualification, which the candidate must either possess or acquire within six months of joining the Bank
- vii) **Percentage of Marks** - Candidates are advised to only enter percentage of marks (calculated to the nearest two decimals) in the online application form. The fraction of percentage will be ignored and will NOT be rounded off to the next highest integer i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%. Where no percentage of mark is awarded by the University, but only CGPA/ OGPA is awarded, candidates are advised to convert the same into percentage and enter only the percentage of marks. **A copy of the "Conversion formula" notified by the Board / University for converting Grades into Percentage has to be submitted at the time of Interview.**

**D. AGE AS ON 01.08.2011:**

**Minimum Age:** 18 Years ; **Maximum Age :** 28 Years. Relaxation of age for reserved category as per Govt. guidelines.

**RELAXATION IN UPPER AGE LIMIT**

Sr. No.	CATEGORY	AGE RELAXATION
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	Physically Challenged Category candidates	10 years
4	Ex-servicemen	3 years ( In addition to the actual period of service in the Defence forces, subject to a maximum age of 50 years)
5	Widows, Divorced women and Women judicially separated from their husbands, who have not remarried (subject to a maximum of 35 years for General, 38 years for OBC and 40 years for SC/ST candidates)	9 years
6	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989 (Certificate to this effect from the competent authority to be produced at the time of interview.)	5 years

**Note:**

- (i) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in Point 3 to 6 . This cumulative age relaxation is available to SC/ST/OBC candidates only.
- (ii) 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.

### 3. DEFINITIONS

Reservation is available to Persons with Disabilities. 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 are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of interview.

#### A. PHYSICALLY CHALLENGED (PC)

**VISUALLY IMPAIRED (VI)** : Blindness refers to a condition where a person suffers from any of the following conditions namely ( i ) 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 degree 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 characterised 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'. Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability.

#### B. EX-SERVICEMEN (EXSM):

**EX-SERVICEMEN (EXSM)**: Only those candidates shall be treated as Ex-Serviceman 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.

**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 DISXSM.

**DEPENDENTS OF EX-SERVICEMEN KILLED IN ACTION (DXSM)**: Ex-Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc.(d) serving with peace keeping mission abroad (e) 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 (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating Para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

As the reservation of Physically Challenged / Ex-Servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (SC/ST/OBC/GEN) to which they belong.

### 4. EMOLUMENTS FOR THE POST OF CLERICAL CADRE

Pay Scale - ₹ 7,200 -- ₹ 19,300 plus DA, HRA, etc. will be paid as per Bank's rules in force from time to time depending upon the place of posting.
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### 5. PROBATION PERIOD:

On appointment, candidates will be on probation for a period of **Six (6) months of active service** from the date of joining as per the rules of the Bank. On successful completion of the Probation, and found fit suitable, they will be confirmed in the services of the Bank.

### 6. SELECTION PROCESS

#### A. INTERVIEW:

Mere eligibility/pass in the stipulated CWE conducted by IBPS for Clerical Cadre posts, shall not vest any right in a candidate for being called for Interview. Depending upon the number of vacancies (State/Union territory- wise), only those candidates who have been issued a valid score card in the Common Written Examination (CWE) for Clerical cadre posts conducted by IBPS in Nov/Dec 2011 and who rank sufficiently high in the order of merit based on the Total Weighted Standard Score (TWSS) as per the cut-off marks (State/Union territory- wise) decided by the Bank will be called for the Interview.

The Interview will carry 50 Marks. Minimum qualifying marks in the Interview will be 22.50 marks for General Category and 20.00 marks for SC/ST/OBC/PC/EXSM Candidates.

Final selection will be made State/Union territory - wise, on the basis of total marks obtained by the candidates in the Common Written Examination (CWE) for Clerical cadre posts conducted by IBPS in Nov/Dec 2011 & Interview and will be strictly according to the merit ranking. The candidates belonging to SC/ST/OBC/PC/EXSM will be given relaxation in marks as per extant Government Guidelines. The Bank reserves the right to change the selection procedure, if necessary.

## 7. IDENTITY VERIFICATION

While appearing for the Interview, the candidates should produce photo identity such as PAN Card / Passport / Driving License / Voters Card / Bank Pass Book with Photograph / Photo embossed Credit Card for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for the Interview.

## 8. IMPORTANT GENERAL INSTRUCTIONS:

- a) Candidates are required to apply only '**ON-LINE**' through Bank's website. Any other form of application shall not be entertained.
- b) Candidates willing to serve any of the Branches/Offices in the State / Union Territory for which he/she has applied, should only apply.
- c) Only those candidates who rank sufficiently high in the order of merit in Common Written Examination (CWE) for Clerical cadre posts conducted by IBPS in Nov/Dec 2011, as per the cut-off marks decided by the Bank will be called for the Interview without verification of their age or qualification or category or any other eligibility criteria with relevance to documents and will be purely on provisional basis, on the strength of the information provided by them in the online application. Before applying, the candidates must ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement and has in his/her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the on-line application are true and correct in all respects.
- d) Mere calling for applications for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Bank has the right to cancel candidature at any stage if found that he/she is not fulfilling the eligibility criteria and /or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings are detected even after appointment his/her services are liable to be terminated.
- e) The Bank is free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidate. **No correspondence or personal queries in this regard shall be entertained by the Bank.**
- f) All candidates called for Interview, will have to produce originals as well as attested photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, score card issued by IBPS, etc. The candidates belonging to SC/ST/OBC/PC/EXSM Category are required to submit originals as well as attested photocopies of their caste certificate/certificate of handicap issued by the competent authority, in addition to the other certificates in support of their eligibility criteria.

Candidates are also required to submit a printout of the online application with their photograph and signature affixed at the appropriate places and a printout of the online application submitted to IBPS for the Common Written Examination for Clerical cadre post and a valid Scorecard for the stipulated CWE at the time of interview.

- g) In case of candidates belonging to OBC / OBC-Minority category, the OBC certificate in the format as prescribed by the Govt. of India and issued by the Competent Authority 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 Government of India. The OBC certificate containing "**Non Creamy Layer**" clause, which is not more than one year old should be submitted at the time of Interview. In case of OBC-Minority candidates, OBC certificate should contain caste name and also religion confirming the minority status.

Candidates belonging to OBC category, but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as "GEN" or "GEN PC" as applicable.

- h) Candidates belonging to reserved category, including Physically Challenged category, for which no reservation has been announced, are free to apply for vacancies announced for General category, provided they fulfill all the eligibility criteria.
- i) An Ex-serviceman candidate has to produce a copy of the discharge certificate / pension payment order and documentary proof of rank last / presently held ( substantive as well as acting ) at the time of Interview. Those who are still in defence service and desirous of applying under Ex-Servicemen category should submit a certificate from a competent authority that they will be released / retired from Defence Services on or before **31<sup>st</sup> December 2012**.
- j) Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalised Bank, Financial Institutions will be required to produce "**No Objection Certificate**" from the employer at the time of interview failing which the candidature may not be considered.
- k) Use of Calculators, mobile phones, pagers or any other instruments during the Interview / selection process is strictly prohibited.
- l) Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Interview call letter,

whomsoever, shall not be permitted to attend the Interview, even though they might have obtained the desired level of score in the Common Written Examination for the Clerical cadre post conducted by IBPS and have been called for Interview.

- m) The candidates will have to appear for interview at their own expense. However, outstation eligible SC/ST/PC candidates who are not employed and attending the interview will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel ( as per extant Govt. Guidelines ).The Bank will not be responsible for any injury / losses, etc. of any nature.
- n) Canvassing in any form will be a disqualification.
- o) Any request for change of address/ e-mail id for communication will **NOT** be entertained.
- p) Appointment of selected candidates is subject to his/her being medically fit as per the requirement of the Bank and receiving satisfactory report from referees / police authorities.
- q) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- r) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.

## 9. THE COMPETENT AUTHORITY FOR ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PC

### A. For SC/ST/OBC

District Magistrate / Additional District Magistrate/Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st 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.

### B. For Physically Challenged (PC)

Authorised Certifying Authority will be Medical Board duly constituted by the Central or the State Government consisting of atleast three members out of which atleast one shall be a specialist in the particular field of disability form, which the person is suffering.

## 10. 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 suppress any material information while filling up the On-line application form and submitting the certified copies/ testimonials.

At the time of Interview, if a candidate is (or has been) found guilty of:

- a) using unfair means during the examination (or)
- b) impersonating or procuring impersonation by any person (or)
- c) misbehaving in the Interview venue or taking away the documents from the venue (or)
- d) resorting to any irregular or improper means in connection with his/her candidature for selection (or)
- e) obtaining support for his/her candidature by any other means.

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

- a) to be disqualified from the Interview/ selection process for which he/ she is a candidate
- b) to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

## 11. APPLICATION FEE / INTIMATION CHARGE (NON REFUNDABLE)

FOR SC/ST/ PC/EXSM	FOR ALL OTHERS (INCLUDING OBC)
₹ 20/-	₹ 100/-

Candidates should ensure their eligibility before paying the fee/applying/attending the written test/interview. Application Fee/ Intimation Charge have to be paid in cash only at Branches of Indian Overseas Bank before applying online. The **payment of Application Fee/ Intimation Charge should be made between 29.06.2012 and 14.07.2012** (inclusive of both dates) and the last date for applying online is **14.07.2012**.

Application for online registration will be available in our Bank's website between **29.06.2012** and **14.07.2012** only. Even if the date for online application is revised the date for payment of application fee/ intimation charge will remain unchanged.

For the purpose of locating the Branch address for remitting fee, candidates may log on to our Bank website [www.ioib.in](http://www.ioib.in) wherein provision is available for locating address of the Branches.

## 12. HOW TO APPLY

Eligible candidates are required to apply '**ON-LINE**' only through our Bank's website [www.ioib.in](http://www.ioib.in) and no other means / mode of application will be acceptable. Candidates are advised to follow the following sequence of steps while applying on-line.

Candidates are required to have a valid personal e-mail ID (as specified in the on-line application form while applying for Common Written Examination (CWE) for Clerical cadre post conducted in Nov/Dec 2011 by IBPS). It should be kept active for

the duration of this recruitment process. Under no circumstances, he/she should share/mention e-mail ID to / of any other person.

- a) Candidates are required to Log on to our Bank's website [www.iob.in](http://www.iob.in) and click "Careers" column (available at the bottom of the Bank's website), then the Careers page will open.
- b) Candidates are required to go through the detailed advertisement by clicking the "Advertisement (English)" or "Advertisement (Hindi)" available under the title "Recruitment of 1500 Clerical Staff 2012" in the Careers Page and ensure candidate's eligibility before applying for the said post.
- c) Candidates are required to take a print out of blank "Payment Receipt / Challan" available as an Annexure to this notification.
- d) Before applying online the candidate has to remit the application fee/intimation charge as applicable to the candidate with the filled up Payment Receipt/ Challan in any of Indian Overseas Bank branches by means of cash only and collect candidate's copy of Payment Receipt/ Challan for the application fee / intimation charge paid as mentioned above. Please ensure that the following information has been correctly entered (1) Name, (2) Category, (3) IBPS CWE-CLERK 2011-12 Registration Number, (4) Branch Name and Code Number, (5) Transaction ID, (6) Date of deposit and amount paid in the Payment Receipt / Challan.
- e) After remitting the application fee/ intimation charge, the candidates are required to revisit our Bank's website [www.iob.in](http://www.iob.in), open the Career Page and click "Apply Online" link available under the title "Recruitment of 1500 Clerical Staff 2012" for Online registration. Log in with the Registration No. or Roll No. and password pertaining to IBPS CWE-CLERK 2011-12 for applying online and fill up the required details provided in the online application form.
- f) After filling up all the details, candidates shall submit the application online. The candidates should then take a printout of the system generated on-line application form. The registration number and password generated should also be retained for future reference. Candidates are advised to fill their particulars on-line by themselves correctly.

**Note:** The name of the candidate or his/her father/husband etc should be spelt correctly in the on-line application as it appears in the certificates/mark sheets. Any change/ alteration found may disqualify the candidature. **Candidates should submit the candidate's copy of Payment Receipt/ Challan along with the Interview Call Letter and all other documents as advised in this notification at the time of Interview failing which the candidate will not be admitted for the Interview.**

### 13. INTERVIEW CENTRES

The Interview will be held at major centres across the country and address of the same will be advised in the interview call letters. The Interviews will be held at different centres on different dates as decided by the Bank and will be communicated to the candidates shortlisted for Interview.

**Note:**

- a) Request for change of Interview centres and Interview dates shall **NOT** be entertained.
- b) Bank reserves the right to change/add/cancel the date, time, centre, venue of the Interview and to call the candidates for the Interview at any other centre or hold supplementary selection process for particular date/time/centre/venue/set of candidates at its discretion, under any circumstances, if any. The change, if any, shall be intimated to the candidates well in advance.

### 14. CALL LETTERS FOR THE INTERVIEW

Only those candidates who have met with all the eligibility criteria mentioned in this notification and who have obtained a valid IBPS CWE-CLERK 2011-12 score card and who are shortlisted for appearing in the Interview will be intimated by email at the address (as specified in the on-line application form while applying for CWE for Clerical cadre post conducted in Nov/Dec 2011 by IBPS) (**OR**) may download the call letter from the Bank's website. The names/registration number of the candidates who are finally short-listed for Interview will also be available on the Bank's website [www.iob.in](http://www.iob.in).

Bank will not take responsibility for non- receipt of intimation regarding call letter / any communication due to technical reasons or whatsoever to the candidates. Candidates are requested to keep track of their application status by visiting the Bank's website from time to time.

**Note:** Candidates in their own interest are advised to register on-line and submit their application well in time before the last date for submission, to avoid the possibility of dis-connection / inability / failure to log on to the Bank's website on account of heavy load on internet/ website jam. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Bank. **The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit our Bank's website [www.iob.in](http://www.iob.in) for detailed advertisement.**

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

**GENERAL MANAGER  
(HR)**