



Corporate Office, 254-260, Avvai Shanmugam Salai  
Royapettah, Chennai 600014

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian Citizens for the post of **SPECIALIST OFFICERS** :

Candidates are requested to apply through online between **29.03.2012** and **18.04.2012** only through our Bank's website [www.indianbank.in](http://www.indianbank.in). **After applying online, candidates will be required to send the system generated printout of the online application along with the requisite enclosures to the prescribed address.**

**No other means/mode of application will be accepted.**

#### IMPORTANT DATES

Opening date for online registration	<b>29.03.2012</b>
Closing date for online registration (including from far flung areas)	<b>18.04.2012</b>
Last date for receipt of printout along with requisite enclosures at the prescribed address	<b>25.04.2012</b>
Last date for receipt of printout along with requisite enclosures at the prescribed address (from far flung areas)	<b>02.05.2012</b>

Candidates may apply for more than one post. Candidates who apply for more than one post are required to pay separate application fee for each post they wish to apply for, apply separately for each post and send the system generated application printout with the attested copies of requisite enclosures separately for each post. **Please note that unless the system generated printout of the online application is received by post along with original fee payment challan and copy of requisite certificates at the prescribed address, the online application is not valid.**

## 1. DETAILS OF VACANCIES:

Post Code No.	Name of the Post	Scale	No. of vacancies	Age as on 01.01.12 (min 21) Max age
01	Chartered Accountant	IV	1	40
02	Chief Manager (Technology Management)	IV	1	40
03	Chief Dealer (Treasury)	IV	1	40
04	Dy. Administrator (Wealth Management)	III	2	35
05	Chartered Accountant	III	12	35
06	Senior Manager (Risk Management)	III	3	35
07	Dealer (Forex / Domestic / Derivatives)	III	4	35
08	Manager (HR) / Manager (Personnel)	II	10	32
09	Manager (Risk Management)	II	2	32
10	Security Officer	II	15	40 (including all relaxations)
	<b>Technical Officer: (Engineer)</b>			
11	Civil Engineer	II	5	32
12	Electrical Engineer	II	5	32
13	Mechanical Engineer	II	1	32
14	Automobile Engineer	II	1	32
15	Architect	II	1	32
16	Wealth Manager	I	21	30
17	Engineer – Printing Technology	I	1	30
	<b>Total</b>		<b>86</b>	

**PWD:** 3 vacancies (HI, VI, OH) on horizontal basis.

### RESERVATIONS including Backlog Vacancy:

	SC	ST	OBC	Unreserved / GEN	Total
Scale IV	1			2	3
Scale III	3	2	9	7	21
Scale II	10	8	13	9	40
Scale I	3	1	6	12	22
Total	17	11	28	30	86

#### Abbreviations stand for :

SC - Scheduled Caste

OBC - Other Backward Classes

OH - Orthopaedically Handicapped

VI - Visually Impaired

ST - Scheduled Tribe

GEN - General / UnReserved Category

HI - Hearing Impaired

PWD – Persons with Disability

### **Details of Reservation:**

1. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirements of the Bank and it will be at the sole discretion of the Bank.
2. The reserved vacancies of SC/ST/OBC as above also include the backlog vacancies and adjustment of excess representations of the respective category, if any.
3. As per Government of India guidelines, sub-quota of 4.5% is available for minority communities within the reservation of 27% to Other Backward Classes.
4. \* The reservation for Persons with Disabilities (PWD) is on horizontal basis and the selected candidates will be placed in appropriate category (viz. SC/ ST/ OBC/ General/ Unreserved ) to which they belong.
5. Reservation for Persons with Disabilities:  
In case of non-availability of reserved candidates in PWD category, Bank reserves its right to inter-change these sub-categories as per Government Directives. The definitions of the Hearing Impaired (HI) and Orthopaedically Handicapped (OH) and Visually Impaired (VI) are as prescribed in "The Persons with Disability (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995"
  - (a) 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.
  - (b) Wherever written examination is held, candidates who are visually impaired and such others whose writing speed is affected by cerebral palsy can use scribe at their own cost during the written examination. In all such cases where a scribe is used, the following rules will apply:
    - i) The candidate will have to arrange his/her own scribe at his/her own cost.
    - ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
    - iii) The scribe should be from an academic discipline other than that of the candidate.
    - iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above, Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
    - v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

**Note:** It is clarified that it may not be possible to employ Persons with Disabilities in all Offices / Branches of the Bank and they will have to work in the post identified by the Bank suitable for them. Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General/Unreserved Category. However, they must fulfill all the eligibility conditions of un-reserved category.

## 2. PAY SCALE AND EMOLUMENTS:

SCALE	PAY SCALE (Rs.)
Scale IV	30600- 900/4 – 34200 – 1000/2 – 36200
Scale III	25700 – 800/5 – 29700 – 900/2 – 31500
Scale II	19400 – 700/1 – 20100 - 800/10 – 28100
Scale I	14500 – 600/7 – 18700 – 700/2 – 20100 -800/7 – 25700

**Note:** 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.

## 3. RELAXATION IN UPPER AGE LIMIT:

Relaxation in upper age limit (as on 01.01.2012) will be extended as per Government guidelines which is as below at present.

i	Scheduled Caste / Scheduled Tribe candidates	5 years
ii	Other Backward Classes candidates	3 years
iii	Persons with Disability (PWD)	10 years
iv	The children / Family members of those who died in the 1984 riots **	5 years
v	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released	3 years in addition to number of years of service in Defence Forces subject to a maximum of 50 years (in case of selection only through interview)
	a on completion of assignment (including those whose assignment is due to be completed within 12 months from the last date prescribed for receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.	
	B on account of physical disability attributable to military service or on invalidment	
vi	Officers of the Regional Rural Banks who have put in minimum 5 years service	By the number of years of service put in as officer in RRB subject to a maximum of 5 years
vii	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989	5 years

Employees of Indian Bank shall be eligible for following age relaxation:

Eligible employees of Indian Bank who apply for the post/s of Specialist Officer/s	5 years
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**Note:**

- The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- For the post of Security Officer (Scale II) Post Code No. 10 the maximum age limit inclusive of all relaxation is 40 years.
- An ex-serviceman who has once joined the Government job on the Civil side after availing 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 and thus will not be eligible to seek relaxation in upper age limit as detailed above.
- \*\* Persons eligible for age relaxation under this criterion must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.

**4. 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 1<sup>st</sup> January 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India, provided the candidate belonging to categories (ii), (iii), (iv) or (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.

**5. MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:**

- a. All Educational qualifications, Graduation / Post Graduation etc. shall be from a University recognized by Government of India. Technical qualification (B.E, B.Tech, MBA etc.) shall be from an institution accredited by AICTE / recognized by UGC wherever applicable.
- b. Any Degree / Engineering Degree viz. B.E., B.Tech. etc. wherever mentioned shall be **FULL TIME** course only.
- c. For posts where experience is essential/ desirable, the experience should be **post qualification** experience on **FULL TIME BASIS**.
- d. Candidates must possess the prescribed qualifications/ experience as on 01.01.2012.
- e. Experience relevant to the post for which the application has been made will only be counted for reckoning the attribute of experience.
- f. The candidates applying for all posts / scales should have proficiency in appropriate computer skills / working knowledge of application packages used in office automation / computer environment.

**6. POSTWISE VACANCIES / EDUCATIONAL QUALIFICATION / EXPERIENCE:**

<b>POST CODE No. 01 – CHARTERED ACCOUNTANT ( SCALE IV )</b>	
VACANCY	1
Educational Qualifications	Graduate with a pass in the final examination of the Institute of Chartered Accountants of India.
Experience	5 years in Banking / Financial Institutions with exposure to Accounting, Taxation, Auditing and Secretarial matters. Working knowledge in Computer Accounting packages is necessary.
<b>POST CODE No. 02 – CHIEF MANAGER (Technology Management) ( SCALE IV )</b>	
VACANCY	1
Educational Qualifications	B.E. / B.Tech. or above in Electronics & Telecommunication / Electronics & Communication/ Computer Science / Information Technology from an Institution recognized by Govt. of India.  Additional Certification preferred: CISA / CISSP /CISM / CCNA / OCA /OCP / DBA
Experience	Minimum 8 years experience in Scheduled Commercial Bank, PSU, Government or with major Private sector organization.  Exposure in IT in the following areas: <ul style="list-style-type: none"> <li>• Proficiency in front end development Tools like Developer 2000, Visual Studio / Net etc. – knowledge in ASP / PHP / JAVA / C++ / COBOL</li> <li>• Middle ware, web based applications, weblogics websphere, handling of payment gateway, Management of Banking Delivery Channels like internet banking and mobile banking, mobile commerce etc.</li> <li>• Experience in monitoring / maintenance / analysis of switching operations of Master Card / VISA and handling card transactions and Tools for the same.</li> <li>• Oracle Data Base management, tuning administration and maintenance of Data base of 5TB or above for AIX systems / monitoring tools/facility management.</li> <li>• Networking personnel who are having hands on experience in trouble shooting, LAN / WAN / WIFI / WIMAX / RF connectivity, configuring of routers, Network Operations</li> </ul>

	Centre, network security issues etc. • Experience in managing high end IBM systems / AIX P5, Enterprise storage and Data Centre infrastructure.
<b>POST CODE No. 03 – CHIEF DEALER (TREASURY) ( SCALE IV )</b>	
VACANCY	1
Educational Qualifications	Post Graduation or MBA in Finance or ICWA or equivalent <b>OR</b> Graduation with Post Graduate Diploma in Finance related subjects.
Experience	5 years Supervisory experience in Forex /Derivatives markets is essential.
<b>POST CODE No. 04 – Dy. ADMINISTRATOR (WEALTH MANAGEMENT) ( SCALE III )</b>	
VACANCIES	2
Educational Qualifications	Post Graduation or MBA in Finance or ICWA or Equivalent. NCFM certification in Financial/ Securities Markets, AMFI certification on Mutual Funds module and passing of IRDA Agents Examination conducted by Insurance Institute of India preferable.
Experience	<ul style="list-style-type: none"> <li>• 3 years Supervisory experience in Banks or Financial Institutions, in Financial Markets is essential.</li> <li>• Atleast 2 years experience in Wealth Management desirable.</li> </ul>
<b>POST CODE No. 05 – CHARTERED ACCOUNTANT ( SCALE III )</b>	
VACANCIES	12
Educational Qualifications	Graduate of any recognized University with a pass in the final examination of the Institute of Chartered Accountants of India.
Experience	2 years experience in Commercial Banks / Finance Companies / Industrial Undertakings.
<b>POST CODE No. 06 – SENIOR MANAGER (RISK MANAGEMENT) ( SCALE III )</b>	
VACANCIES	3
Educational Qualifications	MBA (Finance)
Experience	Experience of atleast 3 years in the relevant area preferably in Scheduled Commercial Banks.
<b>POST CODE No. 07 – DEALER ( FOREX / DOMESTIC / DERIVATIVES ) ( SCALE III )</b>	
VACANCIES	4
Educational Qualifications	Graduate. CAIIB preferred
Experience	3 years experience in Dealing room – Forex Operations / Derivatives Desk with a Bank in India presently working in Scale I / II.
<b>POST CODE No. 08 – MANAGER (HR) / MANAGER (PERSONNEL) ( SCALE II )</b>	
VACANCIES	10

Educational Qualifications	MBA with Personnel Management / HRD as a specialised subject from recognised universities / institutions with recognition by AICTE
Experience	About 2-3 years experience in Personnel Administration, Industrial Relations, HRD preferably in Banking / Financial Institutions.
<b>POST CODE No. 9 – MANAGER ( RISK MANAGEMENT ) ( SCALE II )</b>	
VACANCIES	2
Educational Qualifications	MBA (Finance)
Experience	Experience of atleast 2 years in the relevant area preferably in Scheduled Commercial Banks.
<b>POST CODE No. 10 – SECURITY OFFICER ( SCALE II )</b>	
VACANCIES	15
Educational Qualifications	5 years commissioned service in Army / Navy / Air Force or a Police Officer not below the rank of Assistant Superintendent of Police / Deputy Superintendent of Police with 5 years of Service or an Officer of identical rank in paramilitary forces with 5 years of service.
Experience	In-built in qualifications
<b>POST CODE No. 11 - TECHNICAL OFFICER ( CIVIL ENGINEER) (SCALE II)</b>	
VACANCIES	5
Educational Qualifications	B.E., B.Tech, B.Sc Engg. Degree in Civil Engineering
Experience	Minimum 2-3 years experience in Civil Construction work / estimation/ tender formalities/ maintenance of buildings / interior works etc. in PSU/ PSB, Central/ State Govt. and reputed companies.
<b>POST CODE No. 12 - TECHNICAL OFFICER (ELECTRICAL ENGINEER) (SCALE II)</b>	
VACANCIES	5
Educational Qualifications	B.E., B.Tech, B.Sc Engg. Degree in Electrical Engineering
Experience	Minimum 2-3 years out of which minimum 1 year experience in the maintenance of HT installations/ heavy duty generators/ Substations etc. Experience in handling Air-conditioning plant, lift installations and maintenance works in the respective field preferably in Central/ State Govt./ PSUs/ reputed companies.
<b>POST CODE No. 13 - TECHNICAL OFFICER (MECHANICAL ENGINEER) (SCALE II)</b>	
VACANCY	1
Educational Qualifications	Degree in Mechanical Engineering
Experience	Minimum 2-3 years experience in maintenance



	of machineries in PSB / PSU, Central/State Govt. establishments/ reputed establishments.
<b>POST CODE No. 14 - TECHNICAL OFFICER (AUTOMOBILE ENGINEER) ( SCALE II )</b>	
VACANCIES	1
Educational Qualifications	Degree in Mechanical / Automobile Engineering
Experience	Minimum 2-3 years experience in maintenance of automobiles in PSB/ PSU, Central/ State Govt. establishments/ reputed establishments.
<b>POST CODE No. 15 - TECHNICAL OFFICER (ARCHITECT) ( SCALE II )</b>	
VACANCY	1
Educational Qualifications	Degree in Architecture
Experience	Minimum 2-3 years experience in architecture.
<b>POST CODE No. 16 – WEALTH MANAGER ( SCALE I )</b>	
VACANCIES	21
Educational Qualifications	Post Graduation or MBA in Finance or ICWA or Equivalent. NCFM certification in Financial/ Securities Markets, AMFI certification on Mutual Funds module and passing of IRDA Agents Examination conducted by Insurance Institute of India preferable.
Experience	<ul style="list-style-type: none"> <li>• 1 year in Financial Markets</li> <li>• Experience in selling of financial products, customer relationship management desirable.</li> </ul>
<b>POST CODE No. 17 - ENGINEER – PRINTING TECHNOLOGY (Scale I)</b>	
VACANCY	1
Educational Qualifications	Degree in Printing Technology
Experience	Desirable

## 7. STRUCTURE OF WRITTEN TEST AND INTERVIEW / GROUP DISCUSSION:

Depending upon the number of candidates applied for, the Bank may opt for

- i. Only Interview
- ii. Written Test and /or Group Discussion and / or Interview
- iii. Written Test and /or Interview
- iv. Group Discussion and / or Interview

The final selection would be on the basis of the aggregate marks obtained by the candidates in the written examination and/or Interview and/or Group Discussion and strictly in the order of Merit. Mere eligibility / pass in the test shall not vest any right in a candidate for being called for the Interview.

Other detailed information regarding the written examination, if held, will be given in an Information Handout on Bank's Website which will be made available for the candidate to download along with the call letters.

#### **8. APPLICATION FEE INCLUDING POSTAGE / INTIMATION CHARGES (NON-REFUNDABLE)**

	Application Fees for each post	Postal Charges for each post	Total (for each post)
For SC/ST/PWD	<b>Nil</b>	<b>₹.50/-</b>	<b>₹.50/-</b>
For all others (including OBC)	<b>₹.350/-</b>	<b>₹.50/-</b>	<b>₹.400/-</b>

Note: Requisite application fee is to be paid at any of the branches of INDIAN BANK only.

#### **An application registered online without actual payment of fees will not be entertained.**

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 future examination or selection.

**Candidates desirous of applying for more than one post must apply online separately for each post, pay separate fees/ postages, as applicable and send the system generated application printout fee along with original fee payment challan and attested copies of requisite enclosures separately for each post to the prescribed address.**

Mere satisfaction of eligibility criteria shall not vest any right in a candidate for being called for the examination / Group Discussion / Interview.

#### **9. How to Apply: -**

Procedure for depositing fee:

The challan for payment of fees will be made available on the Bank's website [www.indianbank.in](http://www.indianbank.in). The challan will be in duplicate.

**The application fee must be paid in cash, separately for each post at any branch of INDIAN BANK using this challan.**

For the purpose of locating the Bank's branch address for remitting fees, applicants may log on to our Bank's website [www.indianbank.in](http://www.indianbank.in) wherein provision is available for locating address of the branches. Applicants are advised to type nearby town / city / place in the space provided under "Branch Search" in the website.

For assistance in locating the branch in case of need, applicants may contact 044 2813 4064 (direct) or 044 2813 4068 CM (HRM) or 044-28134300 (Extn. 4780)

**Before depositing the fee, Candidates have to take a print out of the challan from the website.**

The following details must be filled up in both copies of the challan:

(i) Candidate's name, (ii) Candidate's category, (iii) Name and code no. of the Branch selected for payment, (iv) Date of payment and (v) Fee to be paid (vi) post applied for.

Thereafter, the challan is to be presented at the branch, along with the application fee. After payment, the candidate must ensure that the deposit journal number generated by the Bank's system is entered in the challan by the officials at the Bank's Branch.

On payment, the receipt portion of the challan will be given back to the candidate by the concerned branch incorporating the following details:

1. Deposit Journal Number
2. Branch Name
3. Branch Code
4. Date of Remittance

The above details are to be mentioned by the candidates at the appropriate place in the on-line application format while submitting the same.

**Pre- Requisites for Applying Online**

Before applying online, candidates should

- (i) Keep the application fee remittance details (Transaction details such as Transaction No., Branch Name & Code etc.) ready.
  - (ii) Have a valid personal email ID, which should be kept active till the declaration of results. Call letters will be sent through the registered e-mail ID. Under no circumstances, a candidate should share/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.
- After payment of fees candidates are advised to apply "Online" by revisiting the Bank's website and clicking on the appropriate link for the Online Application Form.
  - Candidates should fill in the requisite details in the online application form and submit it.
  - After applying online candidates are advised to take two printouts of the system generated online application form. Recent photograph of the candidate duly signed across is to be pasted on the system generated online application. One printout of the system generated online application duly signed by the candidate should be sent to the prescribed address along with original fee payment challan and other requisite enclosures and another copy is to be retained with them for their record.

- The registration number and Password generated after applying online must be carefully retained by the candidate for his/her record.
- A copy of the receipt portion of the fee payment challan must be carefully preserved and produced along with the call letter at the time of Written Examination, Interview and/or Group Discussion. Candidates without the receipt part of the fee payment challan will not be allowed to participate in the Written Examination, Interview and/or Group Discussion.

**The last date for registering application online and payment of fees is 18.04.2012. Application for registration will be available on our Bank's website between 29.03.2012 and 18.04.2012 (both days inclusive)**

**The payment of fees should be made on or before 18.04.2012**

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 the Bank's website on account of heavy load on internet/website jam.

**Note :** There is a **provision to modify** the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any. This modification facility will be available upto **20.04.2012**. After this date, no modification will be permitted. Candidates should take utmost care while filling in the Online Application.

For each post applied for, the System Generated Print-out of the Registered Application, duly completed in all respects along with the original fee payment challan and attested copies of the certificates / documents for proof of date of birth, educational qualification, work experience, community certificate, age relaxation and other related documents and) should be sent by ORDINARY POST only in a cover superscribed

**“Print-out of the Application for the post of \_\_\_\_\_ Post Code \_\_ in Indian Bank”**

to the following address:

**Asst. General Manager (HRM)  
Indian Bank  
Corporate Office  
254 – 260, Avvai Shanmugam Salai,  
Royapettah, Chennai 600 014**

The list of certificates to be sent along with the application print out may be specified, if deemed necessary.

The System Generated Print-out of the Registered Application, duly completed in all respects along with the requisite enclosures should reach the address mentioned above **on or before 25.04.2012**. For the candidates staying abroad and for those sending the print-out of the system generated online application from far flung areas i.e. Andaman & Nicobar Islands, Lakshadweep, Minicoy Islands, Assam,

Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J &K State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the last date for receipt of Print-out will be **02.05.2012. Any application received after the last date will not be entertained by Bank.**

Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons, loss in transit or for any other reason beyond the control of the Bank.

**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.**

Candidates should keep a copy of the application print out and challan (Deposit Journal No.) for their record. Copy of fee payment challan will have to be submitted with the call letter at the time of written examination.

Candidates should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

#### **10. WRITTEN EXAMINATION:**

If a decision is taken to administer a Test, the Written Examination will be held at the following centres. The examination may be held online / offline. The Examination Centres are tentative and may change at the Bank's discretion.

Centre	Centre Code
Bangalore	11
Chennai	12
Coimbatore	13
Ernakulam	14
Guwahati	15
Hyderabad	16
Kolkata	17
Madurai	18
Mumbai	19
New Delhi	20
Tirupathi	21
Trichy	22
Vijayawada	23
Visakhapatnam	24

No request for change in the Examination centre will be permitted under any circumstances. The Bank may at its discretion allot a different centre other than the

candidate's choice when circumstances so warrant.

#### **11. CALL LETTERS FOR THE WRITTEN EXAMINATION:-**

The date of written test will be intimated in the Call Letter along with the Centre/Venue for the Examination.

Facility for downloading call letter online will be made available in the Bank's website.

Bank takes no responsibility for non-receipt of Intimation or inability to print call letter from WEB.

Candidates are advised to keep visiting Bank's website for updates on the recruitment process. Phone calls are not solicited from candidates in matters related to the same.

Candidates have to bring their call letter along with their photo identity proof in original as well as a photocopy while attending the written examination and will have to submit photocopy of the photo identity proof along with Examination Call Letter.

#### **Identity Verification**

In the examination hall, the call letter along with a self attested photocopy of the candidate's photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by Gazetted Officer/ People's Representative along with a photograph/ Identity Card issued by a recognized college / university / 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 and in the Attendance List.

If identity of the candidate is in doubt, the candidate may not be allowed to appear for the Written Examination.

**Note: The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit Bank's website [www.indianbank.in](http://www.indianbank.in)**

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

#### **12. APPOINTMENT, PROBATION AND TRAINING etc.**

The candidates selected will be subject to such terms and conditions as existing in the Bank at the time of appointment.

#### **13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or 3. Obtaining the support of his/her candidature by any means; such candidate may, in addition to, rendering himself/herself liable to criminal prosecution will be liable (a) to be disqualified from the interview for

which he/she is the candidate (b) to be debarred either permanently or for a specific period from any examination or selection held by the Bank. The Bank would be analyzing the responses of a candidate with other candidates, who appeared for the examination to detect patterns of similarity. If, as per the laid down procedure, it is suspected that the responses have been shared and the scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/her candidature. Last but not the least, please note importantly that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the Bank and the inconvenience caused thereby will be at his/her cost and consequences.

#### **14. GENERAL INSTRUCTIONS**

- a. Before applying for any post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.
- 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. Candidates seeking relaxation in Fee/Age must submit a certified copy of the certificate along with the system generated application print out. These certificates in original in support of his/her claim will have to be produced at the time of interview.
- d. Candidates belonging to OBCs but coming in the "CREAMY LAYER" as on 31.03.2011 are not entitled to OBC reservation. Such candidates should indicate their category as "General/Unreserved"
- 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 OBC in Civil Posts and Services under Govt. of India i.e. carrying "CREAMY LAYER" clause based on income for the financial year 2010-2011 issued on or after 01.04.2011 should be submitted along with the application print out.
- f. 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. The Bank also reserves the right to select the candidate (without Written Test / Group Discussion having been conducted) on the basis of Personal Interview only for all the posts advertised.
- g. Only those candidates who have met with the eligibility criteria & who have cleared their Written Examination and who are short-listed for appearing in the Personal Interview will be intimated by e mail (online) to the e mail address, furnished by them. The names of candidates who are finally short-listed for interview will also be available on the Bank's Website [www.indianbank.in](http://www.indianbank.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 the Bank's website for candidates selected for appointment.
- h. The admission to Written Test as well as call for personal interviews will be purely provisional without verification of age, qualification, category

- (SC/ST/OBC) etc. of the candidates with reference to documents.
- i. 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.
  - j. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, disability etc. at the time of interview, in support of his /her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.
  - k. In case of more than one application by the same candidate for same post, application submitted last will be taken as authentic / conclusive.
  - l. Only unemployed SC/ST candidates called for interview will be paid actual second class to-and fro rail/bus fare by the shortest route on production of evidence of travel, i.e. railway/bus receipt/ticket subject to rules in this regard. The fare for journey of first 30 kms each shall be borne by the candidate.
  - m. Candidates serving in Government/Public Sector Undertakings (including Banks) should produce “**No Objection Certificate**” from their employer at the time of interview, in the absence of which their candidature cannot be considered.
  - n. Only candidates willing to serve anywhere in India should apply.
  - o. 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 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 regard.
  - p. Any request for change of address will not be entertained.
  - q. Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue/specific post/ specific candidate(s). The Bank reserves the right if required to hold a second stage of written examination on the basis of the order of merit in the written examination of the first stage as referred to above. If the second stage of written examination is held the subsequent process of interview and further process would be on the basis of order of merit of the second stage examination.
  - r. The selected candidates will have to execute a bond undertaking that they would serve the Bank for a minimum period of 2 years. If he/she leaves the Bank before completion of two years period he/she will have to pay liquidated damages of Rs. One lakh besides serving three months notice period as per Service Regulations.
  - s. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
  - t. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
  - u. No candidate is permitted to use Calculators, cell phones of any kind, Pagers or any other such instruments in the Examination Hall.
  - v. The candidates will appear for written examination at the allotted centre at their expenses and risks and the Bank will not be responsible for any injury/losses, etc. of any nature.
  - w. The Competent Authority for the issue of the certificate to SC / ST / OBC / PWD is as under:
    - a. For SC/ST/OBC candidates



- i. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate not below the rank of First Class Stipendiary Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
  - ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
  - iii. Revenue Officer not below the rank of Tahsildar.
  - iv. Sub Divisional Officer of the area where the candidate and/or his family normally resides.
- b. For PWD candidates

Authorised certifying authorities will be Medical Board constituted as per Government guidelines.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

**Indian Bank  
Corporate Office  
Chennai**

**GENERAL MANAGER (HRM)**