



INDIAN OVERSEAS BANK

(A Govt of India Undertaking)
Central Office, 763, Anna Salai, Chennai - 600002



www.iob.in

Advt No. : HRDD/RECT/ 01 / 2012

Good People to Grow with

Dated: 28.03.2012

RECRUITMENT OF 1500 PROBATIONARY OFFICERS - 2012

Indian Overseas Bank, a leading Public Sector Bank with headquarters in Chennai having geographical presence all over India and abroad invites On-line applications from Indian Citizens for the post of Probationary Officers in Junior Management Grade Scale – I, who have taken the Common Written Examination (CWE) for Probationary Officers/Management Trainees conducted by IBPS in Sept / Nov 2011 and obtained a valid IBPS CWE-PO/MT-2011 Score Card and who meet the eligibility criteria mentioned in this notification below.

Candidates are requested to apply only through online between **30.03.2012 and 19.04.2012** through our Bank's website www.iob.in. No other means/mode of application will be accepted.

Before applying, candidates are advised to ensure that they fulfill the stipulated eligibility criteria. They should note that Application Fee/ Postage charges once deposited will neither be refunded nor be adjusted against any other recruitment process. Candidates are advised to fill their particulars on-line by themselves correctly.

IMPORTANT DATES

OPENING DATE FOR ONLINE REGISTRATION	30.03.2012
CLOSING DATE FOR ONLINE REGISTRATION	19.04.2012
PAYMENT OF APPLICATION FEE /POSTAGE CHARGE	30.03.2012 TO 19.04.2012
TENTATIVE DATE OF INTERVIEW	MAY/ JUNE 2012

1. DETAILS OF VACANCIES

POST CODE	NAME OF THE POST	SCALE	NUMBER OF VACANCIES
01	PROBATIONARY OFFICER	JMGS - I	1500

2. DETAILS OF RESERVATION

CATEGORY	SC	ST	OBC	GEN	TOTAL NUMBER OF VACANCIES	OF WHICH PC		
						VI	HI	OC
JMGS - I	223	149	392	736	1500	18	22	20

SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **GEN** – General, **PC** - Physically Challenged, **VI** –Visually Impaired, **HI**- Hearing Impaired, **OC** – Orthopaedically Challenged, **JMGS – I** - Junior Management Grade Scale- I, **IBPS** – Institute of Banking Personnel Selection, **CWE** – Common Written Examination, **PO** – Probationary Officer, **MT** – Management Trainee

- As the reservation for Physically Challenged persons is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GENERAL) to which they belong.
- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.
- The above reservation is inclusive of shortfall/backlog reservation.
- It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/Branches of the Bank and in case of selection they have to work in the post identified by the Bank as suitable for them.
- The selected candidates are 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.

3. ELIGIBILITY CRITERIA

A. 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) 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 Interview conducted by the Bank, but on final selection the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

B. IBPS SCORE REQUIREMENT

Candidates should have obtained the valid IBPS CWE-PO/MT-2011 Score card, score in each test components and Total Weighted Standard Score (TWS) as mentioned below in the Common Written Examination conducted for POs/MTs in Sept / Nov 2011 by IBPS. Candidates should be able to produce the original IBPS CWE-PO/MT-2011 Score Card in support of the scores mentioned in the on-line application form, if called for Interview.

COMMON WRITTEN EXAMINATION	CATEGORY- WISE INDIVIDUAL TEST CUT-OFF	
	GENERAL	RESERVED (SC/ST/OBC/PC)
Test on Reasoning [TR]	24 & above	21 & above
Test on English Language [EN]	24 & above	21 & above
Test on Qualitative Aptitude [QA]	24 & above	21 & above
Test on General Awareness [GA]	24 & above	21 & above
Test on Computer Knowledge [CK]	24 & above	21 & above
Descriptive Paper on English [DP]	24 & above	21 & above

TOTAL WEIGHTED STANDARD SCORE (TWS):

For General Category: TWS - Minimum 120

For Reserved Category (SC/ST/OBC/PC): TWS - Minimum 105

C. EDUCATIONAL QUALIFICATIONS (AS ON 01.07.2011):

- Graduation from a recognised university/Institution **with minimum 60% Marks**. (For Candidates belonging to SC/ST/PC category **minimum 55% Marks**). Graduation results should have been declared by the university/Institution on or before 01.07.2011.
- Computer literacy shall be an essential qualification, which the candidate must either possess before or acquire within six months of joining the Bank.
- Diploma in Banking & Finance (DBF) from Indian Institute Of Banking and Finance (IIBF) is a desirable qualification besides the above entry level qualification.

Note:

Candidates are advised to only enter percentage of marks (calculated to the nearest two decimals) obtained in the Graduation in the on-line application form. Where no percentage of mark is awarded by the University, but only CGPA/ OGPA is awarded, candidates are advised to convert the same into percentage and enter only the percentage of marks.

The fraction of percentage will be ignored and will **NOT** be rounded off to the next highest integer i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

D. AGE (As on 01.07.2011): Minimum: 21 Years and Maximum: 30 Years

The candidates who have completed the age of 21 years as on 01.07.2011 and not completed 30 years as on 01.07.2011 are only eligible to apply. Relaxation in maximum age for SC/ST/OBC/PC/Ex-Servicemen will be as per extant Government Guidelines.

RELAXATION IN UPPER AGE LIMIT

S.No.	CATEGORY	AGE RELAXATION
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	In the case of Ex- service commissioned Officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 12 months from the date prescribed for opening of online registration) otherwise 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.	5 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Physically Challenged Category candidates	10 years

Note:

- i) An ex- serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in Public Sector Undertaking ceases to enjoy Ex-serviceman status for further employment.
- ii) All persons eligible for age relaxation under S.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 the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
- iii) Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Community Certificate at the time of interview.
- iv) **There is no reservation for Ex-Servicemen in the Officer Cadre.**

DEFINITION: PHYSICALLY CHALLENGED (PC)

Reservation is available for Physically Challenged candidates under section-33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full participation) Act 1995.

Definition of Categories of Disabilities:

- i) **VISUALLY IMPAIRED (VI):** The visually impaired persons are those suffering from blindness or low vision. Blindness – refers to a condition where a person suffers from any of the following conditions namely (i) total absence of sight, (or) (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (or) (iii) Limitation of the field of vision subtending an angle of 20 degree or worse. A Person with low vision means one 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.
- ii) **DEAF & HEARING IMPAIRED (HI):** the deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes 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 60 decibels or more in the better ear in the conversational range of frequencies.
- iii) **ORTHOPAEDICALLY CHALLENGED (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

Only such persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Center/ State Govt) would be eligible for reservation in services/ posts.

4. EMOLUMENTS FOR THE POST OF PROBATIONARY OFFICER – JMG SCALE - I

Pay Scale - ` 14500 - 600 /7 – 18700 - 700/2 - 20100 - 800/7 - 25700 plus DA, HRA, CCA as per rules in force from time to time.

PROBATION PERIOD:

The selected candidates will be on probation for a period of **two years (24 months of active service)** from the date of joining as per the rules of the Bank.

5. SELECTION PROCESS**A. INTERVIEW:**

Mere eligibility/ pass in the Common Written Examination shall not vest any right in a candidate for being called for Interview. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit in Common Written Examination (CWE) conducted by IBPS in Sept / Nov 2011, as per the cut-off marks decided by the Bank will be called for the Interview.

The Interview will carry 50 Marks. Minimum qualifying marks in the Interview will be 22.50 marks for General Category and 20.00 marks for SC/ST/OBC/PC Candidates.

Final selection will be made on the basis of aggregate marks obtained by the candidates in the Common Written Examination (CWE) conducted by IBPS in Sept / Nov 2011 & Interview and will be strictly according to the merit ranking. The candidates belonging to SC/ST/OBC/PC will be given relaxation in marks as per extant Government Guidelines. The Bank reserves the right to change the selection procedure, if necessary.

6. IMPORTANT GENERAL INSTRUCTIONS:

- a) Candidates are required to apply only 'ON-LINE' through Bank's website. Any other form of application shall not be entertained.
- b) **Only candidates willing to serve anywhere in India should apply.**
- c) Only those candidates who rank sufficiently high in the order of merit in Common Written Examination (CWE) conducted by IBPS in Sept / Nov 2011, as per the cut-off marks decided by the Bank will be called for the Interview without verification of their age or qualification or category or any other eligibility criteria with relevance to documents and will be purely on provisional basis, on the strength of the information provided by them in the online application. Before applying, the candidates must ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement and has in his/her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the on-line application are true and correct in all respects.

Mere calling for applications for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Bank has the right to cancel candidature at any stage if found that he/she is not fulfilling the eligibility criteria and /or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings are detected even after appointment his/her services are liable to be terminated.

The Bank is free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidate. **No correspondence or personal queries in this regard shall be entertained by the Bank.**

- d) All candidates called for Interview, will have to produce originals as well as attested photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, score card issued by IBPS, etc. The candidates belonging to SC/ST/OBC/PC Category are required to submit originals as well as attested photocopies of their caste certificate/certificate of handicap issued by the competent authority, in addition to the other certificates in support of their eligibility criteria.

Candidates are also required to submit a printout of the online application with their photograph and signature affixed at the appropriate places and a printout of the online application submitted to IBPS for the Common Written Examination for POs/MTs-2011 at the time of interview.

- e) 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 Government of India. The OBC certificate containing "**Non Creamy Layer Clause**" should be based on income for the financial year 2010-11 and issued on or after **01.04.2011**.
- f) Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalised Bank, Financial Institutions will be required to produce "**No Objection Certificate**" from the employer at the time of interview failing which the candidature may not be considered.
- g) While appearing for the Interview, the candidates should produce photo identity such as PAN Card / Passport / Driving License / Voters Card / Bank Pass Book with Photograph / Photo embossed Credit Card for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for Interview.
- h) An Ex-serviceman candidate has to produce a copy of the discharge certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from Defence Services within 12 months from the date prescribed for opening of online registration.
- i) Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Interview call letter, whomsoever, shall not be permitted to attend the Interview, even though they might have obtained the desired level of score in the Common Written Examination and have been called for Interview.
- j) The candidates will have to appear for interview at their own expense. However, outstation eligible SC/ST/PC candidates who are not employed and attending the interview will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel (as per extant Govt. Guidelines). The Bank will not be responsible for any injury / losses, etc. of any nature.
- k) Canvassing in any form will be a disqualification.
- l) Any request for change of address/ e-mail id for communication will **NOT** be entertained.
- m) Candidates belonging to reserved category, including Physically Challenged category, for which no reservation has been announced, are free to apply for vacancies announced for General category, provided they fulfill all the eligibility criteria.
- n) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank. **Candidates selected for appointment will be required to execute a Financial Service Bond for rendering service for a minimum period of 3 years. The amount of the Financial Service Bond presently is ` 1, 00,000/-.**

- o) Use of Calculators, mobile phones, pagers or any other instruments during the selection process is strictly prohibited.
- p) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- q) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.

7. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PC

A. For SC/ST/OBC

District Magistrate / Additional District Magistrate/Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st 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 Physically Challenged (PC)

Authorised Certifying Authority will be Medical Board duly constituted by the Central or the State Government consisting of atleast three members out of which atleast one shall be a specialist in the particular field of disability from which the person is suffering.

8. 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 suppress any material information while filling up the On-line application form and submitting the certified copies/ testimonials.

At the time of Interview, if a candidate is (or has been) found guilty of:

- a) using unfair means during the examination (or)
- b) impersonating or procuring impersonation by any person (or)
- c) misbehaving in the Interview venue or taking away the documents from the venue (or)
- d) resorting to any irregular or improper means in connection with his/her candidature for selection (or)
- e) obtaining support for his/her candidature by any other means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:

- a) to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

9. HOW TO APPLY

Eligible candidates are required to apply 'ON-LINE' only through our Bank's website www.iob.in and no other means / mode of application will be acceptable. Candidates are advised to follow the following sequence of steps while applying on-line.

Candidates are required to have a valid personal e-mail ID (as specified in the on-line application form while applying for Common Written Examination (CWE) for POs/MTs conducted in Sept / Nov 2011 by IBPS). It should be kept active for the duration of this recruitment process. Under no circumstances, he/she should share/mention e-mail ID to / of any other person.

- a) Candidates are required to Log on to our Bank's website www.iob.in and click "Careers" column (available at the bottom of the Bank's website), then the Careers page will open.
- b) Candidates are required to go through the detailed advertisement by clicking the **Advertisement (English) or Advertisement (Hindi)** available below **Recruitment of 1500 Probationary Officers 2012** link in the Careers Page and ensure candidate's eligibility before applying for the said post.
- c) Applicants are required to take a print out of blank Payment Receipt Challan available as an **Annexure** with this notification.
- d) Before applying on-line, the candidate has to remit the application fee/ postage charge as applicable to the candidate with the filled up Payment Receipt Challan in any of Indian Overseas Bank's branches by means of cash only and collect candidate's copy of Payment Receipt Challan for the application fee / postage charge paid. Please ensure that the following information has been correctly entered (1) Branch Name & Code Number (2) Transaction ID (3) Date of deposit and amount

Applications once made will not be allowed to be withdrawn and application fee /postage charge once paid shall not be refunded or shall not be held in reserve for any other examination.

APPLICATION FEE / POSTAGE CHARGES (NON REFUNDABLE)

NAME OF THE POST	FOR SC/ST/ PC	FOR ALL OTHERS (INCLUDING OBC)
PROBATIONARY OFFICERS IN JMG SCALE – I	` 50/-	` 200/-

Application Fee / Postage Charge has to be paid in cash only at any Branch of Indian Overseas Bank before applying On-line.

- e) After remitting the application fees/ postage charge, the candidates are required to revisit our Bank's website www.iob.in and open the Career Page and Click **apply on-line** link below the **Recruitment of 1500 Probationary Officers 2012** link and should fill up the required details provided in the online application form. After filling up all the details candidates shall submit the application online. The candidates can then take a printout of the system generated on-line application form to be submitted at the time of the interview. The registration number and password generated should also be retained for future reference.

Note: The name of the candidate or his/her father/husband etc should be spelt correctly in the on-line application as it appears in the certificates/mark sheets. Any change/ alteration found may disqualify the candidature.

For the purpose of locating the Branch address for remitting fees, candidate may log on to our Bank's website www.iob.in wherein provision is available for locating address of the Branches.

Candidates should submit the candidate's copy of Payment Receipt Challan along with the call letter and all other documents as advised in this notification at the time of Interview failing which the candidate will not be admitted for the Interview.

The payment of fees should be made between 30.03.2012 and 19.04.2012 (inclusive of both dates) and the last date for applying online is 19.04.2012. Application for online registration will be available in our Bank's website between 30.03.2012 and 19.04.2012 only. Even if the date for online application is revised the date for payment of application fees/ postage charge will remain unchanged.

10. INTERVIEW CENTRES

The interview will be held at major centres across the country and address of the same will be advised in the interview call letters. The Interviews will be held at different centres on different dates as decided by the Bank and will be communicated to the candidates shortlisted for Interview.

Note:

- a) Request for change of Interview centres and Interview dates shall **NOT** be entertained.
- b) Bank reserves the right to change/add/cancel the date, time, centre, venue of the Interview and to call the candidates for the Interview at any other centre or hold supplementary selection process for particular date/time/centre/venue/set of candidates at its discretion, under any circumstances, if any. The change, if any, shall be intimated to the candidates well in advance.

11. CALL LETTERS FOR THE INTERVIEW

Only those candidates who have met with all the eligibility criteria mentioned in this notification and who have cleared their Common Written Examination of IBPS and who are shortlisted for appearing in the Interview will be intimated by email at the address (as specified in the on-line application form while applying for Common Written Examination (CWE) for POs/MTs conducted in Sept / Nov 2011 by IBPS) **(OR)** may download the call letter from the Bank's website. The names/registration number of the candidates who are finally short-listed for Interview will also be available on the Bank's website www.iob.in.

Bank will not take responsibility for non- receipt of intimation regarding call letter / any communication due to technical reasons or whatsoever to the candidates. Candidates are requested to keep track of their application status by visiting the Bank's website from time to time.

Note: Candidates in their own interest are advised to register on-line and submit their application well in time before the last date for submission, to avoid the possibility of dis-connection / inability / failure to log on to the Bank's website on account of heavy load on internet/ website jam. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Bank. **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 our Bank's website www.iob.in for detailed advertisement.**

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

GENERAL MANAGER
(HR)