ADVERTISEMENT NO. 6 /2018-19

Recruitment of Executives on Contract- 2019

LAST DATE FOR PAYMENT OF FEE – 15.04.2019
Last date for submission of ON-LINE applications is 15.04.2019

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE REMITTING THE FEE AND FILLING UP THE ONLINE APPLICATION

IDBI Bank (51% shares held by Life Insurance Corporation of India) invites online applications from eligible suitable applicants for the post of Executive to be filled on contract basis at its different Branches and Offices.

Recruitments in IDBI Bank are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

Number of posts	Essential Qualification	Age (years) as on 01/03/2019	Tentative Date of Online Test	Reserved for					PWD		
				Unreserved (UR)	SC	ST	OBC	EWS	VH	OH	HH
300#	A Graduate from a recognized university with minimum 50% marks (45% for SC/ST/PWD)	Minimum - 20

Maximum- 25 | May 16, 2019* | 137 | 45 | 22 | 81 | 15 | 3 | 3 | 3 |

*Modification or change in the date of the Online test, if any, would be intimated through an advertisement and on the website of the Bank

#The number of posts mentioned above is provisional and may vary depending on future requirements. IDBI Bank reserves the right to empanel the applicants and consider these empanelled applicant(s) for future requirements. Offers could be issued in phases as per IDBI Bank's requirement. Adequate number of candidates in each category, as decided by the Bank will be placed under Merit List and Wait List.

Important Dates:-

Sl. No.	Activity	Date
1.	Cut-off date for eligibility criteria (Age)	March 01, 2019
2.	Online Registration	April 04, 2019 to April 15, 2019
3.	Payment of Application Fee/ Intimation Charges - Online	
4.	Date of Pre-Examination training for the SC/ ST/ OBC applicants at all centers	April 30, 2019 to May 05, 2019
5.	Date of Online Test at all centers	May 16, 2019

1. **Emoluments, Career prospects and Service Conditions**

(i)   The appointment of Executive will be on contractual basis. The contract would be initially for a period of 1 year and this may be reviewed for extension on year-to-year basis for a further period of 2 years, subject to satisfactory performance, completion of assigned mandatory e-learning certifications and availability of vacancies. **On successful completion of a period of 3 years of contractual service, such appointees may become eligible for appointment as Assistant Manager (Grade A‴) in IDBI Bank through a selection process that would be conducted by IDBI Bank.** The Executive will be paid a lump sum/fixed remuneration as per the following chart:

Consolidated remuneration	Rs.22,000/- per month in the first year, Rs.24,000/- per month in the second year and Rs.27,000/- per month in the third year of service.

Note: These executives shall not be entitled to draw any allowances such as DA, HRA, etc.

(ii)   During the contractual period, the applicants can be posted at any branch or offices of the Bank as per the discretion and requirements of the Bank. Applicants could also be posted at IDBI Bank's discretion, to any offices of IDBI Bank or the departments or offices or business units of IDBI Bank's subsidiaries or associate institutions. The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. Also, appointee shall not be entitled for any gratuity and provident fund benefits. *However the Executives would be covered under IBLNPS Rules, 2011*. The contractual period of service would not be counted for any superannuation/ terminal benefits, in case, the appointee is considered for appointment in the services of IDBI Bank as a regular full time employee at a later stage.

2. **Eligibility Criteria**

   A. **Nationality / Citizenship:**

   Applicants must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally 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 applicant belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by IDBI Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

   B. **Age (as on 01/03/2019):** Minimum: 20 Years   Maximum : 25 years.

   The applicant must have been born not earlier than 02 March, 1994 and not later than 01 March, 1999 (both dates inclusive)

   Relaxation of Upper Age limit

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016 "	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years

5	Persons ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

NOTE

i. Relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. B (3) to B (6).

ii. The maximum age limit specified is applicable to General Category candidates.

iii. Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of document verification and at any subsequent stage of the recruitment process as required by the Bank. In case of Ex-servicemen who have once joined in a Govt. job on the civil side after availing the benefits given to him as Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.

C. **Educational Qualifications:**

i. A Degree (Graduation) in any discipline from a University recognized by the Govt. of India **OR** any equivalent qualification recognized as such by the Central Government.

ii. Candidates should be Graduate from any discipline from a recognized university with minimum 50% marks (45% for SC/ST/PWD candidates)

iii. The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he/ she registers and indicate the percentage of marks obtained in Graduation while registering online.

iv. Those who are in the final year of their Graduation / Semester may also apply provisionally subject to the condition that, if called for Document Verification and Pre Recruitment Medical test, they will have to produce proof of having passed the Graduation examination on or before April 15, 2019.

v. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

vi. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the

same should be converted into percentage and indicated in online application. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

vii. Calculation of Percentage**:** The graduation percentage and class will be calculated as per the University norms for calculation of percentage and declaration of class/ results. The graduation percentage/ class as appearing in the Final Year/ semester/ consolidated mark sheet & Provisional/ Degree Certificate will be taken into consideration for eligibility. In case the graduation percentage/ class is not clearly mentioned in the mark-sheet/ certificate, the candidate has to produce a certificate issued by the appropriate authority of University/ Institute indicating graduation percentage/ class as per the university norms for awarding degree.

viii. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 49.99% will be treated as less than 50% and 44.99% will be treated as less than 45%.

ix. Applicants are expected to have proficiency in Computers.

IDBI Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification (including percentage of marks secured at Graduation) and/or work experience depending upon the requirement. IDBI Bank reserves the right to cancel or restrict or curtail or enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.

3. **Non–refundable application fee and Intimation charges**

Application Fees/ Intimation Charges [Payable from 04.04.2019 to 15.04.2019 both dates inclusive] shall be as follows –

- ₹ 150/- for SC/ST/PWD candidates
- ₹ 700/- for all others.

Bank Transaction charges / convenience charges for Online Payment of application fees/Intimation charges will have to be borne by the candidate.

(a) The dates for payment of fee would be the same even for applicants applying from far- flung areas. No mode other than online mode of payment for application fee would be acceptable. Fees once paid will not be refunded or adjusted.

(b) Applicants are advised to go through the advertisement thoroughly and ensure that they fulfill all the eligibility criteria before making payment of fee and intimation charges as fee once paid will not be refunded or adjusted under any circumstances.

4. How to apply

Candidates can apply only online from **04.04.2019 to 15.04.2019** and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload (Annexure I).

(ii) Have a valid personal email ID and mobile number, *which should be kept active till the completion of this Recruitment Process*. IDBI Bank may send call letters for the Examination and other information through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID/mobile number, he/she should create his/her new e-mail ID and mobile number. Before applying on-line and must maintain that email account and mobile number. In case of non-reaching of the communication/information due to technical defect, error or failure, IDBI Bank shall not be responsible for the same.

(iii) **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

PAYMENT OF FEE ONLINE 04.04.2019 to 15.04.2019 (Both days inclusive)

CATEGORY	AMOUNT (Rs.)
SC/ST/PWD	Rs.150.00 (INTIMATION CHARGES ONLY)
FOR ALL OTHERS	Rs. 700.00 (APPLICATION FEE + INTIMATION CHARGES)

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate

DETAILED GUIDELINES/ PROCEDURES FOR

A. APPLICATION PROCEDURE
B. PAYMENT OF FEES

A. APPLICATION PROCEDURE

(i) Candidates to go to IDBI Bank's website www.idbi.com and click on the "**CAREERS/CURRENT OPENINGS**" to open the link **"Recruitment of Executives on Contract- 2019**" and then click on the option **"APPLY ONLINE"** which will open a new screen.

(ii) To register application, choose the tab "**Click here for New Registration**" and

enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

(iii)   In case the candidate is unable to complete the application form in one go, he/ she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

(iv)   Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

(v)   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 disqualify the candidature.

(vi)   Validate your details and Save your application by clicking the "Validate your details" and "Save & Next" button.

(vii)   Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

(viii)   Candidates can proceed to fill other details of the Application Form.

(ix)   Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

(x)   Modify details, if required, and click on "FINAL SUBMIT" ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(xi)   Click on "Payment" Tab and proceed for payment.

(xii)   Choose the Payment Mode ONLINE and click on "Submit" button. NO CHANGE IS PERMITTED IN PAYMENT MODE ONCE CHOSEN.

B.   **PAYMENT OF FEES (ONLINE MODE ONLY)**

1.   The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

2.   The payment can be made by using Debit Cards

(RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, an **e-Receipt** will be generated.

5. Non-generation of ¨E-Receipt¨ indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates should print online application form containing fee details. Please note that if the same cannot be generated online, transaction may not have been successful.

7. Preserve the hard copy of the system generated online Application form and e-Receipt for submission during the time of document verification & pre-recruitment medical test. The hard copy is not to be sent to the bank.

8. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

9. To ensure the security of your data, please close the browser window once your transaction is completed.

IMPORTANT INSTRUCTIONS

Candidates applying for the post, after submission of the online application form, shall take a printout of system-generated hard copy of the application form and preserve the same for submission at the time of document verification & pre-recruitment medical test along with fee payment e-receipt and the documents required in support of the eligibility criteria as detailed below:

(a) **Age**: 10th or 12th Standard Mark sheet or School Leaving Certificate or birth certificate. The certificate or documentary evidence issued by the competent authority for age relaxation under any other clause.

(b) **Educational Qualifications:**

- **Graduation**

  ❖ All semester-wise or year-wise individual mark sheets.

  ❖ All mark sheets pertaining to improvement in the marks [i.e. if the candidates has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)]

❖ Degree or provisional pass certificate.

- High School (Class 10th) and Intermediate (Class 12th)

  ❖ Mark sheets and passing certificates

(c) **Work Experience:** If declared in the application form, all the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

(d) **Caste Certificate**: If declared, Copy of Caste or Tribe or Class Certificate for SC, ST, OBC and Economically **Weaker Sections** category candidates. The competent authority for the issue of the category certificate are as under:

  ▪ District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/Additional Dy. Commissioner/ Dy. Collector/ First 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

(e) **Person with Disability (PWD) Certificate**: If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates. Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case maybe.

(f) **Photo identity**: PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID.

(g) Print out of the online call letter for the online test with a recent passport size colour photograph (without dark glasses) firmly pasted at the prescribed place duly

signed across by the applicant.

Inability to produce any of the above mentioned documents (both original and attested copy) at the time of Document Verification and Pre Recruitment Medical Test will render the candidates ineligible for the selection. The candidates who do not produce the documents (both in original and attested copy) indicated above, would not be allowed to appear for Pre Recruitment Medical Test.

5. **Selection process**

i. The selection process for the post of **Executive** will comprise of an Online Test.

The structure of the Examination is as follows:

Sr. No.	Name of Tests	No. of Qs	Maximum Marks	Duration
1	Test of Reasoning	50	50	Composite time of 90 minutes
2	Test of Working English Language	50	50	
3	Test of Quantitative Aptitude	50	50	
	Total	150	150	

The above tests except the Tests of English Language will be available bilingually, i.e. English and Hindi.

ii. **Penalty for Wrong Answers** - For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

iii. The applicants will be called for the online test based on the information provided in the online application form submitted by them, subject to scrutiny at a later date.

iv. The applicants, who are successful in the online test, would be called for a document verification and Pre-Recruitment Medical Test. The number of applicants called for document verification and pre-recruitment medical test will also be at the discretion of IDBI Bank. Applicants qualifying both in the online test and declared fit in the pre-recruitment medical test shall be considered for final shortlisting. Reference for medical test does not imply final selection, which may please be noted.

v. The final selection or offer of employment would be made based on applicant's marks in the online test, being found medically fit and subject to fulfillment of all other eligibility criteria as stipulated in the advertisement.

vi. The online test for the post of Executive would be held at the following centers i.e. Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Delhi- NCR, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Greater Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai/Navi Mumbai/Greater Mumbai/Thane, Nagpur, Patna, Pune, Raipur, Rajkot, Ranchi,

Thiruvananthapuram, Vijayawada, Vishakhapatnam etc. (refer to Annexure II). Applicants may select any one center from the above-mentioned centers and indicate the same in his or her application. Request for change of Center will not be entertained. IDBI Bank, however, reserves the right to add or change or cancel any of the Centers for online test depending on the response or number of applications for a particular center. Applicants admitted to the online test will be intimated the time and full address of the venue of the online test through ON-LINE Call Letters required to be downloaded from IDBI Bank's website www.idbi.com. Applicants will not be admitted to the online test without the Call Letter. In view of online test Call letter making available online, no duplicate Call Letter would be issued to any applicant/s.

vii. The applicants must bring the Original Photo Identity at the time of the document verification and pre-recruitment medical test such as the PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID.

viii. The online test for the post of Executive would be held on **May 16, 2019**. Modification or change in the date of the online test, if any, would be intimated through an advertisement and on the website of the Bank.

ix. **The applicants are advised to visit IDBI Bank's website from May 6, 2019 onwards to download their Online Test call letters by entering their registration number and password sent to the registered email id at the time of registration.** The link for downloading the call letters for the Document Verification and Pre Recruitment Medical Test (for those applicants who qualify in the online test) will also be made available on IDBI Bank's website. Applicants would have to visit the bank's website to download the online call letter for personal Document Verification and Pre Recruitment Medical Test also by entering their registration number and password. IDBI Bank reserves the right to decide the schedule & center of Document Verification and Pre Recruitment Medical Test as per its convenience.

x. The details regarding the time, date and address of the venue of the online test, document verification and pre-recruitment medical test for the short listed eligible applicants would be put on IDBI Bank's website. No separate communication i.e. either by post or otherwise would be issued to the applicants. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit IDBI Bank's website at regular intervals.

xi. Applicants should carry the print of online Call Letter, application form, e-receipt of payment and all supporting documents (proof in respect of age, education, experience and caste) in original along with a copy of same at the time of document verification and pre- recruitment medical test. Please note that actual scrutiny of the facts declared by the applicants in the application form will be done only on the day of the document verification. Applicants not qualifying the eligibility criteria, or failing to produce any required document on the day of the document verification would not be allowed to attend the pre-recruitment medical test and his or her candidature would stand cancelled. Applicants found prima-facie eligible only would be send for pre-recruitment medical test.

6. **Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means**

   Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

   At the time of Online Test, Document Verification, Pre-recruitment Medical Test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

   - using unfair means or

   - impersonating or procuring impersonation by any person or

   - misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

   - resorting to any irregular or improper means in connection with his/ her candidature or

   - obtaining support for his/ her candidature by unfair means, or

   - carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

     a. to be disqualified from the examination for which he/ she is a candidate

     b. to be debarred either permanently or for a specified period from any examination conducted by the Bank

     c. for termination of service, if he/ she has already joined the Bank.

   Important: Bank would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates without any notice and the

result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained

7. Pre Examination Training (PET) for SC / ST /OBC applicants

(i)   In compliance with Government Guidelines, IDBI Bank would arrange free non-residential PET for interested eligible SC/ ST/ OBC applicants for 6 consecutive days from <u>April 30, 2019</u> to <u>May 05, 2019</u> prior to the online test. The PET will be organized   at **Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Delhi- NCR, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Greater Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai/ Navi Mumbai/ Greater Mumbai/ Thane, Nagpur, Patna, Pune, Raipur, Rajkot, Ranchi, Thiruvananthapuram, Vijayawada and Vishakhapatnam.** IDBI Bank has discretion to add or delete the centers in respect of PET. Applicants, who desire to avail of such training, may indicate the same at the appropriate place in the application format. The applicants will have to make their own arrangements for travel and stay and meet all expenses. The PET will not confer on the applicants any right of recruitment in IDBI Bank.

(ii)   Details regarding the time, date and address of the venue of the PET for the interested eligible applicants would be put on IDBI Bank's website. Provision will be made to issue Call Letter online for the PET. Applicants would have to visit IDBI Bank's website to download the online call letter by entering their registration number and password. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit IDBI Bank's website at regular intervals for updates.

(iii)   *Applicants will not be called for the PET if they do not opt for the same in the application form*.

8. Reservation

(i)   Reservations for the SC, ST and OBC candidates would be extended as per rules or guidelines of the Government of India. Applicable reservation percentage is 15% for SC category, 7.5% for ST category and 27% for OBC category.

(ii)   Reservation for Economically Weaker Sections (EWS**)** 10%: Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8/- Lakhs (Rupees Eight Lakhs Only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income :

(i)   5 acres of agricultural land and above;

(ii)   Residential flat of 1000 sq. ft and above;

(iii)   Residential plot of 100 sq. yards and above in notified municipalities;

(iv)   Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

(iii)   Reservation for Physically Handicapped (PH) candidates or Person with Disabilities (PWD) @ 4% of the identified posts would also be extended. The minimum disability in case of PWD a candidates is moderate i.e. 40%. The maximum disability would be as per extant guidelines of Government of India. The PWD candidates should possess a latest certificate to the effect with sub-category of disability [visually Impaired, orthopedically handicapped (OH) and Hearing Impairment (HI) only] issued by the Board or countersigned by the Medical Superintendent or Chief Medical Officer or Head of Hospital of Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.

Definitions of Categories of disabilities:

(i)   Visually Impaired (VI)
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.

(ii) Orthopedically handicapped (OH): Only those Orthopedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply: BL - Both legs affected but not arms
OA - One arm affected (R or L) –
(a) Impaired reach;
(b) weakness of grip;
(c) ataxia OL - One leg affected (R or L) MW - Muscular weakness and limited physical endurance Guidelines for Persons with Disabilities using a Scribe.

(III) Hearing Impairment: Means loss of Sixty decibels or more in the better year in the conversational range of frequencies.

9. **Guidelines for Persons With Benchmark Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

i. The candidate will have to arrange his / her own scribe at his/her own cost.

ii. The scribe may be from any academic stream.

iii. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe

mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the Online Test.

iv. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

v. The scribe arranged by the candidate should <u>not</u> be a candidate for the online examination under Recruitment of Executive on contract - 2019. If violation of the above is detected at any stage of the process, candidature for the captioned process of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

vi. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

<u>Guidelines for candidates with locomotor disability and cerebral palsy</u>

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

<u>Guidelines for Visually Impaired candidates</u>

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

10. <u>General Instructions</u>

<u>(Please read carefully before filling up the online application form)</u>

i. Before submitting the online application form, the applicants must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, etc. as stated in the advertisement. If the applicants are not eligible, their candidature will be

cancelled at any stage of the recruitment. If the applicant qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.

ii. Applications should be submitted only through the on-line mode through the Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.

iii. On submission of the online application, the applicants would receive a registration number and password, which he or she needs to retain for use in future.

iv. Application should be filled only in English.

v. **Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (complete) application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance / appearances in the online examination and / Document Verification and Pre Recruitment Medical test will be summarily rejected / candidature cancelled.**

vi. Request for change of center for Online examination or Document Verification and Pre-Recruitment Medical tests will not be considered. However, the Bank reserves the right to cancel or add any center, depending upon the response in the center.

vii. All educational qualifications, which the applicant intends to indicate in the application form, should have been obtained before the cut-off date, from recognized Universities or Institutions in India.

viii. IDBI Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.

ix. IDBI Bank may at its discretion, hold re-online test, wherever necessary in respect of a center or venue or specific applicants(s) and/or all centers or all applicants.

x. Applicants would not be allowed for online test without the online call letter. No duplicate call letter would be issued to the applicants.

xi. BIOMETRIC DATA – Capturing and Verification

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination

Please note: The biometric data and photograph will be captured / verified on the following occasions –

- Before the start of the Online examination it will be captured

- At the end of Online examination before leaving the exam hall / lab
- At the time of document verification

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured.etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / Document Verification day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test center.

xii. All applicants belonging to the ST, the SC, OBC, EWS Ex-Serviceman and PWD category should produce at the time of Document Verification and Pre Recruitment Medical test, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate (as notified by GOI from time to time). The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Applicants with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD applicants shall possess a certificate of disability issued by the competent authority as per the Government of India guidelines.

xiii. The applicant's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The applicant's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD, EWS and Ex- Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the applicants, as it may deem proper, for production of such false caste certificate/ testimonials.

xiv. Applicants already in service of Government or Quasi Government Organizations and

Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of Document Verification and Pre Recruitment Medical test. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.

xv. IDBI Bank shall not furnish the mark-sheet of selection process to applicants.

xvi. IDBI Bank shall not entertain requests from applicants seeking advice about their eligibility to apply nor from any eligible and not selected applicants.

xvii. Canvassing in any form will be a disqualification.

xviii. In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., IDBI Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.

xix. Appointment of the applicants in IDBI Bank will also be subject to Medical fitness.

xx. Applications with suppression or concealment of any information and containing incorrect or misleading information will lead to the applicants being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection any time after appointment.

xxi. The appointment of the applicants is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information if found to be suppressed, or concealed by them.

xxii. Applicants are advised not to change their signature at any point of time during and after the recruitment process.

xxiii. The possibility of occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/ or result from being generated. In that event every effort will be made to rectify such problem which may include the conduct of another examination, if considered necessary.

xxiv. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

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Annexure – I

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the   time of the examination should match the uploaded signature. In case of mismatch,   the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- If the file size and format are not as prescribed, an error message will be displayed.

- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2) After registering online candidates are advised to take a printout of their system generated online application forms.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

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Annexure – II

State	City Name
Andabar & Nicobar Island	Port Blair
Andhra Pradesh	Chirala
	Chittoor
	Eluru
	Guntur
	Kadapa
	Kakinada
	Kurnool
	Nellore
	Ongole
	Rajahmundry
	Srikakulam
	Tirupati
	Vijaywada
	Vishakhapatnam
	Vizianagaram
Arunachal Pradesh	Naharlagun
Assam	Dibrugarh
	Guwahati
	Jorhat
	Silchar
	Tezpur
Bihar	Arrah
	Aurangabad(Bihar)
	Bhagalpur
	Darbhanga
	Gaya
	Muzaffarpur
	Patna
	Purnea
Chandigarh	Chandigarh
Chhattisgarh	Bhilai Nagar
	Bilaspur
	Raipur
Delhi NCR	Delhi & New Delhi
Goa	Panaji
Gujarat	Ahmedabad
	Anand
	Gandhinagar
	Himmatnagar
	Jamnagar
	Mehsana
	Rajkot
	Surat
	Varodara

Haryana	Ambala
	Faridabad
	Gurugram
	Hisar
	Karnal
	Kurukshetra
	Panipat
	Yamuna Nagar
Himachal Pradesh	Bilaspur
	Hamirpur
	Kangra
	Kullu
	Mandi
	Shimla
	Solan
	Una
Jammu & Kashmir	Jammu
	Samba
	Srinagar
Jharkhand	Bokaro steel city
	Dhanbad
	Hazaribagh
	Jamshedpur
	Ranchi
Karnataka	Bengaluru
	Belgaum
	Bidar
	Davangere
	Dharwad
	Gulbarga
	Hassan
	Hubli
	Mandya
	Mangalore
	Mysore
	Shimoga
	Udupi
Kerala	Alappuzha
	Kannur
	Kochi
	Kollam
	Kottayam
	Kozhikode
	Malappuram
	Palakkad
	Thiruvananthpuram
	Thrichur
Lakshadweep	Kavaratti

State	City
Madhya Pradesh	Bhopal
	Gwalior
	Indore
	Jabalpur
	Sagar
	Satna
	Ujjain
Maharashtra	Amravati
	Aurangabad(Maharashtra)
	Chandrapur
	Dhule
	Jalgaon
	Kolhapur
	Latur
	Mumbai/Thane/Navi Mumbai
	Nagpur
	Nanded
	Nashik
	Pune
	Ratnagiri
	Solapur
Manipur	Imphal
Meghalaya	Shilong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Balasore
	Berhampur(Ganjam)
	Bhubaneshwar
	Cuttack
	Dhenkanal
	Rourkela
	Sambalpur
Puducherry	Puducherry
Punjab	Amritsar
	Bhatinda
	Fategarh Sahib
	Jalandhar
	Ludhiana
	Mohali
	Pathankot
	Patiala
	Sangrur
Rajasthan	Ajmer
	Alwar
	Bikaner
	Jaipur
	Jodhpur
	Kota
	Sikar
	Udaipur

State	City
Sikkim	Bardang
	Gangtok
Tamilnadu	Chennai
	Coimbatore
	Erode
	Madurai
	Nagercoil
	Salem
	Thanjavur
	Thiruchirapalli
	Tirunelvelli
	Vellore
	Virudhunagar
Telangana	Hyderabad
	Karimnagar
	Khammam
	Warangal
Tripura	Agartala
Uttar Pradesh	Agra
	Aligarh
	Allahabad
	Banda
	Bareilly
	Faizabad
	Ghaziabad
	Gonda
	Gorakhpur
	Jhansi
	Kanpur
	Lucknow
	Mathura
	Meerut
	Moradabad
	Muzaffarnagar
	Noida / Greater Noida
	Sitapur
	Varanasi
Uttarakhand	Dehradun
	Haldwani
	Roorkee
West Bengal	Asansol
	Durgapur
	Greater Kolkata
	Hooghly
	Kalyani
	Siliguri