



विजया बैंक VIJAYA BANK

(A GOVT. OF INDIA UNDERTAKING)

A friend you can bank upon

Head Office : 41/2, M G Road, BANGALORE – 560 001.

RECRUITMENT NOTIFICATION NO. 01/2011

RECRUITMENT OF SPECIALIST / GENERALIST OFFICERS - 2011-2012.

Vijaya Bank, a strong and fast growing Public Sector Bank, with its Head Office at Bangalore having a network of 1250 branches plus offices all over India, with a total employee strength of around 11,500, was founded on 23.10.1931 by Great Visionary Late Shri A.B. Shetty and other enterprising farmers in Mangalore, the cradle of Indian Banking, with an objective to promote Banking habit & entrepreneurship amongst the farming community of Dakshina Kannada district of Karnataka State. Vijaya Bank steadily grew into a Pan India Bank and in the process merged 9 Banks with itself and was nationalized on 15.04.1980.

The Bank is a pioneer in introducing new & innovative trend setting products, tailor made to the diverse needs of varied clientele. The Bank completed its platinum jubilee in the year 2006. The total business grew by 18% from Rs.1,03,867/- Crore to Rs.1,22,471/- Crore as at March 2011 (YOY), in congruence with the Bank's Mission, "To emerge as a prime national bank backed by modern technology, meeting customer's aspirations with professional banking services and sustained growth contributing to national development".

Moving ahead to totally accomplish the Mission, the Bank has set an ambitious target of crossing Rs. 1,50,000/- Crore total business by March 2012. The stupendous and consistent growth of the Bank from a modest beginning in the year 1931 to a Robust & Strong All India Bank, is achieved only by the creative ideas and the dedication of committed and invaluable Human Assets of the Bank.

The Bank is taking big strides to accomplish the Mission and as part of the on-going growth plan, the Bank invites young, talented, & dynamic personnel who are looking for a challenging work environment and progressive career, to apply for various positions with a view to shoulder diverse responsibilities.

Candidates who are looking for a challenging work and progressive career are invited to apply for the below mentioned positions on-line, between **22.11.2011 and 14.12.2011** only, through Bank's website www.vijayabank.com. Subsequently, the Print Out of the On-line Registered Application along with the Fee payment Challan for the requisite amount and relevant documents has to be sent. No other means /mode of Application/ Print-out will be accepted.

SCHEDULE OF ACTIVITIES	DATE
Opening date for On-Line Registration:	22.11.2011
Closing date for On-Line Registration: (For All Applicants, including those from Far Flung Areas)	14.12.2011
Last date for receipt of "print out of the Computer Generated On-Line Application"	21.12.2011
Last date for Receipt of "Print out of the Computer Generated On-Line Application (from Far Flung Areas):"	28.12.2011

Unless the On-line Registered Application Print-Out is received by post along with the Fee (Challan) and photograph, the On-Line Registration is not valid.

1. NAME OF THE POST / VACANCIES:

Post Code	Name of the post	Scale	No. of Vacancies	Specialist (S) / Generalist (G)	Age as on 22.11.2011 Minimum 21 years Maximum as below
01	Chief Manager - Company Secretary	IV	1	S	40
02	Chief Manager - Credit	IV	5	G	40
03	Chief Manager - Domestic Dealer	IV	2	S	40
04	Chief Manager - Forex Dealer	IV	2	S	40
05	Chief Manager - Forex	IV	2	S	40
06	Chief Manager - Personnel	IV	2	S	40
TOTAL SCALE- IV			14		
07	Senior Manager - FOREX	III	18	G	37
08	Senior Manager - Domestic Dealer	III	5	G	37
09	Senior Manager - Forex Dealer	III	5	G	37
10	Senior Manager - Credit	III	25	G	37
11	Senior Manager - Risk Management	III	27	G	37
12	Senior Manager - Personnel	III	3	S	37
13	Senior Manager - Credit Faculty	III	10	S	37
14	Senior Manager - IT Programming	III	2	S	35
15	Senior Manager - General Banking	III	276	G	40
TOTAL SCALE-III			371		
16	Manager - FOREX	II	10	G	35
17	Manager - Credit/Financial Analyst	II	2	G	35
18	Manager - Economist	II	3	S	35
19	Manager - Law	II	26	S	35
20	Manager - Personnel	II	3	S	35
21	Technical Officer - Engineer (Industrial Production / Chemical / Mechanical / Electrical Engineering)	II	4	S	35
22	Manager - IT Information Security	II	4	S	30
23	Manager - IT Network Engineering	II	2	S	30
24	Manager - IT Infrastructure & Enterprise Management System	II	2	S	30
25	Manager - IT Programming	II	2	S	30
26	Manager - DBA	II	1	S	30
27	Manager - IT System Administration	II	2	S	30
28	Manager - Public Relations	II	10	S	30
29	Manager - Security	II	15	S	45*
30	Manager Fire & Safety	II	1	S	35
31	Manager - Merchant Banking	II	2	S	35
32	Manager - General Banking	II	345	G	35
TOTAL SCALE-II			434		

* Age limit specified for Manager – Security is inclusive of all relaxations.

No. of vacancies against each Discipline is provisional and may vary according to the actual requirements of the Bank. The Bank also reserves the right to increase or decrease the vacancy/ies based on various factors/administrative requirements/reasons and shall also cancel the vacancies advertised for recruitment in different positions, without assigning any reason.

2. PAY SCALE, ALLOWANCES AND PERQUISITES:

Grade/Cadre	Pay Scale (Rs.)	Approximate total monthly emoluments inclusive of Basic, DA, CCA, HRA etc., at the start of the scale at metropolitan centres.*
Officers in SMG-S-IV	Rs. 30,600 – Rs. 36,200	Rs. 52,147/-
Officers in MMG-S-III	Rs. 25,700 – Rs. 31,500	Rs. 43,883/-
Officers in MMG-S-II	Rs. 19,400 – Rs. 28,100	Rs. 33,258/-

* In addition, officers are also eligible for Accommodation (in lieu of HRA), LTC, Leave encashment & LTC encashment in lieu of LTC, Reimbursement of Conveyance, Medical Aid, Hospitalization expenses, Retirement benefits, Loans at concessional rates as per the rules of the Bank. They are eligible for liberal welfare schemes & benefits.

3. RESERVATION FOR SCHEDULED CASTE, SCHEDULED TRIBE, OTHER BACKWARD CLASSES & PWD.

Grade Scale	CATEGORY				TOTAL	PWD		
	SC	ST	OBC	UR		OC	HI	VC
IV	3*	1*	6*	4	14*	-	-	-
III	54*	31*	105*	181	371*	5*	5*	3
II	72*	43*	126*	193	434	5	5*	5*
Total	129	75	237	378	819	10	10	8

* Including Backlog.

Reservations are followed strictly as per Government Guidelines

Abbreviations stand for:

SC-Scheduled Caste; ST-Scheduled Tribe; OBC- Other Backward Classes; UR-Unreserved; PWD - Person with Disability (VC -Visually Challenged; OC -Orthopaedically Challenged, HI -Hearing Impaired.)

[The definitions of the Visually Challenged (VC), Hearing Impaired (HI) and Orthopaedically Challenged (OC) are as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.] In case of non-availability of reserved candidates in Persons with disabilities (PWD) category, Bank reserves its right to inter-change these sub-categories as per Government Directives.

The reservation for Persons with disabilities is on horizontal basis. The selected candidates will be placed in the appropriate category (viz., SC, ST, OBC, Unreserved etc.) 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 as 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 unreserved category and they must fulfill all the eligibility conditions of Unreserved (General) Category.

4. RELAXATION IN UPPER AGE LIMIT:

Relaxation in age limit is for all posts except for Manager- Security, for which the maximum age limit specified is inclusive of all relaxations.

S. No	Category	Age relaxation
(1)	SC/ST Candidates	5 years
(2)	OBC (Below Creamy layer)	3 years
(3)	Persons domiciled in Kashmir Division in J&K State during the period from 01.01.1980 to 31.12.1989	5 years
(4)	Persons With Disability (PWD): i.e (a) -10- years for SC / ST (b) -8- years for OBC and (c) -5- years for Unreserved candidates.	5 years
(5)	The children/Family members of those who died in the 1984 riots	5 years
(6)	In the case of ex-servicemen and 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 the next one year from the last date for receipt of application), other 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 invalidity (a) by 5 years for selection through written test & interview, (b) by 3 years plus period of service in armed forces for selection through interview only, subject to ceiling as per Govt. guidelines.	
However, the candidate should not be aged above 50 years as on 22.11.2011, including all the cumulative relaxations.		

Note:

- An ex-serviceman who has once joined a government job on the civil side after availing 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.
- The relaxation in upper age limit is cumulative as per Govt. guidelines.
- All persons eligible for age relaxation under (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 Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1st January, 1980 and the 31st December, 1989.

FOR EMPLOYEES OF VIJAYA BANK:

Interested and eligible employees of Vijaya Bank must apply online and also send their application through proper channel.

Relaxation in age is given to the employees of Vijaya Bank to the extent of -5- years, for applying to higher grade/scale posts. However, the candidates should not be aged above 50 years as on the cut off date i.e. 22.11.2011, including all the cumulative age relaxations. This relaxation is not applicable for applying for the post of Manager-Security in MMG-S-II, where the maximum age limit is inclusive of all relaxation. However, employees of Vijaya Bank who are other wise eligible can apply for the said post.

5. ELIGIBILITY CRITERIA

5.1 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 Jan. 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 Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview conducted by the IBPS/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 Govt. of India.

5.2 EDUCATIONAL / PROFESSIONAL QUALIFICATIONS AND WORK EXPERIENCE AS ON 22.11.2011:

Note:

- The Educational qualifications prescribed for the post are the minimum. Candidates must possess the requisite qualifications as on 22.11.2011 and must attach proof, i.e., attested photocopies of the Provisional Pass/Degree Certificate and Mark sheet. As regards work experience specified against the relevant post, it is essential to possess the relevant experience in officers cadre/supervisory cadre and it should be relevant to the post applied and will be counted up to 22.11.2011.
- In addition to the educational qualification prescribed, computer knowledge is also essential for all posts.

Post Code	Post Name
01	Chief Manager - Company Secretary
Qualification	Should be ACS/FCS from The Institute of Company Secretaries of India (ICSI) preferably with LLB.
Experience	Minimum 5 years experience as an officer in a listed Medium/Large sized Bank/Financial Institution, of which minimum 1 year experience as Company Secretary, with working knowledge of Companies Act, FEMA, SEBI Act, BR Act with the capability and experience in conducting the AGM of a Company with a large Shareholder base.
Post Code	Post Name
02	Chief Manager - Credit
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 5 years experience in Banks / Financial Institutions/DFI as an officer, in Credit Dept., out of which minimum of 3 years experience in MMG-Scale II/III in scheduled commercial bank having evaluated credit proposals, analyzed and interpreted financials, credit statements, and other related documents and appraised large credit proposals.
Post Code	Post Name
03	Chief Manager - Domestic Dealer
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 5 years experience as a Dealer in the Domestic Dealing room of a Scheduled Commercial Bank/Financial institution/DFI as an officer, out of which minimum 3 years experience in MMG-Scale II/III.
Post Code	Post Name
04	Chief Manager - Forex Dealer
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 5 years experience as a Dealer in the Forex Dealing room of a Scheduled Commercial Bank/Financial institution/DFI as an officer, out of which minimum of 3 years experience in MMG-Scale II/III.
Post Code	Post Name
05	Chief Manager - FOREX
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.

Experience	Minimum 5 years experience as an officer in a Scheduled Commercial Bank / Financial Institution/DFI out of which minimum 3 years experience in MMG Scale II/III having exposure and experience in money market operations including call money, securities and bond market, derivatives, Forex etc.
Post Code	Post Name
06	Chief Manager - Personnel
Qualification	MBA / MSW (HR/Personnel Management/Industrial Relations) from a reputed university / institution or Post graduate degree in HR / Personnel Management / Industrial Relations.
Experience	Minimum 5 years post qualification experience as HR/IR Officer, out of which minimum of 2 years experience in MMG Scale II/III in a Scheduled Commercial Bank/Financial Institution.
Post Code	Post Name
07	Senior Manager - FOREX
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 4 years experience in Foreign Exchange as an Officer in a medium/large sized Bank/Financial Institution/DFI.
Post Code	Post Name
08	Senior Manager - Domestic Dealer
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 4 years experience as a Dealer in the Domestic Dealing room of a Scheduled Commercial Bank/Financial institution as an officer.
Post Code	Post Name
09	Senior Manager - Forex Dealer
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 4 years experience as a Dealer in Forex Dealing room of a Scheduled Commercial Bank/Financial Institution as an officer.
Post Code	Post Name
10	Senior Manager - (Credit)
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 4 years experience as an officer in a Scheduled Commercial Bank /Financial Institution/DFI in Credit Department of the said organization having evaluated credit proposals, analyzed and interpreted financials, credit statements, and other related documents and appraised large credit proposals.
Post Code	Post Name
11	Senior Manager - Risk Management
Qualification	1. A Graduate with CAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) Diploma in Risk Management / Treasury Management / International Banking and Knowledge of statistical packages such as SAS/SPSS will be an added advantage.
Experience	Minimum 4 years experience as an officer in all facets of Banking, out of which minimum 1-2 years experience in Risk Management domain in a medium/large sized Bank/Credit Rating agencies. The candidate is expected to have thorough working knowledge of Credit / Market / Operational/ Risk Management / Strong analytical/data analysis skills and proficiency in Computer Operations is desirable.
Post Code	Post Name
12	Senior Manager - Personnel
Qualification	MBA / MSW (HR/Personnel Management/Industrial Relations) from a reputed university / institution or Post graduate degree in HR / Personnel Management / Industrial Relations.
Experience	Minimum 4 years post qualification experience as HR/IR officer, out of which minimum of 1-2 years as HR/IR officer in a Scheduled Commercial Bank/financial institution.
Post Code	Post Name
13	Senior Manager - Credit Faculty
Qualification	Post Graduate with CAIIB. Candidates with DBF/DBM from IIBF will be given preference.
Experience	Minimum 4 years experience as an officer out of which 2 years experience as a Branch head/Credit officer in a Scheduled Commercial Bank including 1 year experience as a faculty/guest faculty at the Bank's training establishment in the areas of Credit.
Post Code	Post Name
14	Senior Manager - IT Programming
Qualification	MCA/B.E./B-Tech in Computer Science/Electronics & Communication/ Information Technology or Equivalent Qualification from a Recognized University. Certification in VB, Java, SQL, ASP.Net, C++, HTML, XML, ORACLE (OCA/OCP) will be an added advantage.
Experience	Minimum 4 years programming experience in a medium / large sized Bank/Financial Institution/ Organization. Knowledge of Finacle (Core Banking Software), Net Banking etc as a developer or implementer or technical support personnel is desirable.
Post Code	Post Name
15	Senior Manager (General Banking)
Qualification	A Graduate/Post Graduate in any discipline from a Recognised University. CAIIB (OR) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 4 years experience as an officer in a medium/large sized Scheduled Commercial Bank/Financial Institution/DFI having worked in Credit / Treasury / Forex / Accounts / Branch Operations / Retail, Insurance Products.
Post Code	Post Name
16	Manager - FOREX
Qualification	1. A Graduate with JAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) CAIIB/Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 2 years experience as an officer in Forex or Forex designated/authorised branch handling import/export matters, trade finance etc in a medium/large sized Bank/Financial Institution.
Post Code	Post Name
17	Manager - Credit / Financial Analyst
Qualification	1. A Graduate with JAIIB. (or) 2. CA/ICWA (or) 3. MBA (Finance) CAIIB/Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 2 years experience as an officer in a medium/large size Bank / Financial Institution in Credit portfolio. Knowledge of credit risk management will be an added advantage.
Post Code	Post Name
18	Manager - Economist
Qualification	Post graduate in Economics or equivalent qualification, with knowledge of econometrics, statistics and analytical forecasting techniques is essential. PhD/Doctorate in economics will be an added advantage.
Experience	Minimum 2 years experience as an officer in Planning/Economics Department of a Scheduled Commercial Bank/Financial Institution.
Post Code	Post Name
19	Manager - Law
Qualification	BL (LL.B) (Regular Full Time) from a Recognized University.
Experience	Minimum 5 years experience out of which 3 years as practicing Advocate in Civil Court/DRT dealing with Bank related cases. Priority/Preference will be given to candidates working in Banks.
Post Code	Post Name
20	Manager - Personnel
Qualification	MBA / MSW (HR/Personnel Management/ Industrial Relations) from a reputed university / institution or Post graduate degree in HR / Personnel Management / Industrial Relations.
Experience	Minimum 2 years post qualification experience as HR/IR Officer. Preference will be given to candidates working as HR/IR/Personnel officers in Scheduled Commercial Banks/Financial Institutions/DFI.
Post Code	Post Name
21	Technical Officer - Engineer
Qualification	BE/B-Tech/ME/M-Tech in Industrial Production / Chemical / Mechanical / Electrical Engineering or Equivalent qualification from a recognized university .

Experience	Minimum 2 years experience as an officer in Project Evaluation in a Scheduled Commercial Bank/ Financial Institution.
Post Code	Post Name
22	Manager - Information Technology Security
Qualification	MCA/B.E./B-Tech in Computer Science/Electronics & Communication/ Information Technology or Equivalent Qualification from a recognized University. Certification in any of the information systems (CISA/CISSP/CISM/CQA) is a must. CCNA/CEH/ISO 27001 LA will be an added advantage.
Experience	Minimum 2 years experience in Information Technology security in a medium/large sized Bank/ Financial Institution / Organization.
Post Code	Post Name
23	Manage - IT Network Engineering
Qualification	B.E. / B-Tech in Computer Science / Electronics & Communication/ Information Technology from a Recognized University. Cisco Certified Network Associate (CCNA) certification or Cisco Certified Network Professional (CCNP) Certification will be an added advantage.
Experience	Minimum 2 years related experience in Corporate Network Administration in a medium/large multi location organization. Good knowledge of networking equipments like VPN,VSAT, ISDN etc is desirable.
Post Code	Post Name
24	Manager - IT Infrastructure & Enterprise Management System
Qualification	BE (Computer Science / Electronics & Communication/ Information Technology) from a Recognized University or Equivalent Qualification from a Recognized University. ITIL / ITSM will be an added advantage
Experience	Minimum 3 years experience in IT Infrastructure Management.
Post Code	Post Name
25	Manager - IT Programming
Qualification	MCA/B.E./B-Tech in Computer Science/Electronics & Communication/ Information Technology or Equivalent Qualification from a Recognized University. Certification in VB, Java, SQL, ASP.Net, C++, HTML, XML, ORACLE (OCA/OCP) will be an added advantage.
Experience	Minimum 2 years programming experience in a medium /large sized Bank/Financial Institution/Organization. Knowledge of Finacle (Core Banking Software), Net Banking etc as a developer or implementer or technical support personnel is desirable.
Post Code	Post Name
26	Manager - Database Administration
Qualification	MCA / MCS / B.E. / B-Tech in Computer Science / Electronics & Communication/ Information Technology (or) Equivalent Qualification from a Recognized University. Advanced certification in Oracle (OCA/OCP) will be an added advantage.
Experience	Minimum 2 years experience in managing data base in a Bank or Financial Institution/Medium/Large organization. Experience as Corporate Data Base Administrator in Oracle, SQL Server and other databases, knowledge about working of Banks and knowledge of banking software as a developer or implementer is desirable.
Post Code	Post Name
27	Manager - IT System Administration
Qualification	BE (Computer Science / Electronics & Communication/ Information Technology) or MCA Admn. Cert. in Windows / Linux / Solaris / Other Operating Systems will be an added advantage.
Experience	Minimum 2 years experience as a System administrator in a medium/large size Bank/Financial Institution.
Post Code	Post Name
28	Manager - Public Relations
Qualification	Post graduate Degree (full time) in Public Relations / Journalism / Mass Communication/ Advertising.
Experience	Minimum 2-3 years post qualification experience as Public Relations Officer in a reputed organization with good verbal and written communication skills.
Post Code	Post Name
29	Manager - Security
Qualification	An officer with 5 years commissioned service in Army / Navy / Air Force OR a Police Officer not below the rank of Asst. SP/ Dy. SP with 5 years of service OR officer of identical rank in Para Military Forces with minimum 5 years service.
Experience	2 years of experience as a Security officer in a large Public/Private Sector Organization is desirable.
Post Code	Post Name
30	Manager - Fire & Safety
Qualification	BE (Fire) or External Sub-Officers Course or Divisional Officers Course from National Fire Service College, Nagpur.
Experience	Incase of BE (Fire), experience is not essential. In other cases minimum 5 years experience as station officer or equivalent post in City Fire Brigade or State Fire Service or in charge of Fire Officer in an industry. Candidates should have knowledge of Hydrant system, Fire detection system, Sprinkle system and disaster management.
Post Code	Post Name
31	Manager - Merchant Banking
Qualification	1. A Graduate with JAIIB (or) 2. CA/ICWA (or) 3. MBA (Finance) CAIIB / Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 1-2 years experience as an officer in handling merchant banking activities, dealing with RBI/SEBI etc.
Post Code	Post Name
32	Manager - (General Banking)
Qualification	A Graduate/Post Graduate in any discipline from a Recognised University. CAIIB (OR) Diploma in Risk Management / Treasury Management / International Banking will be an added advantage.
Experience	Minimum 2 years experience as an officer in a medium/large sized Scheduled Commercial Bank/ Financial Institution, having worked in Credit / Treasury / Forex / Accounts / Branch operations / Retail and Insurance Products

Note:

Wherever qualification is mentioned above as Equivalent Qualification, candidates who claim to possess the equivalent qualification may apply for the said post. However, it is the duty & responsibility of the candidate to ensure that the course studied by him/her is equivalent to the qualifications mentioned above against each post. **Bank will not entertain any query in this regard.** Further, on scrutiny, if it is found that a candidates' claim that the course studied by him/her is not equivalent to the qualification specified then his/her candidature will be cancelled as specified in General Instructions - 8(d).

6. SELECTION PROCEDURE:

Name of the Post	Selection Procedure
Specialist / Generalist officers in MMG-S-II to SMG-S-IV	Interview

6.1. Interview:

Only the short-listed candidates would be called for interview. Shortlisting will be done by taking into consideration the various attributes like qualifications/additional qualifications, experience under relevant area, the length of experience and the relevancy of the experience to the post notified by the bank and at the discretion of the Bank. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short-listing with reference to candidates' aforesaid attributes, etc.

6.2. Final Selection:

Final selection will be based on the performance of the short listed candidates in the personal interview in the respective functional area of banking/field of specialization and their overall suitability to the Bank.

7. APPLICATION FEE & POSTAGE CHARGES (NON-REFUNDABLE):

7.1.A) Rs.50/= towards postal charges (No Application fee) for SC/ST/Persons With Disabilities.

7.1.B) Rs.300/= Application fee (including postal charges) for all others including OBC & Ex-Servicemen.

Note: Candidates may apply for more than one post. They must however, register on-line for each post separately and must send the print-out of the registered application accompanied by separate fee and separate attested copies of required certificates etc.

7.1.C. Procedure for Payment of Fees:

- A candidate has to first visit the Bank's website and take a printout of the respective Fee Payment Challan
- After filling in all the necessary details on the Fee Payment Challan in block letters the candidate has to go to the nearest Vijaya Bank branch and pay the requisite application/postage fee in Account No. **900900022503005**

towards "VIJAYA BANK REC PROJ- 2011-12 - MMG-II - SMGIV".

- (iii) Candidates can visit Bank's website for the list of our branches.
- (iv) After payment of fees the candidate should obtain the 'Bank's Copy' and 'Candidate's Copy' of the Fee Payment Challan with the necessary particulars such as (1) Branch Name (2) Branch Code (3) Date of Deposit and Amount (4) Transaction ID duly filled in by the Branch official. Kindly ensure that these details are filled in as these will have to be mentioned in the Online Application Form.
- (v) The original Fee Paid Challan will have to be sent along with the Computer generated on-line application printout and requisite enclosures.
- (vi) Fees can be paid only between **22.11.2011 and 14.12.2011**.
- (vii) **Payment of Application Fee and/ or Postal charges through Demand Draft / Cheques / Money Orders / Postal Orders etc. will not be accepted.**
- (viii) Applications once made will not be allowed to be withdrawn and fees once paid will not be refunded in any case (even if the vacancies for recruitment in a particular position is cancelled by the Bank), nor can it be held in reserve for any other selection process. **Candidates are advised to ensure that he/she fulfills the eligibility norms.**

8. GENERAL INSTRUCTIONS:

a) Educational Qualifications: The qualifications prescribed for the post are the minimum. Candidates must possess the qualifications as on 22.11.2011.

b) Probation Period & Indemnity Bond:

Probation for officers: Two years. However, the Bank may reduce the period of probation at the time of appointment. All the officers in all scales and specialized fields are required to serve the Bank for a minimum prescribed period of 3 years from the date of joining the bank and are also required to execute an indemnity bond of Rs. 3.00 Lakh (Rupees Three Lakh only) at the time of joining the Bank indemnifying that they will pay an amount of Rs. 3.00 lakh to the Bank, if they leave the service before completion of the stipulated period of 3 years.

c) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any Print-out or communication.

d) Before applying for a post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the interview, selection and any other matter relating to recruitment will be final and binding on the candidate. **The Bank in this behalf shall entertain no correspondence or personal enquiries. In case, it is detected at any stage of recruitment process that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled and the fee/s paid by him/her will be forfeited. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.**

- e) (i) Candidates, must submit the attested photocopies of all the certificates in support of educational qualifications, experience, date of birth and caste/disability(if any).
- (ii) Candidates belonging to SC/ST/OBC and PWD category should send an attested copy of their Caste Certificate/Certificate of Disability issued by the Competent Authority. However, these candidates will have to produce original caste certificate/relevant certificates at the time of interview as the case may be, failing which his/her candidature will be cancelled.
- (iii) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'Gen' or 'Gen Persons With Disabilities' as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections is excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. having 'CREAMY LAYER' Clause, based on income for the financial year 2010-2011 should be submitted. **OBC certificate should not be more than one year old as on the date of Print-out.**
- (iv) "Persons with Disabilities" claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the "The Persons With Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act of 1995" in support of their disability.

f) A Computer generated Print-out not accompanied by copies of relevant certificates where necessary or requisite fee payment challan or not in prescribed format or incomplete in any respect will not be entertained.

g) A recent, recognizable passport size photograph should be uploaded in the online application form and should be signed across by the candidate in the printout. Three copies of the same photograph should be retained for use at the time of interview as the case may be. 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.

h) The short listed candidates will have to appear for Interview at their own expense. However, eligible (Unemployed) outstation SC/ST & PWD candidates attending the interview will be reimbursed to & fro First Class Rail/Bus Fare by the shortest route on production of evidence of travel. Fare will not be reimbursed to candidates belonging to other categories appearing for interview.

i) Candidates should be willing to serve anywhere in India.

j) Candidates serving in Government/Public sector undertaking (including banks) should send Print-outs of online registered application through proper channel and produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered. Advance copy of the application along with the original Fee payment Challan should be sent to the addressee within the stipulated time.

k) Any request for change of address will not be entertained.

l) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bangalore only.

m) The IBPS / Bank takes no responsibility to connect any certificate/remittance sent separately.

n) In case any dispute arises on account of interpretation in version other than English, English version will prevail.

o) Persons who have taken voluntary retirement under the Special Scheme introduced by public sector banks or are terminated by the employer are not eligible to apply.

p) 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.

q) Banking is versatile activity, which needs all round grooming of the selected candidates. Accordingly, the specialist officers, recruited/selected in the Bank will be required to inculcate overall knowledge of various facets of banking for which the bank will provide necessary on-the-job/theoretical training in Staff Training College, etc., so as to enable specialist recruits also to undertake all type of banking activities

r) In respect of previous experience, reference has been made to various scales. It should be clearly understood that this is with reference to hierarchy/scale prevailing in nationalized banks. Candidates who are not from nationalized banks should have experience in a scale equivalent to that.

s) 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 should not suppress any material information while registering the information online.

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

- i) Using unfair means or
- ii) Impersonating or procuring impersonation by any person or
- iii) Misbehaving in the Interview Venue or
- iv) Resorting to any irregular or improper means in connection with his/her candidature for selection or
- v) Obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable :
 - a) To be disqualified for the post/s for which he/she is a candidate.
 - b) To be debarred, either permanently or for a specified period, from any examination/recruitment conducted by IBPS / Bank.

9. HOW TO APPLY:

(i) Candidates are required to apply Online through the Bank's website www.vijayabank.com. No other means/ mode of application will be accepted.

(ii) Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment project. Bank may send communication/s for Interview etc. through the registered email ID also. Under no circumstances, he/she should share/mention e-mail ID to/ of any other person.

(iii) In case a candidate does not have a valid personal email ID, he/she should create his/her new e-mail ID before applying Online.

(iv) Applicants are first required to visit the Bank's website www.vijayabank.com and click the "Recruitment" link on the Home Page.

(v) Thereafter, open the Recruitment Notification titled "RECRUITMENT PROJECT FOR GENERALIST AND SPECIALIST OFFICERS - 2011-12".

(vi) Take a Printout of the 'FEE PAYMENT CHALLAN'.

(vii) Fill in the Fee Payment Challan in a clear & legible handwriting in BLOCK / CAPITAL LETTERS.

(viii) Go to the nearest Vijaya Bank Branch with the Fee Payment Challan and pay, in Cash, the appropriate Application Fee / Postage Charges in Account No. **900900022503005** towards "VIJAYA BANK REC PROJ 2011-12 Scale-II-IV"

(ix) The details of fee to be paid are indicated in 7 (APPLICATION FEE & POSTAGE CHARGES (NON-REFUNDABLE)) above. Even if the last date for applying online is changed / extended; the dates for Payment of the Application Fee / Postage Charges will remain the same i.e. 22.11.2011 to 14.12.2011.

(x) Candidates can visit Banks' website for the list of our branches.

(xi) After payment of fees the candidate should obtain the 'Candidate's Copy' of the Fee Payment Challan with the necessary particulars such as (1) Branch Name (2) Branch Code (3) Date of Deposit and Amount (4) Transaction ID duly filled in by the Branch official. Kindly ensure that these details are filled in as these will have to be mentioned in the Online Application Form.

(xii) **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.**

(xiii) **Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.**

(xiv) Candidates are now ready to Apply Online by revisiting the --> Recruitment option on the Bank's website and selecting the option "Click here to Apply Online" under "VIJAYA BANK Recruitment PROJECT-2011-2012-SPECIALIST/GENERALIST OFFICERS" to open up the appropriate Online Application Format.

(xv) Carefully fill in the details from the Fee Payment Challan in the Online Application Form at the appropriate places. Fill in all other required information. Ensure that all Biodata details are correctly filled in. Click the Submit button. Retain your Registration No. and Password for further reference safely. There is a provision to modify the submitted online application. Candidates 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 upto 16.12.2011 only. 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.**

(xvi) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to deposit the fees to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of internet failure/ website jam/congestion/choking etc.

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

(xviii) After applying Online, candidate should obtain a Computer Generated Online Registered Application Print-Out. The Computer Generated Online Registered Application Print-out complete in all respects along with the required certificates/documents / fee payment challan, should be sent by **ordinary post** in a closed envelope super scribed "APPLICATION FOR THE POST OF (Post code No.) in Vijaya Bank", to the following address:

VIJAYA BANK RECRUITMENT PROJECT - 2011-12
(Specialist / Generalist Officers in MMG - S-II to SMG - S - IV)
Post Box No. 7693
Kandivali (West), Mumbai 400 067

Note:

a) Each hard copy of the computer generated online registered printout application/printout pasted, with recent photograph, signed at appropriate place, must be accompanied by (i) Fee Payment (Bank) Challan (ii) Copies of under mentioned certificates (only attested true copies of certificates) should be sent by candidates along with the application through ORDINARY POST :

- i. Secondary School Certificate/School Leaving Certificate or any other documentary proof of age.
- ii. Marks Sheets (year-wise) showing specifically the subject studied and certificate/s in support of educational qualifications viz., SSLC, 12th/PUC, Graduate Degree, Post-graduate Degree, Professional Research, etc.
- iii. Experience certificate/s specifying designation, Grade/Scale, job profile, period of service (with specific dates, emoluments, activity profile of previous and present employers, etc.)
- iv. SC/ST/OBC/Ex-Servicemen / Persons with disability (PWD) certificate/s as detailed in Section 3 & 4, wherever applicable.

b) In order to ensure that the applications enclosing relevant documents reach well before the closing date, the candidates serving in Government/Quasi Government Offices / Public Sector Undertakings including Nationalized Banks & Financial Institutions are advised to submit their computer generated application printout along with the original fee payment challan in advance.

c) Employees of Vijaya Bank who satisfy the eligibility criteria, after applying online, should submit the Computer generated printouts through proper channel to the **Chief Manager**, Vijaya Bank, Head Office, Personnel Department (HRD), Bangalore-1. Such candidates, if selected, shall have to resign from their existing positions in the Bank and rejoin the Bank's service afresh.

d) **Unless the hard copy of the 'Online Registered Computer Generated Application Print-Out' is received by Ordinary Post along with the requisite fee payment Challan, duly signed and enclosed with relevant certificates the On-line registration is not valid.**

(xix) Candidates desirous of applying for more than one post must send separate applications to each post along with separate set of copies of required certificates and separate fee/postal charges as applicable, in separate envelopes. Single application for more than one post or two or more applications sent in one envelope shall be treated as invalid.

10. LAST DATE FOR RECEIPT OF APPLICATION PRINT-OUTS:

THE COMPUTER GENERATED ONLINE REGISTERED APPLICATION PRINTOUT ALONG WITH RELEVANT DOCUMENTS WITH FEE PAYMENT CHALLAN SHOULD REACH the Address mentioned above BEFORE **21.12.2011 by Ordinary Post only**. For the candidates staying abroad and for those sending the print-out of the computer generated online registered application from far flung areas i.e. Andaman & Nicobar Islands, Lakshadweep, Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J & K State, Lahaul and Spiti District and Pangl Sub-Division of Chamba District of Himachal Pradesh, the last date for receipt of Print-out will be 28.12.2011. **An application received after the last date will not be entertained by Bank.**

The Bank will not be responsible for any loss of application, relevant documents, Fee Payment Challan in transit or for rejection of application because of non-receipt of the hard copy of the application, relevant documents, fee payment Challan before the stipulated date.

11. CALL LETTERS FOR INTERVIEW:

Short listed candidates will receive call letters by post at the correspondence address given by the candidate in their Print-out form by ordinary post and requests for sending letters to a different address subsequently will not be entertained. The applicants are advised to visit the Bank's website www.vijayabank.com for future announcements/details.

12. All further announcements/details pertaining to this Recruitment Project will be published / provided in our Bank's website (www.vijayabank.com) from time to time. All the applicants are advised to visit the Bank's website at regular intervals, for all further announcements / details.

DATE: 22.11.2011
PLACE : BANGALORE

GENERAL MANAGER (PERSONNEL)

www.vijayabank.com