



(A Govt. of India Undertaking)

Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah,
Chennai 600014

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites online applications from Indian Citizens who have taken the Common Written Examination (CWE) for **SPECIALIST OFFICERS** conducted by Institute of Banking Personnel Selection, Mumbai (IBPS) on 11.03.2012 and have a valid Score card Issued by IBPS and meet the prescribed eligibility criteria. A candidate can apply for only one post for which he/she has a valid score card.

IMPORTANT DATES

Opening date for online registration	22.08.2012
Closing date for online registration (Including from far flung areas)	05.09.2012

After applying online, candidates are advised to take a printout of the system generated online application and preserve it safely. The same should be submitted along with the requisite enclosures at the time of interview.

1. DETAILS OF VACANCIES:

Post Code No.	Name of the Post	Scale	No. of vacancies	Age as on 01.12.2011 (Min age 21) Max age
18	Legal Officer	II	25	32
19	Computer Officer (IT Officer)	II	10	32
20	Rural Development Officer / Asst. Manager (Agri)	I	151 #	30
21	Rajbhasha Adhikari / Hindi Officer / Asst. Manager (OL)	I	29	30
	Total		215	

RESERVATION of Vacancies:

	SC	ST	OBC	GEN
Scale II	5	3	9	18
Scale I	27	14	49	90
Total	32	17	58	108

PWD (HI, VI, OH): 2 vacancies on horizontal basis.

Abbreviations stand for:

SC - Scheduled Caste

OBC - Other Backward Classes

OH - Orthopaedically Handicapped

VI - Visually Impaired

ST - Scheduled Tribe

UR/ GEN - UnReserved Category / General

HI - Hearing Impaired

PWD - Persons with Disability



State wise vacancy of RDOs:

State	No. of Vacancies
Andhra Pradesh	17
Assam	7
Bihar	12
Chandigarh	3
Gujarat	1
Karnataka	4
Kerala	3
Orissa	16
New Delhi	2
Puducherry	7
Maharashtra	1
Tamilnadu	61
Uttar Pradesh	8
West Bengal	9
Total	151

Candidates applying for Rural Development Officer post should know to read, write and speak the language of the State in which they are seeking initial appointment and should be ready to stay and serve in rural areas in any part of the country.

Details of Reservation:

1. Reservation to different categories will be provided as per Government guidelines.
2. The number of vacancies for each post as also the number of reserved vacancies is provisional and may vary according to the actual requirements of the Bank and it will be at the sole discretion of the Bank.
3. The reservation for Persons with Disabilities (PWD) is on horizontal basis and the selected candidates will be placed in appropriate category (viz. SC/ ST/ OBC/ General/ Unreserved) to which he / she belongs.
4. The definitions of the Hearing Impaired (HI) and Orthopaedically Handicapped (OH) and Visually Impaired (VI) are as prescribed in "The Persons with Disability (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995". It is clarified that Persons with Disabilities will have to work in Branches / Offices which have posts identified by the Bank, as suitable for them.

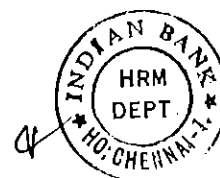
2. PAY SCALE AND EMOLUMENTS:

SCALE	PAY SCALE (Rs.)
Scale II	19400 – 700/1 – 20100 - 800/10 – 28100
Scale I	14500 – 600/7 – 18700 – 700/2 – 20100 -800/7 – 25700

Note: DA, CCA, HRA / Leased accommodation, Leave Fare Concession, Medical Aid, Hospitalization benefits, Retirement benefits and other perquisites will be admissible as per applicable Rules/Regulations from time to time.

3. RELAXATION IN UPPER AGE LIMIT:

i	Scheduled Caste / Scheduled Tribe candidates	5 years
ii	Other Backward Classes candidates	3 years



iii	Persons with Disability (PWD)	10 years
iv	The children / Family members of those who died in the 1984 riots	5 years
v	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released	5 years
	a on completion of assignment (including those whose assignment is due to be completed within 12 months from the last date prescribed for receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.	
	B on account of physical disability attributable to military service or on invalidment	
vi	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989	5 years

Note:

- The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.

Employees of Indian Bank shall be eligible for following age relaxation:

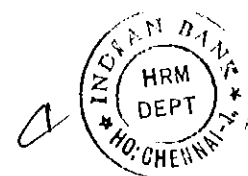
For eligible employees of Indian Bank who apply for the post/s of Specialist Officer/s, the relaxation in upper age limit shall be	5 years
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4. NATIONALITY / CITIZENSHIP:

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 1 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 the 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 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 the candidate.

5. MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE as on 01.12.2011:

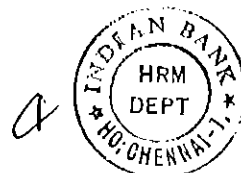
- All Educational qualifications, Graduation / Post Graduation etc. shall be from a University recognized by Government of India. Technical qualification (B.E, B.Tech, MBA etc.) shall be from an institution accredited by AICTE / recognized by UGC wherever applicable.
- Any Degree / Engineering Degree viz. B.E., B.Tech. etc. wherever mentioned shall be **FULL TIME** course only.
- For posts where experience is essential/ desirable, the experience should be **post qualification** experience on **FULL TIME BASIS**.



- d. Candidates must possess the prescribed qualifications/ experience as on 01.12.2011.
- e. Experience relevant to the post for which the application has been made will only be counted for reckoning the attribute of experience.
- f. The candidates should have proficiency in appropriate computer skills / working knowledge of application packages used in office automation / computer environment.

6. POSTWISE VACANCIES / EDUCATIONAL QUALIFICATION / EXPERIENCE:

POST CODE No. 18 – LEGAL OFFICER (SCALE II)	
Vacancies	25
Educational Qualification	A bachelor degree in Law (BL / LLB)
Experience	3 years experience of practice at Bar or Judicial service and/or Law Officer in the Legal Dept. of a reputed Bank or the Central/State Govt. or of a Public Sector Undertaking with practice at Bar.
POST CODE No. 19 – COMPUTER OFFICER (IT Officer) (SCALE II)	
Vacancies	10
Educational Qualification	Degree in Computer Science / Computer Applications/ IT/ Electronics / Electronics & Telecommunication / Electronics & Communication / Electronics & Instrumentation OR Post Graduate Degree in Computer Science / Computer Applications/ IT/ Electronics / Electronics & Telecommunication / Electronics & Communication / Electronics & Instrumentation from a recognized University / Institution OR Graduate from a recognized University having passed DOEACC 'B" level.
Experience	One year experience
POST CODE No. 20 – Rural Development Officer / Assistant Manager (Agri) (Scale I)	
Vacancies	151
Educational Qualification	Degree in Agriculture or allied specializations such as Horticulture / Animal Husbandry / Veterinary Science/ Dairy Science/ Agri. Engineering/Fishery Science/Pisciculture/Agri Marketing & Cooperation etc. from recognized University.
Experience	NIL
POST CODE No. 21 – Rajabhasha Adhikari / Hindi Officer (SCALE I)	
Vacancies	29
Educational Qualification	A post Graduate Degree in Hindi with English as a subject at the degree level OR a post graduate degree in Sanskrit with English and Hindi as subjects at the Degree level.
Experience	NIL



7. IBPS SCORE REQUIREMENT:

Candidates should hold valid IBPS score card in respect of the common written examination conducted on 11.03.2012 for Specialist Officers. Candidates should produce the original Score card in support of the score mentioned in the online application form, if called for interview.

The category-wise cut-off score is as under:-

Minimum Score in each test

Sr. No.	Name of the Test	Minimum Qualifying Standard Score	
		SC/ST/OBC/PWD	General
1.	Reasoning	21	24
2.	English Language	21	24
3.	General Awareness (with special reference to the Banking Industry)/	21	24
	Quantitative Aptitude	21	24
4.	Professional Knowledge	21	24

Cutoffs on Total Weighted Standard Score (TWSS) for each post.

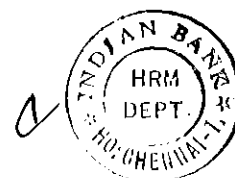
Post Code	Post	Grade/Scale	Category	
			SC/ST/OBC/PWD	General
18	Legal Officer	Scale II	113	121
19	Computer Officer (IT Officer)	Scale II	125	134
20	Rural Development Officer / Asst. Manager (Agri)	Scale I	104	112
21	Rajbhasha Adhikari / Hindi Officer / Asst. Manager (OL)	Scale I	90	96

8. APPLICATION FEE INCLUDING POSTAGE / INTIMATION CHARGES (NON-REFUNDABLE)

Name of the Post	For Reserved Category (SC/ST/PWD)	For all Others (including OBC)
Specialist Officer (for each post)	₹. 20/-	₹. 100/-

Note: Requisite application fee is to be paid at any of the branches of INDIAN BANK only.

- An application registered online without actual payment of fees will not be entertained.
- 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 future examination or selection.
- Mere satisfaction of eligibility criteria shall not vest any right in a candidate for being called for Group Discussion / Interview.



9. How to Apply: -

Procedure for depositing fee:

The challan for payment of fees is made available on the Bank's website www.indianbank.in. The challan will be in duplicate. The application fee must be paid in cash at any branch of INDIAN BANK using this challan.

For the purpose of locating the Bank's branch address for remitting fees, applicants may log on to our Bank's website www.indianbank.in wherein provision is available for locating address of the branches. Applicants are advised to type nearby town / city / place in the space provided under "Branch Search" in the website.

The following details must be filled up in both copies of the challan:

(i) Candidate's name (ii) Candidate's category (iii) Name and code no. of the Branch selected for payment (iv) Date of payment and (v) Fee to be paid (vi) Post applied for

Thereafter, the challan is to be presented at the branch, along with the application fee. After payment, the candidate must ensure that the deposit journal number generated by the Bank's system is entered in the challan by the officials at the Bank's Branch.

On payment, the receipt portion of the challan will be given back to the candidate by the concerned branch incorporating the following details:

1. Deposit Journal Number
2. Branch Name
3. Branch Code
4. Date of Remittance

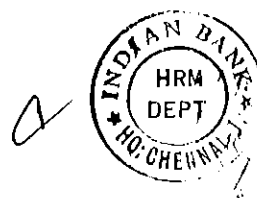
The above details are to be mentioned by the candidates at the appropriate place in the on-line application format while submitting the same.

Pre- Requisites for Applying Online

Before applying online, candidates should

- (i) Keep the application fee remittance details (Transaction details such as Transaction No., Branch Name & Code etc.) ready.
- (ii) Have a valid exclusive personal email ID, (as specified in the online application form while applying for Common Written Examination CWE conducted in March 2012) which should be kept active till the declaration of results. Intimations regarding interviews/ Call letters will be sent through the registered e-mail ID.

- After payment of fees candidates are advised to apply "Online" by revisiting the Bank's website and clicking on the appropriate link for the Online Application Form.
- Candidates should fill in the requisite details in the online application form and submit it.
- After applying online candidates are advised to take two printouts of the system generated online application form. Recent photograph of the candidate duly signed across is to be pasted on the system generated online application. One printout of the system generated online application duly signed by the candidate along with original fee payment challan and other requisite enclosures should be submitted at the time of interview and another copy is to be retained with them for their record.
- The registration number and Password generated after applying online must be carefully retained by the candidate for his/her record.
- A photocopy of the fee payment challan must be carefully preserved and produced along with the call letter at the time of Group Discussion and/or Interview. Candidates without the photocopy of the fee payment challan will not be allowed to participate in the Group Discussion and/or Interview.



Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection / inability / failure to log on the Bank's website on account of heavy load on internet/website

Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons, or for any other reason beyond the control of the Bank.

Candidates shall ensure that the signatures affixed by them in all the required places viz. in their call letters, attendance sheets etc. and in all correspondences with the Bank in future are identical and there is no variation of any kind.

The procedure for applying online is summarized hereunder:

- Take print-out of challan from our website www.indianbank.in
- Pay the fee in any of the branches of Indian Bank and take journal no. and CBS Code no. of the Branch.
- Log on to our Bank's website and fill up online application form and submit after due verification.
- Take print-out of the submitted application and submit it at the time of interview, if called along with original fee paid challan and copies of documents for proof of age, educational qualification, experience and caste certificate (if applicable) by ordinary post.

10. SELECTION PROCEDURE:

Selection for the post of Specialist Officers will be based on the Total Weighted Standard Score (TWSS) in the common written examination (CWE) conducted by Institute of Banking Personnel Selection, Mumbai (IBPS) on 11.03.2012 and the marks scored in the Group Discussion and/or Interview.

11. GROUP DISCUSSION AND/OR INTERVIEW :

Depending upon the number of vacancies and the number of applications received for each post , Bank reserves the right to call candidates who have a valid score card issued by IBPS and rank sufficiently high in the order of merit based on the Total Weighted Standard Score (TWSS).

Call Letter for the Group Discussion and/or Interview: Call letter for the Group Discussion and/or Interview will be sent by e-mail only to the shortlisted / eligible candidates to the e-mail address given in the application form at the time of applying for common written examination (CWE) conducted by IBPS and/or will be available for download from the Bank's website.

Bank takes no responsibility for non-receipt of Intimation by e-mail or inability to take print-out of call letter by the candidates from Bank's website.

Candidates are advised to keep visiting Bank's website for updates on the recruitment process. Phone calls are not solicited from candidates in the matters relating to recruitment.

Candidates shall have to bring the call letter along with the proof of photo identity in original and a photocopy for attending the Group Discussion and/or interview.

Group Discussion and/or Interview Centres: The Group Discussion and/or Interview will be held at various centres and the date and address of the venue will be intimated through the call letters. The information will also be displayed in the Bank's website one week prior to commencement of Group Discussion and/or Interview.



12. APPOINTMENT, PROBATION AND TRAINING, etc.

The candidates selected will be subject to such terms and conditions as applicable to the post selected at the time of appointment.

13. SERVICE BOND:

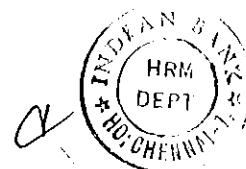
The selected candidates will have to execute a service bond undertaking to serve the Bank for a minimum period of 2 years from the date of joining. If he/she leaves the Bank before completion of two years period he/she will have to pay liquidated damages of ₹. One lakh.

14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, fabricated or suppress any material information while filling up the online application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or 3. Obtaining support for his/her candidature by any means; such candidate may, in addition to, rendering himself/herself liable for criminal prosecution will also be liable (a) to be disqualified from the selection process for which he/she is the candidate (b) to be debarred either permanently or for a specific period from any examination or selection held by the Bank.

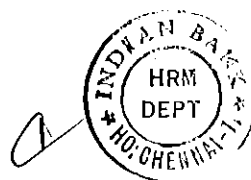
15. GENERAL INSTRUCTIONS:

- a. Before applying for any 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. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.
- 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. Candidates claiming concession in Application fee / relaxation in Age must submit a certified copy of the certificate along with the system generated application print out. These certificates in original in support of his/her claim will have to be produced at the time of interview.
- d. Candidates belonging to OBCs but coming under "CREAMY LAYER" as on 31.03.2012 are not entitled to OBC reservation. Such candidates should indicate their category as "General/Unreserved"
- e. Copy of 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 OBC in Civil Posts and Services under Govt. of India i.e. carrying "CREAMY LAYER" clause based on income for the financial year 2011-2012 issued on or after 01.04.2012 should be submitted along with print out of the online application form.
- 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 Group Discussion having been conducted) on the basis of Personal Interview only for all the posts advertised.
- g. Only those candidates who fulfill the eligibility criteria and who are short-listed for appearing in the Group Discussion and/or Personal Interview will be intimated by e- mail to the e- mail address furnished by them.



The names of candidates short-listed for Group Discussion and /or interview will also be available on the Bank's Website www.indianbank.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 made available on the Bank's website.

- h. Call for personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates.
- i. 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 appointments will also be subject to the Service & Conduct Rules of the Bank.
- j. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, disability etc. at the time of interview, in support of his /her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
- k. Only unemployed SC/ST candidates called for interview will be paid actual second class to-and fro rail/bus fare by the shortest route on production of evidence of travel, i.e. railway/bus receipt/ticket subject to rules in this regard. The fare for journey of first 30 kms each shall be borne by the candidate.
- l. Candidates serving in Government/Public Sector Undertakings (including Banks) should produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature cannot be considered.
- m. Only candidates willing to serve anywhere in India need apply.
- n. 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 interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this regard.
- o. Any request for change of address will not be entertained.
- p. The selected candidates will have to execute a bond undertaking that they would serve the Bank for a minimum period of 2 years. If he/she leaves the Bank before completion of two years period he/she will have to pay liquidated damages of Rs. One lakh besides serving three months notice period as per Service Regulations.
- q. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- r. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
- s. The candidates shall appear for Group Discussion and/or Interview at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/losses, etc. of any nature.
- t. The Competent Authority for the issue of the certificate to SC / ST / OBC / PWD is as under:
 - a. **For SC/ST/OBC candidates**
 - 1) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate not below the rank of First Class Stipendiary Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
 - 2) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - 3) Revenue Officer not below the rank of Tahsildar.
 - 4) Sub Divisional Officer of the area where the candidate and/or his family normally resides.



b. For PWD candidates, Authorized certifying authorities will be Medical Board constituted as per Government guidelines.

Note: 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 Bank's website www.Indianbank.in

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

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

**Indian Bank
Corporate Office
Chennai**

GENERAL MANAGER (HRM)

