



ORIENTAL BANK OF COMMERCE

(A GOVERNMENT OF INDIA UNDERTAKING)

Corporate Office, Plot No. 5, Sector - 32,

Institutional Area, Gurgaon- 122 001

Website: www.obcindia.co.in

“ORIENTAL BANK OF COMMERCE SPECIALIST OFFICERS’ RECRUITMENT PROJECT-2012-13”

ORIENTAL BANK OF COMMERCE, A LEADING PUBLIC SECTOR BANK INVITES ONLINE APPLICATIONS FROM INDIAN CITIZENS FOR THE POST OF SPECIALIST OFFICERS IN THE FOLLOWING DISCIPLINES/ STREAMS:

Post Code	Post	Grade/ Scale	No. of vacancies	**Pay Scale	Age Minimum 21 Years & #Maximum as on 01.12.2011(for post codes 01 to 03) & 01.01.2013 (for post codes 04 to 09)
01	HRD Officer	JMGS I	13	14500-25700	30
02	Hindi Officer/ Rajbhasha Adhikari	JMGS I	12	14500-25700	30
03	Manager (Law)	MMGS II	29	19400-28100	35
04	Chief Manager (Company Secretary)	SMGS IV*	01	30600-36200	45
05	Chief Manager (Risk Management)	SMGS IV	04	30600-36200	45
06	Manager (Architect)	MMGS II	01	19400-28100	35
07	Manager (Civil Engineer)	MMGS II	01	19400-28100	35
08	Manager (Electrical Engineer)	MMGS II	01	19400-28100	35
09	Security Officer	JMGS I	15	14500-25700	35
	Total		77		

*In case of deserving candidates with higher experience in the related field the post can be upgraded to SMGS – V (Assistant General Manager – Company Secretary)

** DA, HRA etc. and other allowances & perquisites shall be as per bank rules

Maximum Age is exclusive of relaxation for Reserved (SC / ST / OBC/PWD/EXSM) Category

The candidates have to apply online only after ensuring that they are eligible in all respects. Candidates applying for Post Codes 01-03 can apply for only one post for which he/she holds a valid scorecard.

IMPORTANT DATES:

Opening date for online registration	30.01.2013
Closing Date for online registration (including from far flung areas)	16.02.2013
Payment of application fee	30.01.2013-16.02.2013

2. RESERVATION:

Post Code	Name of the Post	Scale	SC	ST	OBC	GEN	Total	PWD		
								OC	VI	HI
01	HRD Officer	I	2	1	3	7	13	-	-	-
02	Hindi Officer/ Rajbhasha Adhikari	I	2	1	3	6	12	1	-	-
03	Manager (Law)	II	4	2	8	15	29	1	-	-
04	Chief Manager (Company Secretary)	IV	-	-	-	1	01	-	-	-
05	Chief Manager (Risk Management)	IV	1	-	1	2	04	-	-	-
06	Manager (Architect)	II	-	-	-	1	01	-	-	-
07	Manager (Civil Engineer)	II	-	-	-	1	01	-	-	-
08	Manager (Electrical Engineer)	II	-	-	-	1	01	-	-	-
09	Security Officer	I	2	1	4	8	15	-	-	-

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/GEN) to which they belong.

It is clarified that it may not be possible to employ Persons With Disabilities in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank suitable for them.

Candidates belonging to reserved category, including Persons With Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General category provided they fulfill the eligibility criteria laid down for General category.

The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the bank.

3. ABBREVIATIONS & DEFINITIONS:

i. Category of Persons:

SC – Scheduled Caste;

ST – Scheduled Tribe;

OBC – Other Backward Classes;

GEN (UR) - General (Unreserved);

PWD - Persons With Disabilities (Physically Challenged Persons) are persons who are:
OC – Orthopaedically Challenged; **HI** - Hearing Impaired; **VI** - Visually Impaired.

ii. An **Orthopedically Challenged (OC)** person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply: BL - Both Legs Affected but not Arms; OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia; OL - One Leg Affected (Right or Left); MW - Muscular Weakness & Limited Physical Endurance.

iii. Visually Impaired (VI):

(a) Persons who suffer from either of the following conditions:
(i) Total absence of sight,

- (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 degrees or worse and so certified by a Medical Board appointed by the State Government.
- (b) A person with Low Vision means one with impairment of visual functioning even after treatment of 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.

iv. **Deaf & Hearing Impaired (HI):**

- (a) Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.
- (b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

In case of non-availability of reserved candidates in PWD category, Bank reserves its right to inter-change these sub-categories as per Government Directives.

4. **ELIGIBILITY CRITERIA (As on 01.12.2011 for post codes 01 to 03 & 01.01.2013 for post codes 04 to 09):**

A) **NATIONALITY/CITIZENSHIP:**

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, 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) and (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 necessary eligibility certificate has been issued to him by the Government of India.

B) **EDUCATIONAL QUALIFICATION & POST QUALIFICATION EXPERIENCE:**

Post Code	Post	Scale	Minimum qualification	Post Qualification Experience
01	HRD Officer	I	Graduate from a recognized university and Post Graduate degree or diploma recognized by AICTE in Personnel Management/ Industrial Relations/HRD/Social Work/Labour Law OR Degree/Diploma in Business Administration/Management with specialization in HRD from a recognized University.	-
02	Hindi Officer/ Rajbhasha Adhikari	I	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.	-

03	Manager (Law)	II	A Bachelor Degree in Law (LLB)	3 years experience of practice at Bar or Judicial service and/or Law Officer in the Legal Deptt. of a reputed Bank or the Central/ State Government or of a Public Sector Undertaking with practice at Bar.
04	Chief Manager (Company Secretary)	IV	A Degree from recognized university with ACS from Institute of Company Secretaries of India	Post qualification Experience of not less than 4 years in related field in a public sector/ private sector Bank/ Financial Institution.
05	Chief Manager (Risk Management)	IV	MBA (Finance/ Risk Management) or equivalent from a recognized university/ Institution or CA or First Class Post Graduate in Risk Management.	Post qualification Experience of not less than 6 years in related field in a public sector/ private sector Bank/ Financial Institution.
06	Manager (Architect)	II	A Bachelor Degree in Architecture from a recognised university. Preference will be given to the candidates who possess license from the Council of Architecture, Membership of Institute of Interior Design/other institutions and knowledge of AUTOCAD.	Minimum 3 years post qualification experience in designing residential/ commercial premises including designing interior layout plans/repairs, maintenance of properties.
07	Manager (Civil Engineer)	II	A basic degree in Civil Engineering from a recognised university.	Minimum 3 years post qualification experience in construction / maintenance of multistoried commercial / Industrial / residential building involving RCC framed construction or projects involving pile foundation, controlled concrete work, mix design, testing of material or policy planning and control (preferably computer based). Some experience in design office or material testing laboratory is desirable in addition to experience in preparation of cost estimates of construction work and checking of contractor bills.

08	Manager (Electrical Engineer)	II	A basic degree in Electrical Engineering from a recognised university.	Minimum 3 years post qualification experience in installation, handling and maintenance of all electrical equipments viz. transformers, DG sets, UPS, Servers, chillers, VRV system, energy saving devices, starters, motors, control panels HT-LT, switch gears, cabling, water pumps, air-conditioning equipments, lifts etc. and also in preparation of tender specification and evaluation thereof.
09	Security Officer	I	An officer with 5 years commissioned service in the Army/Navy/Air Force or a Police officer not below the rank of Assistant Superintendent of Police / Dy. Supdt. of Police with 5 years of service in that rank or an officer of identical rank in Para military forces with 5 years service.	Inbuilt in qualification mentioned.

All Educational Qualification should be from a recognized university/Institution.

(C) Candidates applying for post codes 01 to 03 should have obtained the following scores in the Common Written Examination for Specialist Officers conducted by IBPS in March 2012 and should be holding a valid score card issued by IBPS:

Name of the Test	Cut-off in Individual tests	
	General	SC/ST/OBC/PWD
Test of Reasoning	24 & above	21 & above
Test of English Language	24 & above	21 & above
Test of General Awareness with special reference to the Banking Industry / Test of Quantitative Aptitude	24 & above	21 & above
Test of Professional Knowledge	24 & above	21 & above

Category	Cut-off on Total weighted Standard Score	
	General	SC/ST/OBC/PWD
HRD Officer	124	114
Hindi Officer/ Rajbhasha Adhikari	96	90
Manager (Law)	121	113

(D) The basic knowledge in operating computer systems in Windows mode, knowledge of MS-Word/Office, Spread Sheets like MS-Excel and Internet & Email familiarity is an essential qualification which a candidate must either possess before joining the bank services or acquire the same within a period of six months of joining the bank, in case the candidate is selected for appointment. For this purpose, the candidate is required to submit a certificate in support of this computer related qualification.

THE CANDIDATURE OF CANDIDATES NOT FULFILLING THE ELIGIBILITY CRITERIA WILL BE SUMMARILY REJECTED AND THEY WILL NOT BE PERMITTED TO PARTICIPATE IN THE PERSONAL INTERVIEW AND FURTHER SELECTION PROCESS.

RELAXATION IN UPPER AGE LIMIT:

S.No	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released: a) on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or b) On account of physical disability attributable to military service or, c) On invalidment	a) By 5 Years for selection through written test and interview, b) By 3 years plus period of service in Armed Forces for selection through interview only, subject to ceiling as per Government guidelines.
6	Persons who have ordinarily been domiciled in Kashmir Division of J&K state during 01.01.1980 to 31.12.1989	5 years
7	Persons affected by 1984 riots	5 years

NOTE:

(a) 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. This cumulative age relaxation is available to SC/ST/ OBC candidates only.

(b) The candidates eligible for age relaxation will be required to submit copies of necessary certificate(s) at the time of interview.

(c) An Ex-Serviceman who has once joined a Government Job on the civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of re-employment ceases.

(d) Subject to their fulfilling the eligibility criteria, existing employees of Oriental Bank of Commerce may also apply online after obtaining No Objection Certificate (NOC) from the bank. Such candidates, if selected, should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside.

5. SELECTION PROCEDURE:

i) For Post Codes 01 to 03:

A Personal Interview of 50 marks shall be conducted to assess the personality traits having bearing on interpersonal relations, adaptability, courtesy etc. and communication skills. The minimum qualifying marks for the Personal Interview would be 40% marks (35% marks for reserved category candidates). Candidates not clearing the Personal Interview will not be considered for final selection.

The short-listing of the candidates for Personal Interview will be made on the basis of the candidate's performance in the Written Test conducted by IBPS in March 2012 and the Total Weighted Score obtained as per the valid Score Card Issued by IBPS.

Depending on the number of vacancies, only those candidates who are qualified in the Common Written Examination conducted by IBPS and possess a valid score card issued by IBPS and rank sufficiently high in the order of merit based on the Total Weighted Score shall be called for a **Personal Interview** in the ratio of **1:3 for General / Unreserved Candidates** and **1:5 in case of candidates belonging to the Reserved Categories**. In other words, 3 General and 5 Reserved Category candidates against the vacancies stipulated respectively would be called for the Personal interview depending upon their ranking as per the Total Weighted Score obtained by them. **Mere pass in the Common Written Examination (CWE) shall not vest any right in a candidate for being called for Personal Interview.** The Bank reserves its right to call for the **Interview** candidates otherwise than in the above ratio at its sole discretion.

Candidates passing the **Personal** Interview will be ranked in a descending order on the basis of the total of weighted score obtained in the Written Test conducted by IBPS and Personal Interview under the respective SC / ST / OBC / GEN Category.

Subject to the vacancies available under the respective Category, only those candidates who pass the Personal Interview will be short-listed for selection in the order of Merit/Rank obtained by them under the respective Category.

ii) For Post Codes 04 -09:

The selection will be made on the basis of performance in the Group Discussion (GD) and / or interview. **Merely satisfying the eligibility norms does not entitle a candidate to be called for GD/Interview/Written Test.** The Bank reserves the right to call only the requisite number of candidates for the GD / Interview after preliminary screening / short-listing with reference to candidates' qualification, suitability and experience etc. However, the bank reserves the right to conduct the written examination in case the number of applications received from eligible candidates is reasonably high. The details of the written test, if any, shall be communicated to the candidates in advance.

Identity Verification:

The Candidate should, while appearing for the Personal Interview/ Group Discussion produce for verification and submit photo copies, if required, of the original call letter, fee payment receipt, photo identity such as PAN card/ Passport/ Driving License/Voters Card/ Bank Passbook with photograph and copy of application made to IBPS for the written examination (in case of post codes 01 to 03). If the identity of the candidate is doubtful the candidate will not be allowed to appear for the Interview/ Group Discussion.

6. APPLICATION FEE / INTIMATION CHARGES (NON-REFUNDABLE):

Category of Applicant	Application Fee	
	For Post Codes 01-03	For Post Codes 04-09
SC/ST/PWD (Only Intimation Charges)	Rs. 20.00	Rs. 50.00
For all Others	Rs.100.00	Rs. 400.00

Candidates can pay application fees/ intimation charges through any of the Bank's CBS branches/NEFT through any other Bank

NOTE:

- (i) **Please note that cash, cheques, money orders, postal order, postal stamps etc. will not be accepted.**
- (ii) The CBS fee payment challan/ NEFT Receipt contains two parts. The first part will be

retained by the Branch. The candidate's copy of the fee payment challan/ NEFT receipt must be retained with the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the bank official.

- (iii) Candidates should ensure their eligibility before paying the fees/applying/attending the Written Test /Interview/Group Discussion.
- (iv) **Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.**

7. PROBATION PERIOD:

The selected candidate will be on Probation for a period of 24 months (2 years) for posts in JMGS I and 12 months (1 year) for posts in MMGS II and SMG IV from the date of his / her joining the Bank.

8. 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. The decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, 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.
- 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 stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- c. Only online registration of application would be accepted.
- d. Online applications are to be processed by a computerized system. It is essential that the application is properly and completely filled in.
- e. The candidates should fill the details in application correctly, in particular – Age/Qualification/Caste/PWD etc. which will have direct effect on selection/non-selection. Bank takes no responsibility for rejection/non-selection due to aforesaid error.
- f. An application without requisite application fee/intimation charge shall not be entertained.
- g. The candidates must submit the attested photocopies of all the certificates in support of their educational qualification, experience, date of birth and caste/handicap (if any) along with the copy of the online application form at the time of Interview/Group Discussion.
- h. Candidates belonging to and applying for a post under the Reserved OBC category are required to submit a Certificate regarding his/her "Community" in the prescribed format "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (format available on Bank's website along with this Notification) and the Certificate should contain the "NON-CREAMY LAYER CLAUSE". The OBC certificate should not be more than one year old as on the date of application. Candidates not producing the above certificate will not be considered under the OBC category.

- i. 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-PWD” as applicable.
- j. Candidates claiming the benefit of reservations/age relaxation under the category of Persons With Disabilities (Physically Challenged) should submit, if selected for Interview, a copy of Medical Certificate as specified in “The Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995” in support of their disability issued by an Authorised Certifying Authority clearly indicating the Nature and Quantum (Percentage) of Disability of Candidate.
- k. 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 notification, including criteria for passing/method and procedure for selection.
- l. Only those candidates who meet the eligibility criteria and who are shortlisted for appearing in the Personal Interview/Group Discussion will be intimated either by e-mail (online) or may download the call letter from the Bank’s website. No communication/intimations regarding interviews will be sent by post. The names of candidates who are finally shortlisted for Interview/Group Discussion will also be available on the Bank’s website www.obcindia.co.in . Applicants are requested to keep track of the same by visiting Bank’s website from time to time.
- m. The Bank takes no responsibility for non-receipt of intimation or inability to print call letter from web.
- n. The candidates will have to appear for interview/group discussion at their own expense. However, eligible SC/ST outstation candidates attending the interview/group discussion will be reimbursed to and fro second (sleeper) class rail/ ordinary bus fare by the shortest route on production of evidence of travel.
- o. Candidates claiming to have work experience, if called for Group Discussion/ Interview will have to produce documentary proof of work-experience certificates relevant to the post applied for, for the period mentioned in the application form, from their employers, clearly stating the periods and nature of employment/duties. Copies of appointment Offer Letter, Salary Certificates in lieu of work experience certificates will not be accepted.
- p. Experience wherever required is post qualification, full time and in the relevant field. (Experience below 06 months in any organization will not be considered). The experience as a permanent employee will only be considered.
- q. Request for change of address/ e-mail id / Interview/ Group Discussion Centre will not be entertained.
- r. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- s. **Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at NCT of Delhi.**
- t. 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.

- u. The confirmation of the selected candidates in the bank shall be subject to the receipt of satisfactory report regarding character and antecedents from the Police authorities. In case of negative report from Police authorities, the services of the appointed candidates shall be terminated forthwith without assigning any reason.
- v. Banking, being a versatile activity, needs all round grooming of the selected / recruited candidate. Accordingly, the candidates recruited / selected in the Bank will be required to inculcate overall knowledge of various facets of banking and allied subjects for which the bank will provide necessary on-the-job/theoretical training. It is expected that the candidates selected will endeavour to equip themselves with skill sets that will enable them to rise to higher positions in the Bank in due course of time.
- w. **Only candidates willing to serve anywhere in India should apply.**
- x. **Canvassing in any form will be a disqualification.**

9 . ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, incorrect, tampered, fabricated or should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the abovementioned activities, he / she will not only be disqualified but he / she will be liable to be dismissed from the services of the bank at any time, even after being selected and after joining the Bank's service.

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

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the Personal Interview/ Group Discussion Hall, or
- iv) Resorting to any irregular or improper means in connection with his /her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:
 - to be disqualified from the selection process for which he / she is a candidate;
 - to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

10.THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER:

a) For SC/ST/OBC

- i) District Magistrate/Additional Distt. Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendary Magistrate/ Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tehsildar.
- iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

b) For PWD

Authorized Certifying Authority will be a Medical Board duly constituted by the Central / State Government having at least three members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon as the case may be.

11: HOW TO APPLY:

- (i) **Candidates are required to apply online through website www.obcindia.co.in No other means/ mode of application will be accepted.**
- (ii) Applicants are first required to go to the Bank's website 'www.obcindia.co.in' and click on the link "Recruitment of Specialist Officers 2012-13".
- (iii) Thereafter, open the Recruitment Notification entitled "**ORIENTAL BANK OF COMMERCE SPECIALIST OFFICERS' RECRUITMENT PROJECT-2012-13**".
- (iv) In case a candidate chooses to pay fees through branches of the Bank,
 - the candidate should take a printout of the fee payment challan.
 - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
 - Go to the nearest CBS Branch of the Bank with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No. **12371171000096** with Sector 32 Gurgaon Branch in the name & style of "**OBC SPECIALIST OFFICER'S RECRUITMENT PROJECT-2012-13**". The detail of application fees/intimation charges to be paid is indicated in Point No. 6.
- (v) In case a candidate chooses to pay fees through NEFT:

Go to the nearest branch of any Bank and pay, in Cash, the appropriate Application Fee in **Account No. 12371171000096** with Sector 32, Gurgaon Branch (IFSC No. ORBC0101237) in the name & style of "**OBC SPECIALIST OFFICERS RECRUITMENT PROJECT-2012-13**". The detail of application fees/ intimation charges to be paid is indicated in Point No. 6.
- (vi) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with **(a) Branch Name & Code No, (b) Transaction id/Scroll number (in case of payment through CBS) NEFT UTR No. (in case of payment through NEFT) (c) Date of Deposit & amount** filled by the Branch Official.

(For post code nos. 01-03)

- Candidates should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination {CWE} conducted in March 2012 is kept active during the currency of the recruitment project. Bank may send call letters/ intimations for Interview etc. to the registered e-mail ID.
- Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sublink titled "**ONLINE APPLICATION FOR ORIENTAL BANK SPECIALIST OFFICERS' RECRUITMENT PROJECT-2012-13**" to open up the appropriate Online Application Format.
- **Enter the Registration Number /Roll Number and Password issued for CWE for Specialist Officers 2012 (for post code nos. 01-03 only). All the fields in the online Application format should be filled up carefully.**

(For post code nos. 04-09)

- Candidates should have a valid email ID. It should be kept active during the currency

of this recruitment project. Bank may send call letters for written test, interview etc. through the registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to /of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line.**

- Before applying online a candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given on the website. Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications. **(Please refer to the Guidelines for Upload of Photograph and Signature in Annexure I)** Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification.
 - Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sublink titled **"ONLINE APPLICATION FOR ORIENTAL BANK SPECIALIST OFFICERS' RECRUITMENT PROJECT-2012-13"** to open up the appropriate Online Application Format.
 - **Candidates can modify their Online Application Form and are requested to make use of this facility to correct the details in online application, if any. This Modification facility shall be available two days after registration and up to 18.02.2013. Modification will be allowed only 3 times. After the above date, no modification will be permitted. Candidates should take utmost care to furnish the correct details while filling in the online application.**
- (vii) **Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Interview/Group Discussion. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Interview/ Group Discussion.** Candidates are also advised to keep a photocopy of the fee payment challan/NEFT receipt.
- (viii) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**
- ix) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS Challan/ NEFT receipt) TO THE BANK AT THIS STAGE**
- x) **The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview/ Group Discussion.**
- xi) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- xii) Make a note of the allotted System Generated Application Registration Number and Password.
- xiii) After applying On-Line, take two (02) Print-Outs of the duly filled in Computerised System Generated Application Form. One copy of the Application Form along with a set of the prescribed documents is to be brought along and submitted when invited for the Personal Interview/ Group Discussion. The other Print-out is to be retained by the applicant for future reference. The applicant should sign and affix his/her photograph

on the printout of application and keep the same ready for submission **if selected for Interview/ Group Discussion** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT receipt).
2. Valid IBPS Scorecard for the stipulated examination (for post code 01 to 03).
3. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD / any other related certificate as applicable.
7. Photo identity proof
8. Experience Certificate.

If selected for interview/group discussion, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their online application accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered.

The candidate is also required to bring along the Original Documents for verification when invited for the Personal Interview/ Group Discussion.

Chief General Manager (HRD)

GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE (applicable for Post Codes 04-09):

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:-

(i) 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 the file should be between 20kb – 50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii) 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 Hall Ticket 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 Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

Scanning the photograph & signature :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. 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).
5. 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 MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint 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 50kb (photograph) & 20kb (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 photograph and signature.

Procedure for uploading the Photograph and Signature :-

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature'.
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 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.
- 2. After registering online, candidates are advised to take a printout of their system generated online application forms.
- 3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

DEPOSIT RECEIPT

BANK'S COPY

**ORIENTAL BANK OF COMMERCE
SPECIALIST OFFICERS' RECRUITMENT PROJECT-
2012-13**

Application Fee Details

(Fee to be deposited between 30.01.2013 to
16.02.2013)

Account No. : 12371171000096

Account Name: "OBC Specialist Officer's
Recruitment Project : 2012-13"

Post Applied: _____

Candidates Name: _____

Candidate's Category: _____

Contact No _____

**Application Fee / Intimation Charges Rs _____
(Rupees _____ only)

OBC Branch Name: _____

Branch Code No#: _____

Transaction Id#: _____

Deposit Date: _____

Bank Stamp
Authorised Signatory

Details of fee to be paid :

Category of Applicant	Application Fee	
	For Officer (HRD)/ Rajbhasha and Manager (Law)	For all other posts
SC/ST/PWD (Only Intimation Charges)	Rs. 20.00	Rs. 50.00
For All Others	Rs.100.00	Rs. 400.00

Fee receiving branch is advised to write the
Transaction Id and Branch Code No. above
invariably.**DEPOSIT RECEIPT**

CANDIDATE'S COPY

**ORIENTAL BANK OF COMMERCE
SPECIALIST OFFICERS' RECRUITMENT PROJECT-
2012-13**

Application Fee Details

(Fee to be deposited between 30.01.2013 to
16.02.2013)

Account No. : 12371171000096

Account Name: "OBC Specialist Officer's
Recruitment Project : 2012-13"

Post Applied: _____

Candidates Name: _____

Candidate's Category: _____

Contact No _____

**Application Fee / Intimation Charges Rs _____
(Rupees _____ only)

OBC Branch Name: _____

Branch Code No#: _____

Transaction Id#: _____

Deposit Date: _____

Bank Stamp
Authorised Signatory

Details of fee to be paid :

Category of Applicant	Application Fee	
	For Officer (HRD)/ Rajbhasha and Manager (Law)	For all other posts
SC/ST/PWD (Only Intimation Charges)	Rs. 20.00	Rs. 50.00
For All Others	Rs.100.00	Rs. 400.00

Fee receiving branch is advised to write the
Transaction Id and Branch Code No. above
invariably.

FORMAT OF CASTE CERTIFICATE TO BE SUBMITTED BY SC/ST APPLICANTS

This is to certify that Shri/Shrimati/Kumari*
_____ son / daughter* of
Shri _____ of Village / Town*
_____ in District / Division* _____ of
the State / Union Territory* of _____ belongs to the
_____ Caste / Tribe* which is recognised as a Scheduled
Caste / Scheduled Tribe* under:

The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes & Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North- Eastern Areas (Reorganisation Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order,

1959, as amended by the Scheduled Castes & Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968; The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Castes Tribes, 1978;

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

...2...

*The Constitution (Scheduled Tribes) Order Second Amendment Act,

2. This Certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes Certificate issued to Shri / Shrimati* _____, father / mother* of Shri / Shrimati / Kumari* _____ of Village / Town* _____ in _____ District / _____ Division* of the State / Union Territory* of _____ who belong to the Caste / Tribe* which is recognised as a Scheduled Caster / Scheduled Tribe* in the State / Union Territory of _____ issued by the _____, dated _____.

3. Shri / Shrimati / Kumari* _____ and / or* his / her* family ordinarily reside(s) in Village / Town* _____ of the State / Union Territory* of _____.



Signature _____

Designation _____

PLACE: _____

STATE / UNION TERRITORY: _____

DATE : _____

NOTE. - The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

*** Please delete the words which are not applicable.**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA**

[G.I., Dept. of Per. & Trg., O.M.No.36033/28/94-Estt (Res.), dated
02.07.1977]

This is to certify that Shri/Shrimati/Kumari*
_____ son / daughter* of Shri
_____ of Village / Town*
_____ in District / Division* _____
of the State / Union Territory* of _____ belongs to the
_____ Community which is recognised as a Backward Class
under:

* (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No.186, dated the 13th September, 1993.

* (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

* (iii) Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

* (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri / Shrimati / Kumari* _____ and / or* his / her* family
ordinarily reside(s) in Village / Town* _____ of the State /
Union Territory* of _____.

This is also to certify that he / she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M.No.36012/22/93-Estt.(SCT), dated 08.09.1993.

SEAL OF OFFICE

Signature _____

Designation _____

Place : _____ Date : _____

*Strike out whichever is not applicable

N.B. - (a) The Term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificate are indicated below:-

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate &/or his family resides.

ANNEXURE – I

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL :

Certificate No.

Date :

DISABILITY CERTIFICATE

Recent photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

This is certified that Shri/Smt/Kum.....Son/wife/daughter of Shri age..... sexidentification mark(s)is suffering from permanent disability of following category :

1.

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms
 - (ii) BA-Both arms affected
 - (iii) BLA-Both legs and both arms affected
 - (iv) OL – One leg affected (right or left)
 - (v) OA – One arm affected
 - (vi) BH – Stiff back and hips (can not sit or stoop)
 - (vii) MW-Muscular weakness and limited physical endurance.
- (a) Impaired reach
 - (b) Weakness of grip
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic

B. Blindness or Low Vision

- (i) B-Blind
- (ii) PB – Partially Blind

C. Hearing impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period ofyears.....months*.

3. Percentage of disability is his/her case is percent.

4. Shri/Smt./Kum.....meets the following physical requirements for discharge of his/her duties.

- (i) F-can perform work by manipulating with fingers Yes/No
- (ii) PP-can perform work by pulling and pushing Yes/No
- (iii) L-can perform work by lifting Yes/No
- (iv) KC-can perform work by kneeling and crouching Yes/No
- (v) B-can perform work by bending Yes/No
- (vi) S-can perform work by sitting Yes/No
- (vii) ST-can perform work by standing Yes/No
- (viii) W-can perform work by walking Yes/No
- (ix) SE-can perform work by seeing Yes/No
- (x) H-can perform work by hearing/speaking Yes/No
- (xi) RW-can perform work by reading and writing Yes/No

(Dr.....)
Member
Medical Board

(Dr.....)
Member
Medical Board

(Dr.....)
Chairperson
Medical Board

Countersigned by the Medical
Superintendent/CMO/Head of Hospital (with seal)

*strike out whichever is not applicable.