



Corporate Office, 254-260, Avvai Shanmugam Salai
Royapettah, CHENNAI 600 014.

RECRUITMENT OF 1201 CLERKS

INDIAN BANK, a leading Public Sector Bank with headquarters in Chennai having geographical presence all over India and abroad invites applications for Clerical post from Indian citizens **who have taken the Common Written Examination for Clerical cadre conducted by IBPS in 2011.**

Payment of Application fees	29.06.2012-13.07.2012
Opening date for Online Registration	29.06.2012
Last Date for Online Registration (Including for candidates from far-flung areas)	13.07.2012

IMPORTANT:

The Clerical cadre recruitment shall be on State/ Union Territory-wise basis and therefore it is essential that candidates apply for vacancies of the State / Union Territory from which they have appeared for the Common Written Examination held by IBPS and in which they have qualified.

STATE WISE VACANCY POSITION:

STATE	Total No. of Vacancies					Out of which				Minimum TWSS required	
	TOT	SC	ST	OBC	GEN	VH	HI	OH	EXM	RESERVED CATEGORIES	GEN
ANDHRA PRADESH	285	46	20	77	142	3	3	3	42	126	131
ASSAM	20	1	2	5	12			1	3	116	126
BIHAR	38	6	0	10	22		1		6	146	151
CHANDIGARH	10	2	0	3	5				1	141	151
CHATTISGARH	8	1	3	0	4				1	131	141
DADRA & NAGAR HAVELI	1	0	0	0	1				0	NA	126
DAMAN & DIU	1	0	0	0	1				0	NA	116
DELHI	20	3	2	5	10	1			3	136	141
GUJARAT	45	3	7	12	23			1	7	121	136
HARYANA	45	9	0	12	24			1	7	131	141
HIMACHAL PRADESH	10	3	0	2	5				1	141	151
JHARKHAND	10	1	3	1	5				1	156	171
KARNATAKA	25	4	2	7	12			1	4	131	136
KERALA	20	2	0	5	13	1			3	156	161
MADHYA PRADESH	30	5	6	5	14		1		4	136	141
MIZORAM	2	0	1	0	1				0	116	116
ODISHA	75	12	17	9	37	1	1		11	116	131
PUDUCHERRY	20	3	0	5	12	1			3	116	126
PUNJAB	50	15	0	11	24	1		1	7	136	141
RAJASTHAN	29	5	4	6	14		1		4	146	156
SIKKIM	1	0	0	0	1				0	NA	121
TAMIL NADU	357	68	4	96	189	3	4	4	52	121	126
TRIPURA	1	0	0	0	1				0	NA	141
UTTAR PRADESH	95	20	1	26	48	1	1	1	14	141	146
UTTARANCHAL	3	1	0	0	2				0	151	156
TOTAL	1201	210	72	297	622	12	12	13	174		

Abbreviations used:

SC - Scheduled Caste ST - Scheduled Tribe OBC - Other Backward Class
GEN - General Category VH – Visually Handicapped HI - Hearing Impaired
OH - Orthopedically Handicapped EXSM – Ex-Servicemen

SCALE OF PAY:

Scale of Pay : Rs. 7200 - 19300. DA, HRA etc. will be paid as per Bank's rules in force from time to time depending upon the place of posting. Other benefits include Medical Aid, Hospitalization Expenses, Conveyance Expenses, Staff Housing Loan, Staff Vehicle Loan, LFC, and Retirement Benefits, as per Bipartite Settlement / Rules of the Bank amended from time to time.

PROBATION PERIOD:

Six months, this is extendable at the Bank's discretion.

Note:

- It is clarified that Persons with Disabilities will have to work only in those Branches/Offices which have posts identified by the Bank as 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 category provided they fulfill the eligibility criteria laid down for General category.
- The number of vacancies and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.
- Candidates will be considered for appointment only for the vacancies at Branches / Offices located in the State / Union Territory for which he/she has applied.

1. 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 Government of India has issued the necessary eligibility certificate to him/her.

b. MINIMUM EDUCATIONAL QUALIFICATION:

A pass with 50% or more marks in Higher Secondary examination of 10+2 of the 10+2+3 pattern / Intermediate / Pre University or any equivalent examination / Diploma in Banking recognized by Central / State Government or UT Administration.

For Ex-Servicemen, who do not possess the above qualification, a pass in Service (Departmental) Examination which is recognized as equivalent to Civil Examination not below the level of Matriculation.

Note:

1. All Educational Qualifications Shall be from those Boards/Universities/Institutes which are recognized by Govt./UGC as applicable.

2. Candidates should have obtained not less than the minimum IBPS score cut off for the category to which he/she belongs in the Common Written Examination conducted for Clerical cadre in 2011. 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 processes such as Interview.
3. In respect of IBPS examination for which the candidate holds the score card, he/she should have appeared from the centre in the State/UT for which vacancies he/she now wishes to apply.
4. Candidates should be able to read, write and speak English.
5. Candidates should possess proficiency in the official language of the State/ UT **(ability to read, write and speak local / State language)** in which they have appeared for the Common Written Examination and for which State/UT vacancies they now apply.
6. Candidates should be computer literate or acquire the same within six months of joining the Bank.

c. CATEGORY-WISE MINIMUM CUT-OFF SCORE IN CWE HELD IN 2011

Particulars	IBPS Score cut-off for category	
	General	SC/ ST/ OBC/ PWD/EXSM Ex-servicemen
Test of Reasoning (TR)	24 & above	21 & above
Test of English Language (EN)	24 & above	21 & above
Test of Numerical Ability (NA)	24 & above	21 & above
Test of General Awareness (GA)	24 & above	21 & above
Test of Computer Knowledge (CK)	24 & above	21 & above

Candidates possessing minimum scores in the Common Written Examination (CWE) conducted by IBPS in 2011 in individual tests as stipulated above as well as in Total Weighted Standard Score (TWSS) as indicated in page 1 of this Advertisement should only apply.

d. AGE (AS ON 01.08.2011)

Not Below	18 Years
Not Above	28 Years

RELAXATION IN UPPER AGE LIMIT:

Sr. No.	Category	Relaxation by Years
i)	Scheduled Castes/Scheduled Tribes	5 years
ii)	Other Backward Classes	3 years
iii)	Persons with Disabilities (VH/HI/OH)	10 years
iv)	Ex-Servicemen	3 years, in addition to the actual period of service in the Defence forces subject to a maximum age of 50 years.
v)	Persons ordinarily domiciled in Kashmir Division of Jammu & Kashmir State during 01.01.1980 to 31.12.1989	5 years. Certificate to this effect from the Competent Authority to be produced at the time of Interview.
vi)	The children/ family members of those Who died in the 1984 riots.	5 years. Certificate to this effect from the Competent Authority to be produced at the time of Interview.
vii)	Widows, Divorced women and women legally separated from their husbands who have not remarried	9 years, subject to a maximum age of 35 years for General Category, 38 years for OBC and 40 years for SC/ST candidates.

Note:

a) 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.

b) (i) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate at the time of interview from the competent authority that they would be released/ retired on or before 30.06.2013 and if they fail to report within this time the offer of appointment will be withdrawn. (ii) Ex-Servicemen candidates who have already secured employment under the Central Government in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Government. However such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. jobs.(iv) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of re-employment in Government ceases.

Applications not fulfilling this criterion and not accompanied with proof as stated above, will be summarily rejected.

2. RESERVATIONS:

A. Reservation to different categories will be provided as per Government guidelines.

B. Persons with Disabilities:

Under Section 33 of the 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.

Visually Handicapped (VH)

Blindness refers to condition where a person suffers from any of the following conditions namely (1) 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 in 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 of execution of a task with appropriate assistive device.

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 sixty decibels or more in the better ear in the conversational range of frequencies.

Orthopedically Handicapped (OH)

Locomotor Disability means disability of 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 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.

C. Definition Of Ex-Servicemen (EXSM)

Ex-Servicemen(EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Advertisement No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

Disabled Ex-Servicemen (DISXS): Ex-servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

Dependents Of Ex-Servicemen Killed In Action (DXS): Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz Nagaland, Mirzoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

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

3. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON- REFUNDABLE):

Category of Applicant	Amount of Fees/ Charges for postage
SC/ ST/ Persons with Disability (PWD)/Ex-servicemen	Rs.20/-
All others (including OBCs)	Rs.100/-

4. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATES:

(a) Community Certificates for candidates belong to SC/ST/OBC categories:

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

(b) Disability Certificate for Persons with Disabilities:

The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Government. The Central/State Government may constitute Medical Boards consisting of at least three members out of which one shall be a specialist in the particular field of disability from which the person is suffering.

5. SELECTION PROCEDURE:

1. Depending on the number of vacancies, only those candidates who are qualified in the Common Written Examination for recruitment of Clerical personnel conducted by IBPS in 2011 and possess a valid score card issued by IBPS and depending upon ranking in the order of merit based on the Total Weighted Standard Score shall be called for a personal interview in the ratio of 1:5 for General category and 1:7 for Reserved category. The Bank reserves the right to vary the above ratio in any manner as it deems fit.
2. Selection for the post of Clerk will be based on the Total Weighted Standard Score in the Common Written Examination conducted by IBPS in 2011 and the marks scored in the Interview.
3. The details of date and venue of the interview will be intimated through call letter and also will be made available in Bank's website.

6. GENERAL INSTRUCTIONS:

- a. Before applying for the post, candidates 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 candidates, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Interview, selection and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Merely being invited by the Bank for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted as advised in this advertisement as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

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 shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- b. Candidates belonging to OBC category must produce OBC Certificate 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 'CREAMY LAYER' section excluded from the benefits of reservations. Such certificate, which is not more than one year old, should be submitted at the time of interview.
- c. Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- d. Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employers at the time of Interview, in the absence of which their candidature shall not be considered.
- e. Candidates will have to appear for interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates 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.

- f. Selected candidates would be posted in any of the vacancies of the State/ Union Territory from where they have appeared for the qualifying Common Written Examination of IBPS.
- g. Any request for change of address will not be entertained.
- h. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai.
- i. In case any dispute arises on account of interpretation of version other than English, the English version shall prevail.
- j. No candidate shall be permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- k. The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of any centre/venue/specific post of a candidate(s).
- l. 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.
- m. All Candidates must submit the xerox copies of the prescribed certificates in support of the educational qualifications, experience, date of birth, caste, Score card issued by IBPS etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- n. Canvassing in any form will be a disqualification.
- o. 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.
- p. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
- q. 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 candidates may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.

It is for the candidate to ensure that he / she has met the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

7. HOW TO APPLY:-

1. Candidates are required to apply Online through website www.indianbank.in. No other means/ mode of application will be accepted / entertained.
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 Clerk 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.

8. MODE OF PAYMENT :-

1. Take a print-out of 'FEE PAYMENT CHALLAN' in the official website of the Bank, www.indianbank.in .
2. Fill in the Fee Payment Challan in a clear and legible handwriting in block letters.
3. Go to the nearest Indian Bank Branch with the Fee Payment Challan duly filled in and pay, in Cash the appropriate Application Fee.
4. For the purpose of locating the branch address for remitting fees, applicants may log on to Bank's website www.indianbank.in wherein provision is available for locating address of the branches. Applicants are advised to type town/ city/place in the space provided under "Branch Search" in the website.
5. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with 1. Deposit Journal Number 2 .Branch Name 3. Branch Code 4. Date of Remittance filled by the Branch Official.
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 will have to be produced, if called for interview.
10. Without the original "Applicant's Copy" of fee payment challan, the candidates will not be allowed to appear for the Interview. Candidates are advised to keep photocopies of the fee payment challan for future reference.
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 lead to disqualification of the candidature.

Note:

Online 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.

9. CALL LETTERS FOR INTERVIEW

Call letters for the purpose of interview will be sent to the shortlisted/ eligible candidates through email only to the email address given by them in the application form while registering for the Common Written Examination for recruitment of Clerical personnel 2011-12. A list of all such candidates called for interview along with details such as date, time and venue of the interview will also be hosted on the bank's website www.indianbank.in. 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 what is mentioned above, will be followed. Similarly final selection result for appointment will be available on the Bank's website www.indianbank.in

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment challan and requisite enclosures while attending the Interview without which they will not be allowed to appear for the Interview.

10. 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 Clerical personnel 2011-12. In case the identity of the candidate is in doubt, the candidate will not be allowed to appear for the Interview.

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/ recruitment process without assigning any reason.

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.indianbank.in

Chennai
20.06.2012

GENERAL MANAGER (HRM)