

Specialist Officers– Recruitment Project 2012-13/2 under IBPS CWE
Notice dated 02.07.2012

BANK OF INDIA, a leading Public Sector Bank with its Head Office in Mumbai, invites applications for recruitment of Specialist Officers in Scale- I & II from candidates holding IBPS CWE score for specialist posts.

For Challan, click "Print Challan" Button on Page 10 in our Notice at our website- www.bankofindia.co.in and after making fee payment " Apply online" through the link provided at the website Notice– Page 10.

| Events | Important dates |
|---|--------------------------|
| Challan available from | 04.07.2012 |
| Submission of on – line application commencing from | 04.07.2012 |
| Last date for submission of on – line application | 15.07.2012 |
| Payment of application fee/intimation charges | 04.07.2012 to 14.07.2012 |
| Tentative period of interview | Aug – Sept, 2012 |
| Relevant date of Age/Qualification/ Experience reckoned as on | 01.12.2011 |

DETAILS OF THE POST / VACANCIES/RESERVATIONS :

| Post Code No. | Name of the Post | Scale | No. of Vacancies | | | | | Out of which PWD | | | Age as on 01.12.2011 | |
|---------------|-------------------------------|-------|------------------|----|------|-----|-------|------------------|----|----|----------------------|------|
| | | | SC | ST | OBC* | GEN | TOTAL | OC | VC | HI | Min. | Max. |
| 01 | MARKETING OFFICER | I | 0 | 20 | 1 | 0 | 21 | - | - | - | 21 | 30 |
| 02 | LAW OFFICER | II | 2 | 3 | 2 | 5 | 12 | - | - | - | 21 | 35 |
| 03 | IT OFFICER | I | 1 | 0 | 5 | 5 | 11 | 1 | - | - | 21 | 30 |
| 04 | IT OFFICER | II | 1 | 1 | 2 | 1 | 5 | - | - | - | 21 | 35 |
| 05 | TECHNICAL OFFICER (APPRAISAL) | I | 3 | 4 | 6 | 2 | 15 | - | - | - | 21 | 30 |
| 06 | HR/IR OFFICER | I | 5 | 4 | 10 | 16 | 35 | 1 | - | - | 21 | 30 |
| 07 | RAJBHASHA ADHIKARI | I | 5 | 3 | 6 | 11 | 25 | - | - | - | 21 | 30 |
| 08 | AGRICULTURE FIELD OFFICER | I | 14 | 16 | 5 | 3 | 38 | - | - | - | 21 | 30 |

* Under Non-Creamy Layer Category as on 31.03.2012.

The above vacancies are inclusive of backlog. There is no reservation for Ex-Servicemen candidate in the officers cadre.

The designation / name / vacancies of the post are only indicative. The bank reserves the right to change the name of post / designation / vacancies at any time without notice.

As the reservation for PWD candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GEN) to which they belong.

Abbreviations stand for :

SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes
 GEN - General Category PWD – Persons with Disabilities, OC – Orthopedically Challenged,
 VC – Visually Challenged HI – Hearing Impaired and XSM – Ex-Servicemen

PAY SCALE : BASIC PAY AS BELOW AND OTHER ALLOWANCES AND PERQUISITES

AS APPLICABLE: Present Scale of Basic Pay (in Rs.) –

JMG Scale I : 14500- 600/7 - 18700-700/2 – 20100-800/7-25700

MMG Scale II :19400-700/1-20100-800/10-28100

(The above Scale of Basic pay is subject to amendments of appropriate provisions in the Bank of India Officers' Service Regulations, 1979).

AGE : As stated above in Vacancy Table on Page 1.

1. RELAXATION IN UPPER AGE LIMIT :

- i) Scheduled Caste/Scheduled Tribe candidates by 5 years.
- ii) Other Backward Classes candidates by 3 years.
- iii) PWD category candidates - 10 years in addition to their respective category i.e. (a) by total 15 years for SC/ST Category (b) by total 13 years for OBC category and (c) by total 10 years for General Category.
- iv) In the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered atleast 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 invalidment, by 5 years, subject to ceiling as per Government guidelines. Candidates still serving in Defence Service and desirous of joining us should submit a certificate from the Competent Authority that they would be released / retired on or before 30.06.2013.
- v) All persons who have ordinarily been domiciled in Kashmir Division of Jammu & Kashmir State during 01.01.1980 to 31.12.1989, by 5 years.

Note:

- a) An Ex-Serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
- b) All persons eligible for age relaxation under (v) 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 to the 31st day of December 1989.

2. DEFINITIONS /RESERVATIONS UNDER PWD :

- i) Orthopedically Challenged (OC)
A person having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.

- ii) Visually Challenged (VC)
Blindness refers to a person who suffers from either of the following conditions:
 - (a) Total absence of sight.
 - (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board appointed by the State Government.
 - (c) A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assisting device.
- iii) Deaf & Hearing Impaired (HI) :
 - (a) Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all – even with amplified speech.
 - (b) Hearing Impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies

Locomotors Disability or Cerebral Palsy - Person who has a minimum of 40% of physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

- Note:**
- (a) In case of non-availability of reserved candidates, Bank reserves its right to interchange these categories as per Government Directives.
 - (b) It is clarified that it may not be possible to employ Persons with Disabilities candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
 - (c) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

3. **ELIGIBILITY CRITERIA**

NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) 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) as above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him

PRE- REQUISITE QUALIFICATION/ MINIMUM IBPS TWSS (Total Weighted Standard Score)

Candidates who have been declared qualified in the Common Written Examination for Specialist Officers conducted by IBPS in March 2012 should have obtained the following scores as per table A & B.

A)

| Name of the Test | Cutoff in Individual tests | |
|---|----------------------------|-------------------|
| | General | Reserved category |
| Reasoning | 24 & above | 21 & above |
| English Language | 24 & above | 21 & above |
| Quantitative Aptitude / General Awareness | 24 & above | 21 & above |
| Test of Professional Knowledge | 24 & above | 21 & above |

B)

| Post Code No. | Name of the Post | Scale | Minimum IBPS Total Weighted Standard Score (TWS) Required | | | | For PWD | | |
|---------------|-------------------------------|-------|---|-----|-----|-----|---------|----|----|
| | | | SC | ST | OBC | GEN | OC | VC | HI |
| 01 | MARKETING OFFICER | I | - | 107 | 144 | -- | - | - | - |
| 02 | LAW OFFICER | II | 113 | 113 | 125 | 130 | - | - | - |
| 03 | IT OFFICER | I | 141 | - | 142 | 149 | 120 | - | - |
| 04 | IT OFFICER | II | 127 | 125 | 133 | 143 | - | - | - |
| 05 | TECHNICAL OFFICER (APPRAISAL) | I | 125 | 113 | 132 | 143 | - | - | - |
| 06 | HR/IR OFFICER | I | 122 | 114 | 126 | 136 | 114 | - | - |
| 07 | RAJBHASHA ADHIKARI | I | 93 | 91 | 90 | 98 | - | - | - |
| 08 | AGRICULTURE FIELD OFFICER | I | 112 | 104 | 128 | 134 | - | - | - |

Note : The above said marks should be in combination with required minimum marks for each subject/ category as per IBPS requirement for CWE conducted for various specialist posts.

POSTWISE – EDUCATIONAL QUALIFICATION / EXPERIENCE :

Qualification for all Posts : As per IBPS Notice for Common Written Examination (CWE) for specialist post.

EXPERIENCE REQUIRED :

| Post Code No. 02 LAW OFFICER (Scale II) | | |
|---|---|---|
| Experience (*) | : | 3 years experience of practice at Bar or Judicial service and/or Law Officer in the Legal Dept. of a reputed Bank or the Central/State Government or of a Public Sector Undertaking with practice at Bar. |
| Post Code No. 04 IT OFFICER (Scale-II) | | |
| Experience (*) | : | 1 year |

(*) Experience as stipulated above must be in related field and should be post qualification. In respect of all other posts no experience is required.

In addition to the above educational qualification/experience the candidate is also required to have Computer Knowledge. He should have a certification in computer course for minimum three months' duration. In case of candidates being considered for selection, has Information Technology or related paper as one of the subjects at graduation level or thereafter, the requirement of certification in computer course may be dispensed with. This requirement is applicable for all the posts except Post Code 03 and 04 i.e IT Officer Scale I & II.

4. STRUCTURE OF INTERVIEW :

Interview Marks : Maximum marks for interview will be 100. Minimum qualifying marks in interview are 50% for General Category and 45% for SC/ST/OBC/PWD category.

Selection Procedure :

Depending on the number of vacancies, only those candidates who have secured the minimum qualifying marks stipulated as stated above under Common Written Examination (C.W.E) conducted by IBPS (i.e subject wise Objective Test) and rank sufficiently high in the order of merit shall be called for a Personal interview in the ratio of 1:3. The candidates should have valid score card issued by IBPS. **Mere pass in the Common Written Examination shall not vest any right in a candidate for being called for Personal Interview.**

Merit list of the candidates based on the marks obtained by them in Common Written Test Marks (Objective Test) and Personal Interview of 100 Marks will be prepared in descending order on the basis of the aggregate marks obtained, under the respective SC / ST / OBC / GEN Category. The final selection will be made on the basis of this merit list.

Note: In case of similar marks to two or more candidates the merit order of such group of candidates will be as per their aggregate written test marks (TWS Score) and further as per their date of birth (i.e. more senior in age will be placed first before less senior in age). Candidates belonging to SC/ST/OBC/PWD categories filling in "unreserved" vacancies will not be entitled for relaxation available to them in their respective category.

Action against candidates found guilty of misconduct :

1. 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 filling up the application form.
2. At any stage of recruitment, if a candidate is (or has been) found guilty of :
 - (i) using unfair means during the selection process or
 - (ii) impersonating or procuring impersonation by any person or
 - (iii) misbehaving during interview or reported to have taken away the question booklet/answer sheet from the examination hall or
 - (iv) resorting to any irregular or improper means in connection with his/her candidature during the selection process 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, may also be liable :

- a. to be disqualified from the selection process for which he/ she is a candidate
- b. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- c. for forfeiting the fees paid by such candidate.
- d. for termination of service, if he/ she has already joined the Bank

5. APPLICATION FEE (NON-REFUNDABLE) :

- (a) Application fees/Intimation charges for Gen/OBC Candidates - Rs. 100/-
- (b) Intimation charges for SC/ST/PWD/Ex-service-men Candidates - Rs . 20/-

NOTE : Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

6. GENERAL INSTRUCTIONS

- (a) Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this Notice. Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.
- (b) In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- (c) Only online registration of application would be accepted.

PLEASE NOTE THAT PRINTED APPLICATION MAY BE SUBMITTED TO US AT THE TIME OF INTERVIEW ONLY AND NOT BEFORE THAT.

- (d) Candidates belonging to OBCs but coming in the "CREAMY LAYER" as on 31.03.2012 are not entitled to OBC reservation. Such candidates should indicate their category as "Gen" or "Gen PWD" as applicable.
- (e) 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 excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income for the financial year 2011-2012 issued on or after 01.04.2012 should be submitted with the application **at the time of interview.**
- (f) Candidates claiming the benefit of reservations / age relaxation under the category of Persons With Disabilities (Physically Challenged) should submit, if selected for interview, a copy of Medical Certificate as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995" in support of their disability issued by an Authorised Certifying Authority [as indicated at Para 14(ii) of the Act.], clearly indicating the Nature & Quantum (Percentage) of Disability of Candidates;
- (g) The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection.

- (h) Only those candidates who have met with the eligibility criteria & who have cleared their Common Written Examination of IBPS and who are short-listed for appearing in the Personal Interview will be intimated either by email (online) or may download the call letter from the Bank's website. No communication/ intimations regarding interviews will be sent by post. The names of candidates who are finally short-listed for interview will also be available on the Bank's Website www.bankofindia.co.in. Applicants are requested to keep track of the same by visiting Bank's website from time to time. Similarly final selection result will be available on WEB for candidates selected for appointment;
- (i) Call for Interview will be purely provisional without verification of age, qualification, category (SC/ST/OBC/PWD) etc. of the candidates with reference to documents. It is for the candidate to satisfy himself about his eligibility before interview.
- (j) The Bank takes no responsibility for non-receipt of Intimation or inability to print call letter from WEB.
- (k) The candidates should fill the details in application correctly, in particular - Age / Qualification / Caste / PWD etc. which will have direct effect on selection / non-selection. Bank takes no responsibility for rejection / non-selection due to aforesaid error.
- (l) A recent, passport size photograph should be firmly pasted on the application and should be signed across by the candidate to be produced at the time of **interview** and it should be the same photograph used for Common Written Examination. Failure to produce the same photograph used at the time of the written test/interview may lead to disqualification.
- (m) The candidates will have to appear for interview at their own expense. However, eligible SC/ST outstation candidates attending the interview will be reimbursed to and fro second (sleeper) class rail/bus fare by the shortest route on production of evidence of travel.
- (n) Candidates serving in Government/Public Sector Undertakings (including banks) should take permission before applying and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered.
- (o) Only candidates willing to serve anywhere in India should apply, however bank may ask them preferences at the time of on-line application for administrative convenience.
- (p) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (q) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (r) Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank. The selected candidate, if appointed, will be on probation for a period of two (2) years or one (1) from the date of joining the services of the Bank for Scale-I and Scale-II respectively.

- (s) The selected Officers, in addition to desk work may be required to market financial and other products of the Banks as well as Business Partners.
- (t) Candidates will have to produce original caste and other relevant certificates like educational qualification, age, disability etc. with Xerox copies, duly attested, **along with the application Print-out, at the time of interview**, in support of his eligibility, failing which his / her candidature will be cancelled.
- (u) In case of more than one application by the same candidate, application submitted last will be taken as authentic / conclusive

7. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER :

(a) For SC/ST/OBC

District Magistrate/Additional Dist. Magistrate / Collector / Deputy Commissioner / Additional Dy. Commissioner / Dy. Collector / First Class Stipendiary Magistrate / Sub-Division Magistrate /Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officer not below the rank of Tahsildar / Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

(b) For PWD

Authorised Certifying Authority will be Medical Board constituted as per Government guidelines.

Other conditions / stipulations

- i) Candidates selected for appointment in the Bank will be required to furnish a Security Deposit of Rs. 20,000/- for Scale-I and Rs. 40000/- for Scale-II posts. The Security Deposit amount shall be forfeited if the officer leaves the bank before completion of 3 years' service. Direct Recruit Officers will have a choice either to deposit full amount of security deposit or alternatively in case of Scale-I, he will deposit initially Rs. 10,000/- at the time of joining and balance by next month's salary date and in case of Scale-II he will deposit initially Rs. 10,000/- at the time of joining and balance in three monthly installment of Rs. 10,000 from next month's salary date. Bank reserves the right to increase the amount of Security Deposit or re-schedule the installments.
- ii) The selected candidates who have already passed JAIIB / CAIIB Examination will get **one** advance increment for passing **JAIIB OR two** advance increments for passing **CAIIB** from the date of joining the bank as the case may be.
- iii) Subject to their fulfilling the eligibility criteria, employees of Bank of India may also apply online. Such candidates, if selected, shall resign from their present positions in the bank and re-join the Bank's service afresh.

8. **HOW TO APPLY**

- (i) Candidate should have a valid e-mail id and it should be the same as stipulated in the online application for the above exam.
- (ii) The candidate should apply on-line through website www.bankofindia.co.in
- (iii) As a First Step, candidate should take out Print-out of Challan from Page 10 of the Notice on our website.
- (iv) Against the above-said Challan, the candidate should make the payment of fees in any of the Bank of India branches on or before **14.07.2012**.
- (v) Once the payment of fees is made, the concerned branch will give him a Transaction No.
- (vi) Candidates are now ready to Apply Online by re-visiting the Bank's website and going to the sublink **to open the appropriate Online Application Format**.
- (vii) Candidate should visit again our website www.bankofindia.co.in under the caption "Recruitments / Career" and should fill up the application available by clicking on Page No.10 of the Notice on our website. Please use IBPS Reg No. & Password to apply online.
- (viii) Transaction No. should be correctly filled in the application at appropriate place.
- (ix) Application should be checked and after verification be submitted by clicking to **submit** button.
- (x) Application should be printed to be kept ready for submission at the time of interview at the Interview Venue.
- (xi) You should note / remember your Registration No. and Password for future reference and use.
- (xii) Please note that the above procedure is the only procedure for applying. Physical mode of application or incomplete application would not be accepted and if submitted such application would be rejected outright.
- (xiii) As per the above said procedure, we summarize the steps as below :
 - i. Print Challan
 - ii. Pay the fees in any of the Bank of India Branch and take Transaction No.
 - iii. Fill-up the application Form - On-line after verification – Submit

(xiv) Print Application and affix photograph – to submit the same at the time of interview with following documents:

- a. Copy of your valid Common Written Examination (CWE) Score card issued by IBPS
- b. Copy of receipted challan
- c. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
- d. Attested copies of Mark sheets / certificates in support of Educational Qualification;
- e. Attested copy of certificate of Computer Course, if available;
- f. Any other related certificate as applicable i.e. Caste Certificate etc.
- g. Candidates serving in Government / Public Sector Undertakings will be required to submit "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered and will be cancelled for non-submission of NOC.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. 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.

- ❖ Even if the last date of registration is changed due to technical reasons, the valid dates for payment of application fee will not be changed. Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted. After registration the application printout need not be sent to the Bank. The said application along with challan and copies of required documents mentioned above should be kept ready for submission at the time of interview.

For online Application and Challan visit Bank of India's website www.bankofindia.co.in

Last but not the least, please note importantly that candidate who has been declared successful, but subsequently found ineligible, will not be allowed to take part in the Process / join the bank and inconvenience caused thereby will be at his/her cost and consequences.

PRINT CHALLAN

APPLY ON LINE

*** *press Ctrl + Click to apply on-line / Challan***

Place : Mumbai
Date : 02.07.2012

(R.K.GOYAL)
General Manager (HR)

Candidates who have applied are requested to visit the 'Recruitment /Career with Bank' Section on our website–www.bankofindia.co.in for updates