



## RECRUITMENT OF SPECIALIST OFFICERS

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai invites Applications for the following posts:

ACTIVITY	DATES
On-line registration including Edit/Modification of Application by candidates	22.01.2020 to 10.02.2020
Payment of Application Fees/Intimation Charges (Online)	
Download of call letters for online examination	20.02.2020 onwards
Online Examination	08.03.2020

Post Code	Post	Scale	Vacancy	SC	ST	OBC	EWS	UR	Out of PWBD			
									OC	VI	HI	ID
1	Assistant Manager Credit	I	85	13	6	23	8	35	1	1	1	0
2	Manager Credit	II	15	2	1	4	1	7	0	0	0	0
3	Manager Security	II	15	2	1	4	1	7	0	0	0	0
4	Manager Forex	II	10	1	1	2	1	5	0	0	0	1
5	Manager Legal	II	2	0	0	1	0	1	0	0	0	0
6	Manager Dealer	II	5	1	0	1	1	2	0	0	0	0
7	Manager Risk Management	II	5	1	0	1	0	3	0	0	0	0
8	Senior Manager Risk Management	III	1	0	0	0	0	1	0	0	0	0

A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

**Note:** The number of vacancies and also the number of reserved vacancies are provisional and may vary according to actual requirement of the Bank. The reservation for PWBD is on horizontal basis and the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/Unreserved) to which they belong to.

Abbreviations stand for: -

SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Class, EWS – Economically Weaker Section, UR- Unreserved, PWBD- Persons with Benchmark Disabilities, OC – Orthopedically Challenged, VI – Visually Impaired, HI – Hearing Impaired, ID-Identified Disabilities

## **Reservation for Persons with Benchmark Disabilities**

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.

## **EWS (Economically Weaker Section)**

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019

2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- i.) 5 acres of Agricultural Land and above;
- ii.) Residential flat of 1000 sq. ft. and above;
- iii.) Residential plot of 100 sq. yards and above in notified municipalities;
- iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

3. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

4. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/ interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

5. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

6. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

### **PAY SCALE AND EMOLUMENTS**

Scale I -	23700	$\frac{980}{7}$	30560	$\frac{1145}{2}$	32850	$\frac{1310}{7}$	42020
Scale II -	31705	$\frac{1145}{1}$	32850	$\frac{1310}{10}$	45950		
Scale III -	42020	$\frac{1310}{5}$	48570	$\frac{1460}{2}$	51490		

DA, CCA, HRA / Leased accommodation, Leave Fare Concession, Medical Aid, Hospitalization Benefits, Retirement Benefits and other perquisites will be admissible as per the rules of the Bank.

### **ELIGIBILITY CRITERIA**

#### **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) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

## AGE, EDUCATIONAL QUALIFICATION AND POST QUALIFICATION WORK EXPERIENCE

The date for fulfillment of eligibility for Age, Educational/Professional/ Qualification and Work Experience is 01.07.2019

Post Code	Post	Age limit	Educational Qualification	Experience (Post Qualification)
1	Assistant Manager Credit	Min -20 Max-30	1. Graduate in any discipline and Post Graduate (2 years duration) in any of the following: a. Business b. Management c. Finance d. Banking from a University / Institution / Board recognised by Government of India / Government regulatory bodies. OR 2. CA/ICWA/CFA from a University / Institution / Board recognised by Government of India / Government regulatory bodies wherever applicable.	Nil.
2	Manager Credit	Min -25 Max-35	Graduate in any discipline and Post Graduate (2 years duration) in any of the following: a. Business b. Management c. Finance d. Banking from a University / Institution / Board recognised by Government of India / Government regulatory bodies. OR 2. CA/ICWA/CFA from a University / Institution / Board recognised by Government of India / Government regulatory bodies wherever applicable.	Minimum 1 year of experience in credit in Public / Private / Foreign Banks.
3	Manager Security	Min -25 Max-35	Graduate in any discipline from any University recognized by Govt of India.	5 years (either by way of pre or post qualification experience) as a Commissioned Officer in the Indian Army/Navy/Air Force OR Police Officer not below the rank of Deputy Superintendent of Police OR Assistant Commandant or equivalent Rank in Paramilitary Forces.

Post Code	Post	Age limit	Educational Qualification	Experience (Post Qualification)
4	Manager Forex	Min -25 Max-35	<p>1. Graduate in any discipline and Post Graduate (2 years duration) in any of the following:  a. Business  b. Management  c. Finance  d. Banking  from a University / Institution / Board recognised by Government of India / Government regulatory bodies.</p> <p>OR</p> <p>2. CA / ICWA / CFA from a University / Institution / Board recognised by Government of India / Government regulatory bodies wherever applicable.</p>	Minimum 3 years of experience with Public / Private / Foreign Banks in dealing in interbank and cross currency deals / handling trade finance portfolio.
5	Manager Legal	Min -25 Max-35	<p>A Bachelor Degree in Law (LLB) and enrolled as an advocate with Bar Council.</p>	<p>Enrolled as Advocate with Bar council and having 3 years of experience as practicing advocate at Bar.</p> <p>OR</p> <p>Minimum of 3 years experience as Legal Officer in Public / Private / Foreign Banks.</p>
6	Manager Dealer	Min -25 Max-35	<p>1. Graduate in any discipline and Post Graduate (2 years duration) in any of the following:  a. Business  b. Management  c. Finance  d. Banking  from a University / Institution / Board recognised by Government of India / Government regulatory bodies.</p> <p>OR</p> <p>2. CA / ICWA / CFA from a University / Institution / Board recognised by Government of India / Government regulatory bodies wherever applicable.</p>	Minimum 3 years of experience in Public / Private / Foreign Banks in dealing in G Sec, Money Market, Equity, SLR and Non SLR.

Post Code	Post	Age limit	Educational Qualification	Experience (Post Qualification)
7	Manager Risk Management	Min -25 Max-35	1. Graduate in any discipline and Post Graduate (2 years duration) in any of the following: a. Business b. Management c. Finance d. Banking e. Statistics f. Econometrics	Minimum 1 year Experience in Credit at Public / Private / Foreign Banks.
8	Senior Manager Risk Management	Min -27 Max-37	1. Graduate in any discipline and Post Graduate (2 years duration) in any of the following: a. Business b. Management c. Finance d. Banking e. Statistics f. Econometrics g. Economics h. Risk Management i. Mathematics from a University / Institution / Board recognised by Government of India / Government regulatory bodies  OR 2. Graduate in any discipline and FRM from GARP.	Minimum 3 years of Experience in Public / Private / Foreign Banks of which 2 years experience in Risk Management Department.

#### RELAXATION IN UPPER AGE LIMIT

S No.	Category	Age Relaxation
A	Scheduled Caste/ Scheduled Tribe candidates	5 Years
B	Other Backward Classes (Non-Creamy Layer) candidates	3 Years
C	Persons with Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	10 Years
D	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 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 physical disability attributable to military service or invalidment.	5 Years

E	Persons ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01.1980 and 31.12.1989	5 Years
F	Persons affected by 1984 riots	5 Years

**Note:**

- (i) The maximum age specified as eligibility criteria is applicable to General Category candidates.
- (ii) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. C to F.
- (iii) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any subsequent stage of the recruitment process.
- (iv) The candidates eligible for age relaxation as per Point No. E must produce the Domicile certificate at the time of interview from the District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Government to the effect that the candidate had ordinarily been domiciled in the State of J & K during 1<sup>st</sup> January 1980 and the 31<sup>st</sup> day of December 1989.
- (v) An Ex-Servicemen who has once joined a Government job on 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 the re-employment in Government jobs ceases.  
There is no reservation for Ex-servicemen in Officers' Cadre

## **GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING THE SERVICES OF A SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the Test. In all such cases where the services of a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the test.
- Those candidates who will use the services of a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the posts mentioned in this advertisement. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should indicate the same in the online application form. Any subsequent request will not be entertained.

- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

## **GUIDELINES FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY**

- Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

## **GUIDELINES FOR VISUALLY IMPAIRED CANDIDATES**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time**

## **PROBATION AND CONFIRMATION**

The selected candidates in Scale I posts will be on probation for a period of 2 years from the date of joining. Selected candidates in Scale II and III posts will be on probation for a period of 1 year from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provisions of Indian Bank Officers Service Regulations, 1979.

## **POSTING AND TRANSFERABILITY OF THE SELECTED CANDIDATES**

The selected candidates will be posted as per the requirement of the Bank and thereafter liable to be transferred anywhere in India.

## **INDEMNITY BOND WITH SURETY FOR MINIMUM PERIOD OF SERVICE**

A candidate upon appointment shall not leave or discontinue service in the Bank without giving notice in writing, of the intention to leave or discontinue the services or resign. The period of notice required will be 3 months of active service. Candidate has to execute an 'Indemnity Bond with Surety' undertaking to serve the Bank for minimum period of two years. If an appointed candidate intend to leave or discontinue the services or resign from the services of the Bank before completion of 2 years of service from the date of joining the Bank, he/she shall reimburse the Bond amount of Rs 2 lakhs along with salary for the un-served notice period and the cost incurred by the Bank for imparting training and any other expenses that the Bank has incurred on his/her behalf.



## SELECTION PROCEDURE

The selection process for post code 3, Manager Security will comprise of shortlisting of applications followed by interview.

For other posts, the selection process will comprise of a test and personal interview.

## TEST STRUCTURE

The structure of Test is as follows:

- a. For Scale I and II posts (Post code 1,2,4,6 and 7)

Sr.No.	Name of Tests	No. of Questions	Max Marks	Duration
1	English Knowledge	50	50	Composite time of 2 hours
2	Quantitative Aptitude	50	25	
3	Reasoning	50	50	
4	Professional Knowledge (in specific vertical)	50	75	
Total		200	200	

For Post Code- 5

Sr. No.	Name of Tests	No. of Questions	Max Marks	Duration
1	English Knowledge	50	50	Composite time of 2 hours
2	General Awareness with special reference to Banking Industry	50	25	
3	Reasoning	50	50	
4	Professional Knowledge (in specific vertical)	50	75	
Total		200	200	

- b. For Scale III post (Post code 8)

Sr.No.	Name of Tests	No. of Questions	Max Marks	Duration
1	Professional Knowledge (in specific vertical)	60	100	1 hour

The minimum qualifying mark in Test is 40 % for candidates belonging to unreserved / EWS category and 35% for candidates belonging to SC/ST/OBC/PWD categories.

In case, in the opinion of the bank, adequate number of candidates have not qualified by obtaining minimum marks as stipulated above in the online examination, bank reserves right to reduce the minimum marks as deemed fit.

Cut off marks in Test for calling the candidates for interview will be arrived as 3 times of vacancy for unreserved category and 5 times of vacancy for reserved category.

### Penalty for wrong answers in Test

There will be a penalty of 1/4th of the mark allotted to the respective question for which a wrong answer is given by the candidate. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

## **INTERVIEW**

The minimum qualifying mark in interview is 40 % for candidates belonging to unreserved / EWS category and 35% for candidates belonging to SC/ST/OBC/PWBD categories.

## **WEIGHTAGE FOR TEST AND INTERVIEW**

The weightage for Test and Interview is 80:20 for Merit listing.

## **MERIT ORDER**

In the event of two or more candidates having obtained the same score in Test / Interview, merit order will be decided as per date of birth i.e. the candidate senior in age is placed before / above the candidate junior in age.

Note: Bank reserves the right to change/modify the selection process.

## **HOW TO APPLY**

Detailed guidelines/procedures for:

- A. Application Registration
- B. Payment Of Fees

Candidates can apply through online only from **22.01.2020 to 10.02.2020**. No other mode of application will be accepted.

Important points to be noted before registration  
Before applying online, candidates should:

Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure II to this advertisement.

Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination, if any, and Interview and / or Group Discussion etc. through the registered e-mail ID. Candidates are advised to keep their e-mail

ID alive for receiving advices, viz. call letters/interview date advices etc. If the communication sent to registered e-Mail ID, happens to return for any reason Bank will not take any responsibility.

#### APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

- Rs. 100/- + GST for SC/ST/PWBD candidates (Only intimation charges)
- Rs. 600 /- + GST for all others

PAYMENT OF FEE ON LINE **22.01.2020 to 10.02.2020**  
(both days inclusive)

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

#### Application Procedure

- a) Candidates to visit the Bank's website [www.indianbank.in](http://www.indianbank.in) and click on the careers page and then click on Recruitment of Specialist Officers 2019-20.
- b) To register applications choose the tab "Click here for New Registration" enter Name, contact details and e-mail-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 e-mail & SMS indicating the Provisional Registration number and Password will also be sent.
- c) 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 ANDNEXT" tab. Prior to submission of the online application, candidates are advised to use the "SAVE ANDNEXT" 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.
- d) 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.
- e) 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. Any change/alteration found may disqualify the candidature.
- f) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- g) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature - (Annexure II).
- h) Candidates can proceed to fill other details of the Application Form.
- i) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- j) 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.
- k) Click on 'Payment' Tab and proceed for online payment.

#### Payment of Fees (Online Mode Only)

- a) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

- b) The payment can be made by using Debit or Credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- c) 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
- d) On successful completion of the transaction, an e-Receipt will be generated.
- e) 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.
- f) Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated online transaction may not have been successful.
- g) 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.
- h) To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application and should ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

**An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid and stands rejected.**

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.

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.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

## **CALL LETTERS**

Call letters for the Test/ Interview will be issued to eligible candidates through emailor through Bank website only. Candidatesare advised todownload their call letter from the bank's website by entering his/ her details i.e. Registration / Roll Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

**Also, Intimations will be sent by email and sms to the email ID and mobile number registered in the online application form for the Examination respectively. Bank will not take responsibility for late receipt / non-receipt of any communication sent via e-mail/SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise**

**beyond the control of Bank. Hence Candidates are advised to regularly keep watching the Bank's website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.**

## **EXAMINATION CENTRES FOR TEST AND INTERVIEW**

The Test will be conducted in venues across various centres in India. The tentative list of Centres for Test is available in Annexure-I. Interviews will be conducted at Chennai.

The Bank reserves the right to allot the candidate to any centre other than the one he/she has opted for.

No request for change of centre for Test/Interview shall be entertained.

Candidate will appear for the Test/Interview at a Centre at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

Bank reserves the right to cancel any of the Test/Interview Centres and/ or add some other Centres and/or make alternate arrangements

## **GENERAL INSTRUCTIONS**

- The candidates shall produce the original experience certificate at the time of Interview for at least the minimum number of years as required from one or more number of employers where they have gained the experience. The certificate produced by them shall state the period for which they had worked in the Department or Domain concerned. Teaching / Training experience will not be considered. Final decision taken by the Bank with regard to acceptability of the experience certificate submitted by the candidate rests with the Bank and is binding on the candidates.
- Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the application form etc. at the time of Test / Interview respectively.
- Before applying for the mentioned specialist posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting application
- Candidate's admission to the Test/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage 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). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in Bank, his/her services are liable to be summarily terminated.

- Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the Test /Interview, verification etc. and any other matter relating to this recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Bank in this behalf.
- The scribe arranged by the candidate should not be a candidate for this recruitment process. If violation of the above is detected at any stage of the process, candidature for CWE of both the candidate and the scribe will be cancelled.
- A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- Any unruly behavior/misbehavior in the Test/Interview would result in cancellation of candidature/ disqualification from future exams conducted by the Bank
- Multiple attendance/ appearances in the Test / interview will be summarily rejected/ candidature cancelled.
- Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- Any request for change of address, details mentioned in the online application form will not be entertained.
- Any request for change of date, time and venue for Test/ Interview will not be entertained.
- In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Bank website shall prevail.
- A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
- A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for

use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

- The possibility of occurrence of a problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of Bank. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates, called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates, who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.
- Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form. Claim of non receipt of SMS / email will not be entertained and as such Candidates are advised to visit the career page of Bank website [www.indianbank.in](http://www.indianbank.in) regularly for information related to this recruitment project.
- Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank and candidates are advised to keep a close watch on the career page of Bank website [www.indianbank.in](http://www.indianbank.in) regularly for information related to this recruitment project.
- Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Chennai.

#### **BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture the biometric data (thumb impression and the photograph) of the candidates on the day of the Online Examination.

The biometric data and photograph will be verified subsequently . Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

- Candidates are requested to take care of the following points in order to ensure a smooth process
- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

## **IDENTITY VERIFICATION:**

### **a. Documents to be Produced:**

In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, 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 Test.

- Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending the Test, without which they will not be allowed to take up the Test.

## **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 test, 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 Test / 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 Bank

(c) for termination of service, if he/ she has already joined the Bank.

Bank may be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

## **ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on career page of Bank website [www.indianbank.in](http://www.indianbank.in) from time to time.

**Only those candidates who agree to the terms and conditions stipulated by the Bank and fulfil the eligibility criteria need apply.**

## **DISCLAIMER**

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment undertaken by Bank in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the General Manager (HRD &HRM), Indian Bank, regarding this process for recruitment of Specialist Officers shall be final and binding.

**Chennai**

**General Manager (HR)**

## Examination Centers for Test

State /UT / NCR	Test Centre
Andaman & Nicobar	Port Blair
Andhra Pradesh	Vijaywada, Vishakhapatnam
Arunachal Pradesh	Itanagar
Assam	Guwahati
Bihar	Patna, Purnea
Chandigarh	Chandigarh
Chhattisgarh	Raipur
Dadra & Nagar Haveli	Surat
Daman & Diu	
Delhi	Delhi, Faridabad, Ghaziabad, Greater-Noida, Gurgaon
Goa	Panji
Gujarat	Ahmedabad
Haryana	Hissar
Himachal Pradesh	Shimla, Solan
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Ranchi
Karnataka	Bengaluru, Hubli
Kerala	Kochi, Thiruvananthapuram
Lakshadweep	Kavaratti
Madhya Pradesh	Bhopal
Maharashtra	Aurangabad, Mumbai/Thane/Navi Mumbai, Nagpur, Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Bhubaneswar
Puducherry	Puducherry
Punjab	Amritsar, Mohali
Rajasthan	Jaipur, Udaipur
Sikkim	Gangtok
Tamil Nadu	Chennai, Madurai, Tirunelveli
Telangana	Hyderabad
Tripura	Agartala
Uttar Pradesh	Allahabad, Lucknow, Meerut
Uttarakhand	Dehradun
West Bengal	Greater Kolkata, Siliguri

### Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

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

#### Photograph Image:

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

#### Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

#### Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg  
Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see

point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

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

#### Procedure for Uploading the Photograph and Signature

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

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

#### Note:

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