

For submitting online applications, Please use only Internet Explorer 6.0, 7.0, 8.0 and 9.0.



Karur Vysya Bank Invites Applications for appointment in Clerical Cadre

Opening Date for online Application : 05.06.2013

Last Date for online Application : 15.06.2013 Date of Examination : WILL BE INFORMED LATER

- CALL LETTERS FOR EXAM AND INTERVIEW WILL BE SENT BY E-MAIL ONLY. NO HARD COPY WILL BE SENT.**

DEMAND DRAFT SHOULD BE SENT TO THE KARUR VYSYA BANK LIMITED, CENTRAL OFFICE – HRD, ERODE ROAD, KARUR – 639 002, TAMILNADU AFTER UPLOADING YOUR RESUME IN OUR WEBSITE- WWW.KVB.CO.IN – CAREERS PAGE.

The Candidates should send the demand draft on or before 18.06.2013 along with the prescribed form duly filled and signed by the candidate. The format of the form can be downloaded from our website in the following link "www.kvb.co.in - careers page " DEMAND DRAFT DETAILS"

- PLEASE CHECK YOUR ELIGIBILITY BEFORE SENDING THE DEMAND DRAFT TO US. WRITTEN EXAM CALL LETTER WILL BE SENT TO THE ELIGIBLE CANDIDATES BY E-MAIL ONLY.**
- Application Fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.**

Eligibility Criteria

I. Academic Qualification:

Any Bachelor degree (10 +2 + 3 Pattern) from a college affiliated to a recognized University (Correspondence and Open Universities are not eligible) with percentage of marks as given below:

SNo.	Name of the Degree	Percentage
1	Any Bachelor degree	IInd Class (50% and above)

NOTE:

- 1. Candidates who have obtained degree through correspondence/open university are not eligible.**
- 2. Candidates have to submit original of Provisional / Degree Certificate at the time of joining the Bank, if selected and the same will be returned after verification. If the candidate fails to submit the original of Provisional / Degree Certificate, his candidature will be automatically rejected.**

II. Technical Qualification :

Candidates having major other than computer science should possess a **minimum 3 months** Computer Course

III Age Limit :

Not more than 28 years for Graduates and 30 years for Post Graduates / Double Graduates as on 31.05.2013 (5 years relaxable for SC/ST candidates)

IV. Others :

- ◆ Only Indian Nationals can apply.
- ◆ **Ex-Employees of the Bank are not eligible to apply.**

Mode of Selection:

Written Test (Objective Type - online) and Personal Interview. Online Examination will be held at selected centers in Andhra Pradesh, Karnataka, Maharashtra, Tamilnadu and West Bengal.

Exam Fees :

- 1. Demand Draft for Rs.500/-** drawn in favour of **THE KARUR VYSYA BANK LIMITED** and payable at CHENNAI only.
- 2. The Candidates should send the demand draft on or before 18.06.2013 along with the form attached in our website www.kvb.co.in - careers page "DEMAND DRAFT DETAILS" for taking up the written test.**
- 3. Write your name, Date of Birth, City and application I D on the reverse side of the Demand Draft without fail.**
- 4. Online Application entered after the last date (15.06.2013) and Demand Draft received after 18.06.2013 will not be considered. Demand Draft along with the form should be sent within 3 days from the date of online registration.**

Mere eligibility will not vest any right on the candidates for being called for Written Test. Bank's decision in the matter of selection will be final and no correspondence will be entertained in this regard.

In Resume data entry providing E-mail id is mandatory. All our correspondences viz. Exam call letters, Interview call letters etc. will be sent only through E-mail and hard copy of the same will not be sent to the candidates. So kindly ensure the correctness of Email id before saving your resume. In Resume data entry, the candidates who are awaiting results has to enter the aggregate percentage of marks upto the previous semester. However the final selection will be based on aggregate percentage of marks of all semesters. If the percentage of marks is in CGPA mode, the same should be converted into equivalent percentage and entered in the resume data entry.

While applying candidates are advised to note down the reference number received through mail for future correspondences.

General Conditions:

- Mere eligibility will not vest any right on the candidates for being called for Written test / Interview. Bank's decision in the matter of selection will be final and no correspondence will be entertained in this regard. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- Eligible candidates should appear for a written test and / or skill test and interview at their own expense at places/ dates notified by the Bank. Only those candidates who are successful in the written exam will be called for personal interview.
- Mere invitation by the Bank for the Personal Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Personal Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.
- Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Personal Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.
- If any information furnished by the candidates is found to be false/ not correct/ misrepresented, their candidature is liable to be cancelled at any stage without notice.
- Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- Candidates selected for appointment will be on probation for 6 months.
- Candidates selected are liable to be placed in any place in India as per the administrative requirements and discretion of the Bank.
- We have entrusted the job of conducting online written exam by Institute of Finance, Banking and Insurance – IFBI (1st Floor, No.27 & 28 Dowlani Towers, Dr. Radhakrishnan Salai (Opp. Krishna Sweets), Mylapore, Chennai - 600004, Tamil Nadu, Phone : 044-45056463/65) and they will send the written exam call letter by e-mail to the individual candidates.
- **Intimation will be sent only to the selected candidates in the Written Test / Personal Interview.**

IMPORTANT INSTRUCTIONS TO BE FOLLOWED

Please visit our website www.kvb.co.in – careers page. Read the norms and only after ensuring your eligibility, obtain Demand Draft from any bank as mentioned below.

In www.kvb.co.in – careers page, register a new user and then enter your resume. In case of any problem while applying, use the browser as specified in the norms.

Steps to be followed while applying online (Internet Explorer 6.0 to 9.0)

1. Register yourself with the website with a user name of your choice and password through the New User Registration.
2. Login into the Careers Page with this user Name and Password.
3. Upload Your resume detail in the Resume Upload Section. Verify the Correctness of information before submitting your resume.
4. Using Edit option you can make changes if any to the resume and update it.
5. Select the position for which you are going to apply for from list of openings.
6. Feed Your Date of birth and select your Qualification. Entering X (SSLC), HSC (+2) is mandatory.
7. Read the related Terms and Conditions.
8. After Check Marking the Read Check Box Click the Apply button to complete the process.

- ◆ **After successfully applying, Note down the application ID displayed in the page.**
- ◆ **Take a print out of Demand Draft details form available in our website. Write all the details in capital letters. Mention the Application ID, Demand Draft Number, Bank Name and Branch Name without fail.**
- ◆ **Original Demand Draft should be enclosed along with the form (Demand Draft in favour of “The Karur Vysya Bank Limited”, Payable at “Chennai” for Rs.500/-) and to be sent to the address mentioned in the demand draft details form.**
- ◆ **Write your Name, Date of Birth, City, Mobile No and Application Id on the reverse side of the Demand Draft.**
- ◆ **Read the advertisement & norms carefully and then apply, at any circumstances the amount paid will not be refunded.**
- ◆ **The Envelope / cover contains Demand Draft and form should be super scribed with “APPLICATION FOR THE POST OF CLERK - 2013”**
- ◆ **Before sending the form, please ensure your Qualification (any degree with II class (50% above) studied through regular course, your age. Please refer norms displayed in website for full details.**
- ◆ **Demand Draft details along with DD should be sent to us within three days from the date of online registration.**
