



(A GOVERNMENT OF INDIA UNDERTAKING)

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

## RECRUITMENT OF PROBATIONARY OFFICERS – 2011-12

**INDIAN BANK**, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites online applications from Indian Citizens who have taken the Common Written Examination (**CWE**) for **PROBATIONARY OFFICERS** conducted by IBPS in September/November 2011 and have a valid Score card issued by IBPS.

Candidates are requested to apply online only through our **Bank's website** [www.indianbank.in](http://www.indianbank.in). No other means/ mode of application will be accepted.

### Important Dates:

Payment of Application Fees	From 17.02.2012 to 03.03.2012
Opening Date for Online Registration	17.02.2012
Last Date for Online Registration	03.03.2012

### Details of Vacancies: (including backlog vacancies)

POST	Scale	No. of Vacancies					Out of which PWD		
		Total	SC	ST	OBC	UR	OH	VI	HI
Probationary Officer	JMGS - I	452	69	52	117	214	3	5	11

### Abbreviations stand for :

SC - Scheduled Caste

ST - Scheduled Tribe

OBC - Other Backward Classes

UR – Unreserved / General

PWD - Persons with Disabilities

OH - Orthopaedically Handicapped

HI - Hearing Impaired

VI - Visually Impaired

### 1. Details of Reservation:

- 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.
- The reserved vacancies as above also include the backlog vacancies of the respective categories.
- 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.
- 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/ UR) to which they belong.
- Reservation for Persons with Disabilities:  
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"

- f. 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.
- g. Only such persons would be eligible for reservation in service/posts who suffer from not less than 40 percent of the relevant disability and are certified by a Medical Board appointed by the Central/ State Govt.

**Note:** Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies in Unreserved category.

## 2. PAY SCALE AND EMOLUMENTS:

SCALE	PAY SCALE (₹.)
Scale I	14500 – 600/7 – 18700 – 700/2 – 20100 -800/7 – 25700

**Note:** DA, CCA, HRA/ Leased accommodation, Leave Fare Concession, Medical Aid, Conveyance, newspaper, canteen subsidy, Hospitalisation benefits, Retirement benefits and other perquisites will be admissible as per the rules of the Bank.

**Probation period:** Selected candidates will be on probation for a period of two years.

## 3. Age as on 01.07.2011:

Minimum Age	21
Maximum Age	30

## 4. RELAXATION IN UPPER AGE LIMIT:

Relaxation in upper age limit (as on 01.07.2011) will be extended as per Government guidelines which is as below at present.

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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

**Note:**

The relaxation in upper age limit is cumulative as per Govt. of India guidelines.

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.

In 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 only.

\*\* 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.

Persons eligible for age relaxation under (vii) above must produce the domicile certificate at the time of interview from the District jurisdiction where he/she originally resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J & K during the period from 01.01.1980 to 31.12.1989.

**5. 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), Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India provided that a 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 interview and/or Group Discussion conducted by the Bank but on final selection the offer of appointment may be given only after the eligibility certificate from the Government of India in this regard is submitted.

## 6. MINIMUM EDUCATIONAL QUALIFICATION:

1. Graduation in any discipline

(Second Class with 55% aggregate marks / equivalent CGPA)

- a. All Educational qualifications, Graduation/ Post Graduation etc. shall be from a University recognized by Government of India. Technical qualification (BE, B Tech, MBA etc.) shall be from an institution accredited by AICTE/ UGC recognition required wherever applicable.
- b. Candidates must possess the qualification as on 01.07.2011.
- c. The candidates should have proficiency in appropriate computer skills / working knowledge of application packages used in office automation/ computer environment.
- d. In respect of SC/ST/OBC/PWD candidates, relaxation in minimum mark for educational qualification will be allowed upto 5% wherever minimum qualifying marks are stipulated.

**Note:** Candidates must specifically indicate the class / division and percentage of marks obtained calculated to the nearest two decimals in the relevant column of the application. Where no percentage of marks is awarded by the University but only CGPA / OGPA is awarded, the same should be converted into percentage.

## **IBPS SCORE REQUIREMENT:**

Candidates should have obtained the valid IBPS score in each test and in aggregate i.e. Total Weighted Standard Score (as mentioned below) in the common written examination conducted for Probationary Officers 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 interview.

Test	Category-wise cutoff in each test	
	Unreserved	SC/ST/OBC/PWD
Reasoning (TR)	24 & above	21 & above
English Language (EN)	24 & above	21 & above
Quantitative Aptitude (QA)	24 & above	21 & above
General Awareness (GA)	24 & above	21 & above
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 141

For Reserved Category (i.e SC/ST/OBC/PWD) - TWS: Minimum 116

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

Name of the Post	For Reserved Category (SC/ST/PWD)	For all Others (including OBC)
Probationary Officer	₹. 50/-	₹. 200/-

Applications have to be submitted by the eligible candidates only 'ONLINE' i.e. through internet on our Bank's website [www.indianbank.in](http://www.indianbank.in)  
Any other means / mode of application including those in printed form ARE NOT ACCEPTABLE.

**Before submitting the online application, the application fee must be paid in cash at any branch of INDIAN BANK only. An application registered online without actual payment of fees will not be entertained.**

Application once submitted online 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.

#### **8. Guidelines for the candidates regarding payment of application fee:**

Application for registration will be available at our Bank's website [www.indianbank.in](http://www.indianbank.in) between 17.02.2012 and 03.03.2012 (both days inclusive)

Payment of fees can be made between 17.02.2012 and 03.03.2012 (both days inclusive)

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

##### **Procedure for depositing fee:**

The challan for payment of fees will be made available at the Bank's website [www.indianbank.in](http://www.indianbank.in). Before depositing the fee Candidates have to take a print out of the challan from the Bank's website . The challan will be in duplicate and the application fee must be remitted only in any of the branches 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)

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

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

After filling up the above details, both the copies of challan are 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 into 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.**

- 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 a printout of the system generated online application form. The printout should not be sent to the Bank.
- The registration number and Password generated after applying online must be carefully retained by the candidate for his/her record.
- The original receipt portion of the challan must be carefully preserved and produced along with the call letter at the time of Interview and/or Group Discussion. Candidates without the original receipt part of the challan will not be allowed to participate in the Interview and/or Group Discussion.
- Candidates in their own interest should keep a copy of the application printout and receipt part of the challan for their record.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission at the time of interview and/or Group Discussion, if selected along with copies of the required documents mentioned below:

1. Original fee payment receipt (CBS Challan)
2. Valid IBPS Score card.
3. Self attested copy of School Leaving Certificate or any other document showing proof of Date of Birth acceptable to the Bank.
4. Self attested copies of mark sheets / certificates in support of educational qualification.
5. Self attested copy of Caste / PWD or any other related certificate as applicable.
6. Self attested copy of Photo identity proof.
7. Printout of online application submitted for CWE for recruitment of Pos/MTs – 2011 in 19 PSBs.

## **10. SELECTION PROCEDURE:**

Selection for the post of Probationary Officer will be based on the Total Weighted Standard Score (**TWS**) in the common written examination (CWE) conducted by IBPS in Sept / Nov, 2011 and the marks scored in the interview and/or Group Discussion. The candidates belonging to SC/ST/OBC/PWD will be given relaxation in marks as per extant Government guidelines.

## **11. Interview and/or Group Discussion:**

Depending upon the number of vacancies, the Bank reserves the right to call only those candidates who have valid IBPS score in the stipulated common written examination (CWE) for Interview and/or Group Discussion.

### **Call Letter for the Interview and/or Group Discussion:**

Call letter for the interview and/or Group Discussion will be sent by e-mail to the shortlisted / eligible candidates to the e-mail address given in the application form at the

time of applying for common written examination (CWE) in Sept / Nov, 2011 and/or will be available for download from the Bank's website.

**Interview and/or Group Discussion Centres:**

The interview and/or Group Discussion will be held at various centres and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of interview and/or Group Discussion.

**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. Service Bond:**

The selected candidates will have to execute a bond undertaking that they would serve the Bank for a minimum period of 2 years from the date of joining. If he/she leaves the Bank before completion of two years period he/she will have to pay liquidated damages of ₹.1 lakh and cost of training to the Bank and the notice period salary as per Service Regulations.

**14. 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 and submitting the certified copies/ testimonials. At the time of interview and/or Group Discussion, 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 and/or Group Discussion 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. 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.

**15. GENERAL INSTRUCTIONS**

**The Bank takes no responsibility for non-acceptance of on-line application due to any problem in the on-line application system at any point. As the facility for submission of on-line application is made available round the clock, the candidates are advised to submit the on-line application well in advance to avoid heavy traffic and consequent problems if any that may occur in the online application system during the last few days before the closing date for submission.**

- a. Before applying, 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. The decision of the Bank shall be final in deciding about qualification and other eligibility norms.

- b. Only unemployed SC/ST candidates called for interview and/or Group Discussion 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.
- c. 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"
- d. 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 at the time of interview.
- e. Candidates seeking relaxation in Fee/Age must submit a certified copy of the certificate along with original in support of his/her claim at the time of interview.
- f. Candidates serving in Government/Public Sector Undertakings (including Banks) should obtain required permission from the competent authority to submit the application for the post of Probationary Officer JMG Scale I before submitting the application on-line. In case of being selected for interview and/or Group Discussion they should produce the Permission letter / "No Objection Certificate" from their employer at the time of interview and/or Group Discussion, in the absence of which their candidature will not be considered.
- g. 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.
- h. Only candidates willing to serve anywhere in India should apply.
- i. 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 interview and/or Group Discussion, 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.
- j. Any request for change of address will not be entertained.
- k. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- l. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
- m. The Competent Authority for the issue of the certificate to SC / ST / OBC / PWD is as under:

1. 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.



2. For PWD candidates, authorised certifying authorities will be Medical Board constituted as per Government guidelines.

**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.

**Indian Bank  
Corporate Office  
254-260, Avvai Shanmugham Salai,  
Royapettah, Chennai-600 014**

**GENERAL MANAGER (HRM)**