



INDIAN OVERSEAS BANK

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



www.iob.in

Advt No.: HRDD/RECT/01/2014

Good People to Grow with

Dated: 06.02.2014

Udaan - Special Industry Initiative for Jammu & Kashmir (SII- J&K) Scheme

Selection of Graduates from J&K for Training and Recruitment for the posts of Probationary Officers & Clerks

Indian Overseas Bank, a Nationalized Bank with pan India presence as part of its Corporate Social Responsibility is participating in the Special Industry Initiative Scheme (SII) J& K (UDAAN) for the State of Jammu & Kashmir to provide skills and enhance the employability of youth.

Online Applications are invited from unemployed young, qualified and eligible graduates from the State of Jammu & Kashmir (J&K) with a **valid Permanent Resident Certificate (PRC)** for enrolling in the **three months residential training programme** for skill development. **Please note that those candidates who have joined any other UDAAN partner will not be eligible to apply for the captioned training and selection process.**

Based on the online application received from the eligible candidates, **100 Candidates** will be shortlisted initially for **Training** based on their performance in the Online/Offline Examination & Interview and/or any other methodology as decided by the Bank in co-ordination with **National Skill Development Corporation (NSDC) and Govt, of Jammu & Kashmir. Duration of the residential training programme will be 03 months.** On successful completion of the training, all the candidates will be awarded with a Certificate of training.

After successful completion of the training programme, candidates will be selected for appointment in the Bank, based on the academic performance of the candidates in the 03 months residential training programme and/or Online/Offline Examination and/or Interview and/or any other methodology decided by the Bank.

Before applying, candidates are advised to ensure that they fulfill all the stipulated eligibility criteria as detailed in this advertisement. Please note that only Online Applications will be accepted. Candidates are advised to fill in their particulars online by themselves correctly.

IMPORTANT DATES

OPENING DATE FOR ONLINE REGISTRATION	06.02.2014
CLOSING DATE FOR ONLINE REGISTRATION	21.02.2014
DOWNLOAD OF CALL LETTERS FOR ONLINE/OFFLINE EXAMINATION (TENTATIVE)	AFTER 18.03.2014
TENTATIVE DATE OF ONLINE/OFFLINE EXAMINATION	30.03.2014
TENTATIVE MONTH OF INTERVIEW FOR TRAINING	APRIL – MAY 2014

1. DETAILS OF VACANCIES & RESERVATION (POST-WISE)

A. SELECTION FOR TRAINING PROGRAMME

POST	SC	ST	OBC	GEN	TOTAL NUMBER OF VACANCIES	OF WHICH			
						PC			EXSM
						VI	HI	OC	
PROBATIONARY OFFICER IN JMGS I	6	4	14	26	50	2	-	-	
CLERK	4	6	14	26	50	2	-	-	6

B. RECRUITMENT AFTER COMPLETION OF THE TRAINING

POST	SC	ST	OBC	GEN	TOTAL NUMBER OF VACANCIES	OF WHICH			
						PC			EXSM
						VI	HI	OC	
PROBATIONARY OFFICER IN JMGS I	3	2	7	13	25	1	-	-	
CLERK	2	3	7	13	25	1	-	-	3

SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **GEN** – General, **PC** - Physically Challenged, **VI** –Visually Impaired, **HI**- Hearing Impaired, **OC** – Orthopaedically Challenged, **JMGS – I** - Junior Management Grade Scale- I, **PO** – Probationary Officer; **SII - J&K** - Special Industry Initiative for Jammu & Kashmir; **NSDC** – National Skill Development Corporation

- As the reservation for Physically Challenged persons is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GEN) to which they belong.
- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank, subject to availability of suitable candidates.
- The above reservation is inclusive of shortfall/backlog reservation.
- 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.
- The selected candidates for the post of Clerks will be placed in J&K and the selected candidates for the post of Probationary Officers will be posted anywhere in India, depending on the requirement of the Bank.
- Please note that candidates can apply for only one post. Dual applications will be summarily rejected.**

2. ELIGIBILITY CRITERIA

This entire process is applicable only to the unemployed youth of Jammu & Kashmir, who fulfill all the eligibility criteria as on **01.02.2014**. The candidates can apply for only one post i.e. **either Probationary Officer or Clerk**.

A. EDUCATIONAL QUALIFICATIONS FOR BOTH THE POSTS (AS ON 01.02.2014):

- Graduation from a recognised University/Institution **with minimum 60% Marks**. (For Candidates belonging to SC/ST/PC category **minimum 55% Marks**).

Graduation results should have been declared by the University/Institution on or before **01.02.2014**. If the Graduation final semester (year) mark sheet/Consolidated Mark sheet/ Final Degree/ Provisional Degree Certificate submitted at the time of Interview does not have the date of declaration of the Graduation final results (**which should be on or before 01.02.2014**), candidates are required to obtain documentary proof from the University/Institute stating the date of declaration of the Graduation final results and submit the same at the time of Interview mandatorily.

Note: Candidates are advised to enter only percentage of marks (calculated to the nearest two decimals) obtained in the Graduation in the online application form. 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.

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%.

B. AGE FOR BOTH THE POSTS (AS ON 01.02.2014):

Minimum Age: 20 Years; Maximum Age: 28 Years. Relaxation in maximum age for SC/ST/OBC/PC/Ex-Servicemen will be as per extant Government Guidelines.

RELAXATION IN UPPER AGE LIMIT

S.No.	CATEGORY	AGE RELAXATION
RELAXATION FOR BOTH PROBATIONARY OFFICER AND CLERK POST		
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
4	Physically Challenged Category candidates	10 years
5	Persons affected by 1984 riots	5 years
OTHER RELAXATION APPLICABLE ONLY FOR THE POST OF PROBATIONARY OFFICER		
6	In the case of Ex- service 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 12 months from the date prescribed for closing of online registration) otherwise 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.	5 years
OTHER RELAXATION APPLICABLE ONLY FOR THE POST OF CLERK		
7	Ex-servicemen	3 years (In addition to the actual period of service in the Defence forces, subject to a maximum age of 50 years)
8	Widows, Divorced women and Women judicially separated from their husbands, who have not remarried	Up to 35 years for General, 38 years for OBC and 40 years for SC/ST candidates

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 8 . This cumulative age relaxation is available to SC/ST/OBC candidates only.
- ii) All persons eligible for age relaxation under S.No. 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 any other authority designated in this regard by the Govt. of Jammu & Kashmir, 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.
- iii) Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the necessary Certificate(s) at the time of interview.
- iv) For the post of Probationary Officer:
 - a. An ex- serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in Public Sector Undertaking ceases to enjoy Ex-serviceman status for further employment.
 - b. **There is no reservation for Ex-Servicemen in the Officer Cadre.**
- v) For the post of Clerk
 - a. 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.

C. 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.

3. DEFINITIONS:

Reservation is available for Physically Challenged candidates under section-33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full participation) Act 1995.

A. PHYSICALLY CHALLENGED (PC)

- i) **VISUALLY IMPAIRED (VI):** The visually impaired persons are those suffering from blindness or low vision. Blindness – refers to a condition where a person suffers from any of the following conditions namely (i) total absence of sight, (or) (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (or) (iii) Limitation of the field of vision subtending an angle of 20 degree or worse. A Person with low vision means one with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- 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 60 decibels or more in the better ear in the conversational range of frequencies.
- iii) **ORTHOPAEDICALLY CHALLENGED (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Locomotor Disability means disability of the 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 a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

Only such persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/ State Govt) would be eligible for reservation in services/ posts.

B. EX-SERVICEMEN (EXSM): (APPLICABLE ONLY FOR THE POST OF CLERK)

- i) **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.
- ii) **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.

- iii) **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 for Ex-Servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (SC/ST/OBC/GEN) to which they belong.

Guidelines for Persons with Disabilities using a Scribe for Examination

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online/offline examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost.
- The scribe should be from any academic discipline.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online/offline examination.
- Those candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

Guidelines for

(i) candidates with locomotor disability and cerebral palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), although, no scribe shall be permitted to such candidates.

(ii) Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

4. SELECTION PROCESS FOR TRAINING: (FOR BOTH POSTS)

A. ONLINE/OFFLINE EXAMINATION:

All the candidates who have submitted their complete online application properly in time with a valid **Permanent Resident Certificate (PRC)** will be administrated an Online/Offline Examination which will be Objective in nature. Candidates can download the Call Letter for Examination from the Bank's website www.job.in using the Registration / Roll Number and the password generated and emailed to the candidates on completion of the online registration.

The details of the same are furnished hereunder.

S.NO.	NAME OF TESTS	NO. OF QUESTIONS	MAXIMUM MARKS	DURATION
1	REASONING	20	25	COMPOSITE TIME OF 1 HOUR
2	ENGLISH LANGUAGE	20	20	
3	QUANTITATIVE APTITUDE	20	25	
4	GENERAL AWARENESS (WITH SPECIAL REFERENCE TO BANKING INDUSTRY)	20	20	
5	COMPUTER KNOWLEDGE	20	10	
	TOTAL	100	100	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi.

Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Test. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

Examination Centres

- (i) The examination will be conducted online/offline in venues across many centres in J&K.
- (ii) No request for change of centre for Examination shall be entertained.

- (iii) Bank reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) As far as possible, candidates will be allotted to a centre of his/her choice. However Bank reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

Bank will decide the minimum cut-off marks for each test as well as total weightage marks. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit in Online/Offline Examination, as per the cut-off marks decided by the Bank will be called for the Interview.

Please note that candidates will not be permitted to appear for the Online/Offline Examination without the following documents:

- 1) Valid Call Letter for the Online/Offline Examination
- 2) Original and Photocopy of the Permanent Resident Certificate (PRC)
- 3) Original and Photocopy of the Photo-identity proof (as specified in Point 9 – Identity Verification)

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 1 hour, candidates may be required to be at the venue for about 2 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

B. INTERVIEW:

Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit in Online/Offline Examination, as per the cut-off marks decided by the Bank will be called for the Interview. Mere eligibility/ pass in the Online/Offline Examination shall not vest any right in a candidate for being called for 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**.

INTERVIEW CENTRES

The interview will be held at different centres on different dates identified by the Bank across J & K. Interview Centre address, Date and time will be advised in the Interview call letters. The shortlisted candidates may download the Interview call letter from the Bank's website www.iob.in using the Registration / Roll Number and the password generated and emailed to the candidates on completion of the online registration.

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.

The candidates will be shortlisted for the 03 months residential training on skill development based on the total marks obtained by the candidates in the Online/Offline Examination & Interview and/or any other methodology as decided by the Bank 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.

The shortlisted candidates shall be allowed for training only on receipt of appropriate verification of antecedents and necessary clearance from Government Authorities / NSDC.

The Training will be imparted with the help of institute identified by the Bank near Jaipur, Rajasthan. On successful completion of the training, the candidates will be awarded a Certificate of training.

5. SELECTION PROCESS FOR RECRUITMENT:

On successful completion of the training and on receipt of appropriate clearance from Government Authorities / NSDC the candidates will be administrated Online/Offline examination and/or Interview and/or any other selection methodology decided by the Bank for the recruitment to the posts of Probationary Officers and Clerks.

Final Selection for appointment as Probationary Officers and Clerks with the Bank will be made based on the academic performance of the candidates in the 3 months training and/or Online/Offline examination and/or Interview and/or any other selection methodology decided by the Bank. Bank reserves the right to alter the selection process, if required

6. TRAVEL ALLOWANCE & STIPEND PAID DURING THE TRAINING:

The candidates selected for the 03 months residential training on skill development and reporting at the training venue will be reimbursed one way second-class train fare by the shortest route for their one time journey from their residence to the training location on production of evidence of travel. The Bank will not be responsible for any injury / losses, etc. of any nature.

Bank will pay an amount of **Rs. 2500/- per month** as Stipend to the candidates during the 03 months Residential training programme.

7. SALARY, PROBATION PERIOD & OTHER DETAILS AFTER APPOINTMENT IN THE BANK

On appointment in the Bank, the details of Post-wise eligible Salary & emoluments, Probation Period and the Service Bond to be rendered are detailed hereunder:

POST	SALARY & EMOLUMENTS	PROBATION PERIOD	SERVICE BOND
PROBATIONARY OFFICER IN SCALE I	Pay Scale - ` 14500 - 600 /7 – 18700 - 700/2 - 20100 - 800/7 - 25700 plus DA, HRA, CCA as per rules in force from time to time.	On appointment, candidates will be on probation for a period of two years (24 months of active service) from the date of joining the services of the Bank as per the rules of the Bank.	Candidates selected for appointment will be required to execute a Financial Service Bond for rendering service for a minimum period of three (3) years . The amount of the Financial Service Bond presently is ` 1, 00,000/-.
CLERK	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.	On appointment, candidates will be on probation for a period of Six months (6 months of active service) from the date of joining the services of the Bank as per the rules of the Bank.	NIL

On successful completion of the Probation period, and if found suitable, they will be confirmed in the services of the Bank.

8. IMPORTANT GENERAL INSTRUCTIONS

- Candidates are required to apply only 'ONLINE' through Bank's website www.job.in. The link for online application can also be accessed through NSDC Udaan Website www.nsdcudaan.com. Any other form of application shall **NOT** be entertained /accepted.
- Candidates willing to serve anywhere in India only should apply for the post of Probationary Officers.
- Candidates have to read the eligibility criteria and terms & conditions stipulated for each post carefully and should ensure their eligibility for the post. **A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple applications for the same post, only the latest valid (completed) application will be retained.**
- Only those candidates who rank sufficiently high in the order of merit in Online/Offline Examination, 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 online application are true and correct in all respects.

Mere calling of candidates/admission for the Online/Offline Examination / Interview/ any other selection methodology or Training shall not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. Bank has the right to cancel candidature at any stage of the training/ recruitment process, 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.

The Bank is free to reject any application, at any stage of the training/recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to selection process for training, recruitment and training programme at all the stages of the process will be final and binding upon the candidate. **No correspondence or personal queries in this regard shall be entertained by the Bank.**

- 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, resident of J&K etc. The candidates belonging to SC/ST/OBC/PC Category are required to produce originals as well as attested photocopies of their caste certificate/certificate of disability issued by the competent authority, in addition to the other certificates in support of their eligibility criteria. **The list of documents to be produced at the time of Interview is enclosed as Annexure I.**

Candidates are also required to submit a printout of the online application with their photograph and signature affixed at the appropriate places at the time of interview.

- 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 reservation for OBCs in Civil Post and Services under Government of India. The OBC certificate containing "**Non Creamy Layer Clause**" **should not be more than one year old as on the date of Interview.**

- g) Candidates belonging to OBC category but coming under Creamy Layer are not entitled for OBC reservation. They should indicate their category as General in the online application form.
- h) 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 should submit a certificate from a competent authority that they will be relieved from Defence Services within 12 months from the date prescribed for closing of online registration.
- i) 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.
- j) 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, Examination Call Letter, Interview call letter or Training Call Letter, whomsoever, shall not be permitted to attend the Online/Offline Examination/Interview/Training, even though they might have obtained the desired level of score in the Online/Offline Examination & Interview and have been called for Training.
- k) 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.
- l) Canvassing in any form will be a disqualification.
- m) Any request for change of address/ e-mail id for communication will **NOT** be entertained.
- n) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank.
- o) Use of Calculators, mobile phones, pagers or any other instruments during the selection process is strictly prohibited.
- p) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- q) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
- r) The Bank, may at its discretion, hold re-examination, wherever necessary, in respect of a center/venue.
- s) **Applications received from the same candidate for both the post will be treated as ineligible and will not be considered for final selection.**

9. IDENTITY VERIFICATION

At the time of Online/Offline Examination, Interview as well as reporting for Training, the candidates have to submit the call letter for Online/Offline Examination/Interview/Training, Permanent Resident Certificate (PRC) along with Original Photo Identity proof such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo embossed Credit Card/ Aadhar card with a photograph to the invigilator/Bank officials for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/Interview/Training.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to attend the Examination/ Interview.

10. THE COMPETENT AUTHORITY FOR THE 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.

11. 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 Online application form and submitting the certified copies/ testimonials.

At the time of Online/Offline Examination, Interview and Training, if a candidate is (or has been) found guilty of:

- a) using unfair means during the examination/Interview (or)
- b) impersonating or procuring impersonation by any person (or)
- c) misbehaving in the Examination/ Interview/ Training 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 debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

12. HOW TO APPLY

Eligible candidates are required to apply 'ONLINE' only through our Bank's website www.iob.in and no other means / mode of application will be acceptable. The link for online application can also be accessed through NSDC Udaan Website www.nsdcudaan.com. Candidates are advised to follow the following sequence of steps while applying online.

Candidates are required to have a valid personal e-mail ID and the same should be specified in the online application form while applying for Online/Offline Examination for training under Udaan – (SII- J&K) Scheme in our Bank. 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 and click the “Careers” link (available at the bottom of the Bank's website). Alternatively they can also access the link for registering online through UDAAN website www.nsdcudaan.com.
- b) Candidates are required to go through the detailed advertisement by clicking the **Advertisement (English) or Advertisement (Hindi) or Advertisement (Urdu)** available below **Udaan - Special Industry Initiative for Jammu & Kashmir (SII- J&K) Scheme** link in the Careers Page and ensure their eligibility before applying.
- c) After reading the detailed advertisement and ensuring the eligibility, the candidates can apply for the programme by clicking on the “**Click apply online**” link below the **Udaan - Special Industry Initiative for Jammu & Kashmir (SII- J&K) Scheme** link and should fill up the required details in the online application form. After filling up all the details, candidates shall submit the application online. The candidates can then take a printout of the system generated online application form to be submitted at the time of the Online/Offline Examination/ Interview. **The registration number and password generated should also be retained for future reference.**
- d) There is a provision to edit/modify the submitted online application. Candidates are requested to make use of this facility to correct the details in the online application if any. This modification facility will be available immediately after registration up to 21.02.2014. Modification will be allowed only three times. After the last date, no modification will be permitted.

Note: The name of the candidate or his/her father/husband etc should be spelt correctly in the online application as it appears in the certificates/mark sheets. Any change/ disparity/ alteration found may disqualify the candidature.

13. CALL LETTERS FOR THE EXAMINATION & INTERVIEW

Only those candidates who have met with all the eligibility criteria mentioned in this notification and shortlisted for Online/Offline Examination, Interview and Training will be intimated by email to their email id (as specified in the online application form while applying for Online/Offline Examination) and may download the call letter with Date, Time & Venue for Online/Offline Examination, Interview and Training from the Bank's website using the Registration / Roll Number and the password generated and emailed to the candidates on completion of the online registration.

The names/registration number of the candidates who are finally short-listed and called for Online/Offline Examination, Interview and Training will also be available on the Bank's website 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 and selection status by visiting the Bank's website and UDAAN website from time to time.**

Note: Candidates in their own interest are advised to register online 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 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)

Guidelines for Scanning and Upload of Photograph & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the Signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the Image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg
Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online, candidates are advised to take a printout of their system generated online application forms.