

**RECRUITMENT OF -600- PROBATIONARY OFFICERS – PROJECT 2012.**

Bank of Baroda invites applications for the post of Probationary Officers from Indian citizens who have taken the Common Written Examination for Probationary Officers/ Management Trainees conducted by IBPS in 2011 and have a minimum score of 125 in respect of General/OBC Category and 105 for SC/ST category out of a total score of 250 issued by IBPS.

**DETAILS OF VACANCIES & RESERVATION IN POSTS:-**

Grade/ Scale	Total	SC	ST	OBC	GEN	PWD		
						OH	VI	HI
JMG/S I	600	90	45	165	300	6	6	6

**Abbreviations stand for:** JMG/S I – Junior Management Grade / Scale I, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, GEN- General, PWD - Persons With Disability, OH- Orthopaedically Handicapped , HI – Hearing Impaired, VI- Visually Impaired.

**Note :-**

1. The number of vacancies mentioned above, is provisional and Bank reserves the right to vary number of vacancies (increase or decrease) depending upon the actual requirements and duly adhering to the Reservation provisions.
2. Reservation for SC/ST/OBC/PWD will be provided as per Government Guidelines.
3. Shortlisting of eligible candidates for the purpose of interview will be made based on the performance in Common Written Examination. Hence, depending upon the number of vacancies, only those candidates who have ranked sufficiently high in the order of merit based on the Total Weighted Standard Score issued by IBPS will be called for a personal interview in the ratio of 1:4 for General category and 1:5 for SC/ST/OBC candidates.
4. Candidates willing to serve anywhere in India, may apply.
5. In case of non-availability of reserved candidates, the Bank reserves the right to interchange these categories, as per Government Directives.
6. The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's branches/ offices, anywhere in India.

**IMPORTANT DATES :-**

Website Link Open.	From 21.02.2012 To 10.03.2012
Payment of fees at BOB branches.	From 21.02.2012 To 10.03.2012
Last date for deposit of fees (including for candidates from far flung areas).	10.03.2012
Tentative dates for interview.	April 2012

**AMOUNT OF FEES / CHARGES FOR POSTAGE:-**

The amount of fee to be paid is indicated below :

Category of Applicant	Amount of Fees/ Charges for postage (Non-refundable)
SC/ ST/ Persons with Disability (PWD)	₹ 50/-
GEN/ OBC	₹ 200/-

**SCALE OF PAY :-** ₹ 14500 – 600 x 7 / 18700 -700 x 2 / 20100 – 800 x 7 / 25700.

**Emoluments :-**

At present, initial monthly emoluments of Junior Management Grade/ Scale I Officers, including DA, HRA & CCA are approximately ₹ 24450/- in a Metropolitan Centre. Allowances may vary depending upon the place of posting. In addition, Quarters facility (in lieu of HRA) for Officers, Conveyance, Medical Aid, LTC and retirement benefits are admissible, as per rules of the Bank, in force from time to time.

**PROBATION PERIOD** :- The selected candidate will be on probation for a period of 12 months (-1- year) of active service from the date of his/ her joining the Bank. There is no mandatory provision of executing a Service Bond by selected candidates.

**ELIGIBILITY CRITERIA FOR THE ABOVE POST IS PRESCRIBED AS UNDER :-**

**AGE (AS ON 01.07.2011):** Minimum 21 years and Maximum 30 years.

**Relaxation in Upper Age limit for reserved positions :-**

1. Scheduled Caste/ Scheduled Tribe candidates by 5 years
2. Other Backward Class candidates by 3 years
3. In the case of Ex-servicemen and Commissioned Officers including ECOs/ 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 being declared as invalid, by 5 years for selection through written test & interview, subject to ceiling, as per Govt. Guidelines.
4. All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989 by 5 years
5. All persons (Children/ Family Members of those) affected by 1984 riots by 5 years
6. For Persons with Disability by 10 years which by cumulation becomes (a) by 15 years for SC/ST (b) by 13 years for OBC and (c) by 10 years for General.

**Note:**

- i. An ex-serviceman who has once joined a Government Job on the civil side after availing the benefits given to him as Ex-serviceman for his re-employment including a job in Public Sector Undertaking, ceases to enjoy Ex-serviceman status for his further employment.
- ii. In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.
- iii. The candidate eligible for age relaxation under Sr. No. 4 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 Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J&K during 1<sup>st</sup> January 1980 and 31<sup>st</sup> December 1989.
- iv. All persons eligible for age relaxation under Sr. No. 5 above must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 riots affected persons sanctioned by Government and communicated by Ministry of Finance, Deptt of Financial Services Communication No. F.9/21/206-IR dated 27.7.2007.
- v. There is no reservation for ex-Servicemen candidates in the Officers' cadre.

**EDUCATIONAL QUALIFICATION (AS ON 01.07.2011):-**

A Graduate degree in any discipline from a recognized University in India <b>OR</b> Any equivalent qualification recognized by Central Government.	<b>A</b> <b>N</b> <b>D</b>	Candidates should be qualified in the Common Written Examination conducted by IBPS and should be holding a score card issued by IBPS for Probationary Officers/ Management Trainees in September 2011/ November 2011 with a <b>minimum score of 125 for General/ OBC category and 105 for SC/ST category</b> out of a total score of 250 with the following minimum cut-off in each section/ category :-	<b>A</b> <b>N</b> <b>D</b>	Should be a computer literate (proficient in MS Office Basic Applications, internet usage).
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**IBPS CWE-PO/MT-2011-12 (Individual Subjects)**

Particulars	IBPS Score cut-off for category	
	Unreserved	SC/ ST/ OBC/ PWD
Test of Reasoning (TR)	24 & above	21 & above
Test of English Language (EN)	24 & above	21 & above
Test of Quantitative Aptitude (QA)	24 & above	21 & above
Test of General Awareness (GA)	24 & above	21 & above
Test of Computer Knowledge (CK)	24 & above	21 & above
Descriptive Paper on English (DP)	24 & above	21 & above

**PREFERABLY WITH**

A Diploma in Banking & Finance (DBF) from the Indian Institute of Banking & Finance (IIBF)

**Note :-**

1. The educational qualification prescribed for the post is the minimum.
2. The results of the qualifying examination i.e. Graduation should have been announced by the University **on or before 01.07.2011**.
3. Candidates should have obtained the valid IBPS score in the Common Written Examination conducted for Probationary Officers/ Management Trainees in 2011.
4. Candidates should be able to produce the Score Card in support of the scores mentioned in the online application form, if called for further selection process such as Interview.
5. **It should be carefully noted that only short-listed candidates would be called for interview, depending upon number of vacancies and number of candidates in the ratio of 1:4 for General Category and 1:5 for SC/ST/OBC candidates. Hence, candidates who possess a valid score card issued by IBPS and rank sufficiently high in the order of merit based on the Total Weighted Standard Score shall be called for interview.**

Applicants not fulfilling this criterion and not submitting proof as stated above, **WILL BE SUMMARILY REJECTED.**

**NATIONALITY/ CITIZENSHIP (AS ON 01.07.2011) :-**

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) 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.

**RESERVATIONS :-**

- A) **Reservation for SC/ ST/ OBC/ PWD candidates** will be provided as per Government guidelines. Candidates belonging to and applying under 'Reserved OBC Category' are required to submit a Certificate regarding his/ her 'Community' in the prescribed format "**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**" ([Click here to download the form](#)). The Certificate should contain the "**NON-CREAMY LAYER CLAUSE**" which should not be more **than one year old**. Candidates not producing the above certificate will not be considered under the OBC Category.
- B) **Persons with Disabilities** :- Under Section 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/ State Govt. Accordingly, candidates with the following disabilities are eligible to apply. **Applicants claiming such benefits should produce certificate in original in support of their claim at the time of Interview conducted by the Bank, if called by the Bank.**

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

### **Visually Impaired (VI) –**

**Blindness** refers to a condition where a person suffers from any of the following conditions :-

i) Total absence of sight ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses (iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.

**Low vision** means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

### **Deaf & Hearing Impaired (HI) -**

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

### **Orthopedically Handicapped (OH) :-**

OH person is one having minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply:-

- BL – Both Legs affected but not Arms;
- OA – One Arm affected (Right or Left) - a) Impaired Reach; b) Weakness of Grip; c) Ataxia;
- OL – One Leg affected (Right or Left);
- MW – Muscular Weakness & Limited Physical Endurance.

**It is clarified that Persons with Disabilities will have to work in branches/ offices which have posts identified by the Bank as suitable for them.**

### **THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER :-**

#### **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.

#### **FOR PERSONS WITH DISABILITY :-**

Authorised Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case may be.

#### **SELECTION PROCEDURE :-**

1. **Depending on the number of vacancies, only those candidates who are qualified in the Common Written Examination for recruitment of Probationary Officers/ Management Trainees-2011 conducted by IBPS and possess a valid score card issued by IBPS and rank sufficiently high in the order of merit based on the Total Weighted Standard Score shall be called for a personal interview in the ratio of 1:4 for General category and 1:5 for SC/ST/OBC candidates.** In other words, 4 candidates against one vacancy in General Category and 5 candidates against one vacancy in respect of SC/ST/OBC category stipulated would be called for personal interview depending upon their ranking, as per Total Weighted Standard Score obtained by them. The Bank reserves its right to call for the Interview, candidates otherwise than in the above ratio at its sole discretion.

2. A personal interview shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. **The minimum qualifying marks for the interview would be 40% for General Category and 35% for Reserved Category.** Candidates not clearing the personal interview will not be considered for final selection.
3. Selection for the post of Probationary Officer will be based on the Total Weighted Standard Score **(minimum score of 125 in respect of General/ OBC Category and 105 for SC/ST category out of a total score of 250 issued by IBPS)** in the Common Written Examination conducted by IBPS in September 2011/ November 2011 and the marks scored in the Interview. The candidates belonging to SC/ST/OBC/PWD will be given relaxation in marks, as per extant Government guidelines.
4. Candidates passing the personal interview (40% in respect of General and 35% in respect of Reserved category) will be ranked in the descending order on the basis of the Weighted Score obtained in the written test conducted by IBPS, personal interview under the respective SC/ ST/ OBC/ GEN Category.
5. Subject to the vacancies available under the respective category, only those candidates who pass the personal interview will be shortlisted for selection.

**INTERVIEW CENTRES:-**

The interview will be held tentatively at -10- Centres i.e. Ahmedabad, Bhopal, Chennai, Jaipur, Kolkata, Lucknow, Mumbai, New Delhi, Patna & Pune and the address of the venue will be advised in the call letters. The address of the venues will also be displayed on the Bank's website one week before the dates for commencement of interviews. **However, Bank reserves the right to increase or decrease the number of interview centres.**

**CALL LETTERS FOR INTERVIEW :-**

Call letters for the purpose of interview will be sent to the shortlisted/ eligible candidates **only through email at the email address given by them in the application form while registering for the Common Written Examination for recruitment of Probationary Officers/ Management Trainees-2011.** A list of all such candidates along with details such as date, time and venue of the interview will also be hosted on the bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com). Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature, from time to time. Kindly note that no other mode of communication pertaining to the interview process other than mentioned above, will be followed.

**IDENTITY VERIFICATION :-**

The candidate should, while appearing for the personal interview produce for verification in original and submit photo copies if required, the call letter, fee payment receipt, photo identity card, such as PAN Card, Passport, Driving License/ Voters Card/ Bank Passbook with photograph, copy of the application made to IBPS for the Common Written Examination for recruitment of Probationary Officers/ Management Trainees 2011. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Group Discussion/ Interview.

**GENERAL INSTRUCTIONS :-**

1. Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the 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 will be entertained by the Bank in this behalf.

3. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
4. All candidates will have to produce printouts of the system generated online application form submitted for the post, copy of the online application submitted to IBPS for CWE for recruitment of Pos/MTs in 19 PSBs along with original as well as attested photocopies of certificates regarding Qualification, Essential Requirements i.e. IBPS Score Card, Date of Birth and Caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
5. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India and the certificate should contain the **"NON-CREAMY LAYER CLAUSE" which should not be more than one year old.**
6. **The candidates will have to appear for interview at their own expense. However, eligible SC/ST/PWD outstation candidates attending the Interview will be reimbursed to and from second-class ordinary train/bus fare by the shortest route on production of evidence of travel.**
7. **Only candidates willing to serve anywhere in India should apply.**
8. **Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.**
9. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/her candidature may not be considered.
10. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
11. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
12. Canvassing in any form will be a disqualification.
13. Action against candidates found guilty of misconduct :-Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'Online' application.
14. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
15. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.

**HOW TO APPLY:-**

1. **Candidates are required to apply Online through website [www.bankofbaroda.com](http://www.bankofbaroda.com). No other means/ mode of application will be accepted.**
2. **Candidates are required to have a valid personal email ID and Contact No. (the same email ID and Contact Number as registered with IBPS CWE PO/MT 2011). It should be kept active during the currency of this recruitment project. Bank may send call letters for interview through the registered email ID. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**

3. In the online application form with the exception of fields pertaining to fee payment and name of branch, candidates may also enter any additional qualification and marks/ percentage thereof, if any, acquired during the period from September/ November 2011 till 10<sup>th</sup> March 2012 (other information is automatically generated by the system depending on the Roll Number and Registration Number entered by the candidate).
4. Applicants are first required to go to the Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com) and open the link '**Careers - Ongoing Recruitment Exercises**'. Thereafter, open the Recruitment Notification entitled Bank of Baroda '**RECRUITMENT OF PROBATIONARY OFFICERS - PROJECT 2012**'.

**MODE OF PAYMENT :-**

Candidates have the option of remitting fees via **ONLINE MODE** or **OFF-LINE MODE**.

Under the **On-line mode**, the application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made using only Master/ Visa Debit or Credit Card by providing information as asked on the screen. **On successful completion of the transaction, an e-receipt would be generated. Candidates are required to take a print of the e-receipt which will have to be produced, if called for interview.**

Under the **Off-line Mode**, kindly take a note of the following :-

1. Take a print of '**FEE PAYMENT CHALLAN**' ([click here to download the Fee Payment Challan](#)).
2. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
3. Go to the nearest Bank of Baroda Branch with the Fee Payment Challan duly filled in and pay, in Cash the appropriate Application Fee in **Account No. 29040200000250** with Bandra Kurla Complex Branch, Mumbai, in favour of Bank of Baroda '**RECRUITMENT OF PROBATIONARY OFFICERS - PROJECT 2012**'.

**Candidates may find out required branch address from our website [www.bankofbaroda.com](http://www.bankofbaroda.com) under option Branch Locator, select State & 'City' and press 'enter'**

4. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with (a) **Branch Name & Code Number** (b) **Transaction ID** (c) **Date of Deposit & Amount** filled by the Branch Official.
5. Candidates are now ready to apply Online by re-visiting the Recruitment Page of the Bank's website and going to the sublink titled "**Online APPLICATION FOR BANK OF BARODA PROBATIONARY OFFICERS' RECRUITMENT PROJECT-2012**". Click on this sublink will open up the appropriate Online Application Format.
6. **Carefully fill in the necessary details in the Online Application Form at the appropriate places and submit the same Online.**
7. Take a printout of the system generated online application form to be submitted at the time of interview, copies of which may also be retained for your reference.
8. The Registration Number and Password generated should also be retained for future reference.
9. **Original counterfoil of the fee payment challan/ online payment receipt (e-receipt) will have to be produced, if called for interview.**
10. **Without counterfoil of the fee payment challan/ online payment receipt, the candidates will not be allowed to appear for the Interview.** Candidates are, therefore, advised to keep 3 photocopies of the fee payment challan/ online payment receipt for future use.
11. **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.**

**Note:**

*Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded on any count nor can it be held in reserve for any other recruitment or selection process.*

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability, Score obtained in CWE etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason. Government Guidelines on reservation in recruitment shall be applicable.

**Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

**Detailed advertisement can be viewed at our website – [www.bankofbaroda.com](http://www.bankofbaroda.com).**

Sd/-  
**GENERAL MANAGER (HRM)**

Date: 21.02.2012.



