

SyndicateBank
PERSONNEL DEPARTMENT
HUMAN RESOURCE DEVELOPMENT DIVISION
HEAD OFFICE : MANIPAL

Advt No. PD/HRDD/REC/02/2012

RECRUITMENT OF CHARTERED ACCOUNTANTS – PROJECT 2012-13

SyndicateBank, a leading Public Sector Bank, invites applications from Indian Citizens for appointment of Chartered Accountants in Middle Management Grade/Scale –II. The details are given below:

IMPORTANT DATES :

Payment of Application Fees	26.4.2012 TO 12.5.2012
Last date for Receipt of Applications	19.5.2012
Last date for Receipt of Applications from far flung areas (See clause No.8)	26.5.2012

Details of vacancies:

Post	Scale	No. of Vacancies				
		Total	SC	ST	OBC	GEN
Manager – Chartered Accountants	MMGS II	30*	4	2	8	16

Abbreviations used:

SC - Scheduled Caste

ST - Scheduled Tribe

OBC - Other Backward Classes

GEN - General Category

***Note:** The number of vacancies mentioned above is provisional and Bank reserves the right to vary number of vacancies (increase or decrease) depending upon the actual requirement and duly adhering to the Reservation provisions.

Pay Scale, Allowances and Perquisites as applicable.		
Scale	Pay Scale	Approx. total emoluments at the start of the scale inclusive of DA, CCA & HRA at Metropolitan Centres.
MMGS II	₹19400 - 28100	₹ 33,811/-

In addition, Quarters facility/rent reimbursement (in lieu of HRA), Conveyance, Medical Aid, LFC and retirement benefits are admissible as per the rules of the Bank.

Note: 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.

1. ELIGIBILITY CRITERIA: 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 to be conducted by the Bank but on final selection the offer of appointment will be given only after the Government of India has issued the necessary eligibility certificate to him/her.

2. The Age, Qualification as on 1.1.2012 for the above post are prescribed as under:

Post	Scale	Age as on 01.01.2012	Educational Qualification
Manager - CA	II	Minimum 21 years Maximum 30 years	Associate/Fellow of the Institute of Chartered Accountants of India.

Note:

1. In addition to the qualification, the Candidates should have working knowledge in Computers.
 - a) Candidates must possess the educational qualifications as on **01.01.2012** (inclusive).
 - b) Year-wise/Semester-wise marks sheets of each year/semester in respect of the qualifying examination from the Institute should be produced.
 - d) 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.
 - e) Candidates who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before **01.01.2012** are not eligible. In other words, the result of the qualifying examination, i.e., CA/ACA, as the case may be, should have been announced by the Institute on or before **01.01.2012** and the date of the passing certificate/marks card should be on or before **01.01.2012**.

Job Profile: Bank is aiming to build capabilities and develop a cadre of competent specialists in the area of Credit/Audit/Inspection/Risk Management/Treasury, etc. The job profile includes appraisal and processing of large credit proposals, project finance proposals, Reviewing Audit reports, Conducting Branch Inspections, review and monitoring of Inspections Reports, Preparing Risk profiles, etc. The candidates should have high level of conceptual and analytical skills to evaluate corporate/large credit proposals, understand/ interpret financial statements. They should have ability to build, motivate and lead teams for effective supervision/ monitoring and follow up. The above aspects are only indicative but not exhaustive.

3. Relaxation in Upper Age limit : (In case of candidates belonging to the following categories):

Sl. No.	Category	No. of years of relaxation
i	Scheduled Caste/Scheduled Tribe candidates	5 years
ii	Other Backward Classes candidates	3 years
iii	Persons with Disabilities (VI/HI/OH)	10 years
iv	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 1.1.1980 and 31.12.1989.	5 years
v	In the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, by 5 years, subject to ceiling as per Government guidelines.	5 years
vi	Actual period of post qualification service rendered in Public Sector Banks/ Financial Institutions.	Maximum 2 years

Note:

- a) An Ex-Serviceman who has once joined a government job on the civil side after availing of 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.
- b) 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.
- c) Candidates claiming relaxation under 3 (i to iii) should enclose necessary certificate as documentary proof.
- d) The candidates eligible for age relaxation under 3 (iv) 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 Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1st Jan. 1980 and the 31st day of December 1989.

4. RESERVATIONS:

A. Reservation for SC/ST/OBC/PH/ candidates will be provided as per Government guidelines.

B. Persons with Disabilities:

Reservation is available to Persons with Disabilities under Sec. 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Accordingly, candidates with the following disabilities are eligible to apply for the posts reserved/identified for them.

Blindness or low vision-

a) **“Blindness”** refers to a condition where a Person suffers from any of the following conditions:

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

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

“Persons with Hearing Impairment”: means loss of 60 decibels or more in the better ear in the conversational range of frequencies.

“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 characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of orthopaedically handicapped persons would be covered under the Category of "Locomotor Disability or Cerebral Palsy".

Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of the relevant disability.

A disability certificate issued by a Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be, shall be produced.

c) There is no reservation for Ex-servicemen candidates in the Officer cadre.

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

5. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PH CANDIDATES IS AS UNDER:

(a) For SC/ST/OBC:

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/ 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/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be.

6. Application Fee (Including postage/intimation charges) (Non Refundable) :

For Reserved Category SC/ST/PWD : ₹ 50/-
For all others (including OBC) : ₹ 500/-

Requisite Application Fee may be paid at any of the **Branches of Syndicate Bank**, by means of a Payment Voucher as per the format given in **Banks website**. The **payment at Syndicate Bank Branches can be made free of charges**. The payment towards application fee through CBS can be made between **26.04.2012** and **12.05.2012**.

MODE OF PAYMENT:-

Offline Mode, kindly take note of the following:-

1. Take a print of the entire Recruitment Notification, including the '**FEE PAYMENT CHALLAN**'.
2. Fill in the Fee Payment Voucher in a clear and legible handwriting in **BLOCK LETTERS**.
3. Go to the nearest SYNDICATE BANK Branch with the Fee Payment Voucher duly filled in and pay, in Cash the appropriate Application Fee in Account No with Manipal

Branch, Manipal, in favour of "SYNDICATE BANK CHARTERED ACCOUNTANTS RECRUITMENT PROJECT-2012-13" .

4. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Voucher duly received by the Bank with

(a) Branch Name & BIC Number (b) Transaction ID/Scroll No (c) Date of Deposit & Amount filled by the Branch Official.

Note:

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

7. HOW TO APPLY:-

All eligible candidates should apply in the prescribed Application format given in the Banks website, to reach the address given below on or before the last date for receipt of applications. . Applications received after the last date will not be considered.

Application should be in **A - 4** size paper (**11.69" X 8.27"**) and should be strictly as per the format. **Certified copies** of the following shall be enclosed to the application:

- 1) Caste/Tribe/Community/Disability/Defence Service Certificate in the case of candidates belonging to SC/ST/ OBC/PH/XS.
- 2) SSLC/X Class Certificate/Marks Card containing Date of Birth.
- 3) Degree Certificate & Marks Card, if any .
- 4) Marks card issued by the Institute of Chartered Accountants of India.
- 5) Computer qualification Certificate.
- 6) Certificate of experience, IF ANY.

APPLICATION COMPLETE IN ALL RESPECTS SHOULD BE SENT ONLY BY ORDINARY POST IN A CLOSED ENVELOPE SUPERSCRIBED "APPLICATION FOR THE POST OF CHARTERED ACCOUNTANTS 2012-13" TO THE FOLLOWING ADDRESS:

**SYNDICATE BANK CHARTERED ACCOUNTANTS RECRUITMENT PROJECT – 2012-13.
POST BOX NO. 64
MANIPAL - 576 104.
UDUPI DISTRICT, KARNATAKA**

8. LAST DATE FOR RECEIPT OF APPLICATIONS:

THE APPLICATIONS SHOULD REACH THE BANK ON OR BEFORE 19.05.2012 at the address given in para 7. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshdweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh 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 applications will be **26.05.2012**. Application received after the last date will not be entertained by the Bank.

The Bank will not be responsible for loss of application in transit or for rejection of application because of non-receipt of application on or before the stipulated last date.

9. SELECTION PROCEDURE:-

Selection will be on the basis of Group Discussion and/or Interview depending on the number of applications received. Merely satisfying the eligibility norms does not entitle a candidate to be called for Interview. The Bank reserves the right to call only the requisite number of candidates for the Interview after preliminary screening / short-listing with reference to candidates qualifications, suitability, experience, etc.

10. GENERAL ELIGIBILITY:

Medical Fitness, Character and caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically Fit by a Doctor or a panel of Doctors approved by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

Probation and Confirmation: The selected candidates will be on probation for a period of 1 year from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provisions of the Syndicate Bank (Officers) Service Regulations.

Posting and Transferability of the selected candidates: The selected candidates will be posted and thereafter liable to be transferred any where in India.

11. GENERAL INSTRUCTIONS:-

1. Candidates are required to apply only offline. Any other form of application shall be rejected.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.
3. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
4. All candidates will have to produce original as well as attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
5. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate should not be more than one year old as on the date of application.

6. The candidates will have to appear for the Group discussion and/or interview at their own expense. However, eligible SC/ST/PWD outstation candidates attending the Group discussion and/or Interview will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel.
7. Only candidates willing to serve anywhere in India should apply.
8. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
9. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a „No Objection Certificate“ from their employer at the time of interview, in the absence of which, his/ her candidature may not be considered.
10. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
11. The candidates will appear for the interview at the allotted centres at their expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.
12. 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.
13. Canvassing in any form will be a disqualification.
14. 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 “offline” application.
15. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
16. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.
17. The final selection will be on the basis of performance in Group Discussion and/or interview only.
18. **SERVICE BOND:** The selected candidates shall execute a Service Bond at the time of joining the Bank undertaking to serve the Bank for a minimum period of 2 years from the date of joining the Bank or to pay the Bank a sum of ₹ **2.00** lakhs (Rupees Two lakhs only), should the candidate leave the Bank before completion of 2 years service period.

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

- (i) Using unfair means during the interview or
- (ii) Impersonating or procuring impersonation by any person
- (iii) Misbehaving in interview
- (iv) Resorting to any irregular or improper means in connection with his/her candidature by selection or

(v) Obtaining support for his/her candidature by any means.

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

- a. to be disqualified from the interview for which he/she is a candidate
- b. to be debarred, either permanently or for a specified period, from any examination/interview or recruitment conducted by Bank.

12. CALL LETTERS FOR THE INTERVIEW:-

The Interview will be held at one or more centres as the Bank deems fit 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 Interviews.

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 qualification, experience, suitability etc. of the Candidate.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of written test and/or interview 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.

Date: 20.4.2012

GENERAL MANAGER(P)