



## Indian Banks' Association

### RECRUITMENT FOR THE POST OF MANAGER

Indian Banks' Association (IBA) is a voluntary association of banks with members from Public Sector, Private Sector, Foreign and Co-operative Banks in India and functions as a think tank for banks in the matters of concern for the whole banking industry.

The Association invites application form Indian Citizens for the aforesaid post.

#### 1. **IMPORTANT DATES:**

Online Registration of Application	18-06-2019
Last date of filing online application on Website	03-07-2019
Date of Examination	28-07-2019

#### 2. **ELIGIBILITY CRITERIA:**

##### A. **Nationality / Citizenship:**

A candidate must be a Citizen of India

##### B. **Age, Educational Qualification & Experience (As on 31.03.2019)**

Designation	Number of Posts	Age	Educational Qualifications	Experience
Manager	06	Not more than 35 years as on 31.03.2019	Graduate/ Post Graduate from A recognized University	a. Serving/ Ex-Officers of Public Sector Banks in the Grade of Scale I & II or equivalent post in Private/ Foreign Sector Banks/Financial Institutions. b. The Applicant should have necessary skills and managerial experience of minimum Five years of working in Banks/ Financial Institutions.

Note:

- (i) The number of vacancies is provisional and may vary according to actual requirements of the Association. All vacancies are in Mumbai only.
- (ii) Degrees obtained should be from a University/ Institution/ Board recognized by Government of India/ approved by government regulatory bodies.

### 3. EMOLUMENTS:

- (i) Basic Pay range of ₹ 26,180 - ₹ 62,480 at present.
- (ii) In addition DA, HRA, Conveyance Allowance, Telephone Allowance, Annual Leave Travel Allowance, Annual Medical Aid and Annual Performance Incentive are payable. The total emolument per annum excluding Annual Performance Incentive at the minimum of the pay scale comes to ₹ 6.80 Lakhs per annum approx.
- (iii) Superannuation benefits, viz., Gratuity, Leave Encashment and PF/ EPS as per EPF Act, 1952 are also payable in terms of IBA Staff Rules.
- (iv) **IBA does not have quarter facilities for the staff.**
- (v) Probation and Confirmation: The selected candidates will be on probation for a period of one year from the date of joining. Their confirmation in the Association's service will be decided in terms of the provisions of the IBA Staff Rules.

### 4. SCHEME OF EXAMINATION:

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration
1.	General Banking	50	100	30 Minutes
2.	General Awareness	30	60	15 Minutes
3.	Reasoning Ability	30	30	20 Minutes
4.	Quantitative Aptitude	30	30	20 Minutes
5.	English Language	30	30	20 Minutes
6.	Computer Awareness	30	30	15 Minutes
	<b>Sub- Total</b>	<b>200</b>	<b>280</b>	<b>120 Minutes</b>
7.	Essay & Letter (With respect to Banking)	2	20	30 minutes
	<b>Total</b>		<b>300</b>	<b>150 minutes</b>

### 5. PROCESS FOR ARRIVING AT SCORES:

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty of 0.25 marks for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*.

(\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.)

(iii) Test- wise scores and scores on total is reported with decimal point up to two digits.

(Note: Cutoffs are applied in two stages: (a) on scores in individual tests; & (b) on Total Score)

## 6. **HOW TO APPLY:**

### **DETAILED GUIDELINES/ PROCEDURES FOR**

#### **A. APPLICATION REGISTRATION**

#### **B. PAYMENT OF FEES**

#### **C. DOCUMENT SCAN AND UPLOAD**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION:**

- (i) Candidates can apply online only from **18-06-2019** to **03-07-2019** and no other mode of application will be accepted.
- (ii) **Last date for payment of fees online: 03-07-2019**
- (iii) Before applying online, candidates should scan his/ her:
  - **Colour photograph (4.5cm × 3.5cm)**
  - **signature (with black ink)**
  - **left thumb impression (on white paper with black or blue ink)**
  - **a hand written declaration (on a white paper with black ink) (text given below)****and ensure that the all these scanned documents adhere to the required specifications (given below) to this Advertisement.**
- (iv) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (v) **The left thumb impression should be properly scanned and not smudged.** (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (vi) **The text for the hand written declaration is as follows –**  
***“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”***
- (vii) **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.** (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (viii) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.**

- (ix) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IBA may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

#### **A. APPLICATION REGISTRATION**

1. Candidates to go to the **IBA website** and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

#### **B. PAYMENT OF APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

Examination Fees - ₹ 750/- inclusive of GST (Non-refundable)

Payment of Fees will be accepted only through Online Mode. No other means of payment will be allowed.

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

## ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. While making payment, kindly use words '**IBA Manager**' in narration/ remark.
4. After submitting your payment information in the online application form, **please wait for the intimation from the server. Do not press back or refresh button in order to avoid double charge.**
5. On successful completion of the transaction, an e-Receipt will be generated.
6. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
7. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
8. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. **There is facility to print application form containing fee details after payment of fees.**

## C. DOCUMENT SCAN AND UPLOAD

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.

Guidelines for scanning and Upload of Documents

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

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(II) Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

(III) Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg, .jpg format by using MS-Paint or MS-Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format

by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

- **If the file size and format are not as prescribed, an error message will be displayed.**
- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**

(IV) Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
  - o File type: jpg / jpeg
  - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i. e. 3 cm \* 3 cm (Width \* Height)
  - o File Size: 20 KB – 50 KB

(V) Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
  - o File type: jpg / jpeg
  - o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i. e. 10 cm \* 5 cm (Width \* Height)
  - o File Size: 50 KB – 100 KB

(VI) Procedure for uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Your Online Application will not be registered unless you upload your photograph, signature, left thumb impression and hand written declaration as specified.**

**Note:**

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

**7. CENTER CLAUSES:**

- (i) **There will only be one center for examination i. e. Mumbai.**
- (ii) No request for change of center/venue/date/session for Examination shall be entertained.
- (iii) IBA, however, reserves the right to add Examination Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and IBA will not be responsible for any injury or losses etc. of any nature.
- (v) If sufficient number of candidates does not opt for a Mumbai center for "Online" examination or if the number of candidates is more than the capacity available for online exam for a Mumbai center, IBA reserves the right to allot any other adjunct center to the candidate.

**8. SELECTION PROCEDURE:**

- a. Candidates will have to appear for the online test to be conducted by the organisation.
- b. Candidates must obtain minimum qualifying marks in each test separately and should also obtain minimum marks in the aggregate to qualify for the interview.
- c. Descriptive paper of only those candidates will be evaluated who qualify in the objective part of main examination.
- d. The successful candidates will be called for Interview on the basis of merit list.
- e. Subject to their being medically fit for employment, the selected candidates will be initially appointed on probation.



- f. The organisation reserves the right to reject any application, at any stage of recruitment, without assigning any reason and no correspondence in this regard will be entertained.

**9. IMPORTANT INSTRUCTIONS TO CANDIDATES:**

- (a) Candidates should ensure that they possess/ fulfil all the eligibility criteria/ conditions prescribed for the post as prescribed in the advertisement.
- (b) Before filling up of the online application, candidates are advised to thoroughly read the entire instructions and information.
- (c) Candidates are advised to visit only the official website of IBA – [www.iba.org.in](http://www.iba.org.in)
- (d) Candidates should have their own Mobile Number and valid & active e-mail ID as IBA shall send all recruitment related communications only through SMS and e-mail. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to exam will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
- (e) Candidates must apply online through the website [www.iba.org.in](http://www.iba.org.in) and no other means/ mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected.
- (f) Eligibility of the candidates will be considered only on the basis of the information furnished in the ONLINE Application.

**10. DOWNLOAD OF CALL LETTER FOR EXAM:**

Candidates will have to visit the IBA Website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**Candidates Reporting Late** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 and 1/2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

## 11. **IDENTITY VERIFICATION:**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazette Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhaar card/ E-Aadhaar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter/ Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and on Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/ their original marriage certificate / affidavit in original.

## 12. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, 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 examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate;
  - (b) to be debarred either permanently or for a specified period from any examination conducted by IBA;
  - (c) for termination of service, if he/ she has already joined the Bank.

**13. GENERAL INSTRUCTIONS:**

- (i) Association reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced in our website / by email.
- (ii) Candidates are requested to check their email and our website regularly, to keep track of the process.
- (iii) Before applying for post, the candidate should ensure that he / she fulfills the eligibility criteria and other norms specified in this advertisement. Candidates are therefore urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
- (iv) Candidates to appear for the interview at their own cost. No TA/DA will be reimbursed to candidates for appearing in the Interview.
- (v) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (vi) Only those candidates who are short-listed for appearing in the Personal Interview will be intimated through e-mail only.
- (vii) Appointment of shortlisted candidate will be subject to his/her being declared medically fit as per the requirement of the Association. Such appointment will also be subject to the Service Regulations & Conduct Rules of IBA.
- (viii) Selected candidates will be required to produce a valid discharge certificate/ relieving letter from their last employer before joining the service.

**Place: Mumbai**  
**Date: 18.06.2019**  
**HR & IR Dept.**

-----