



Star House, Plot C-5, "G" Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051.

**Recruitment of General Banking Officers
in SMG Scale IV and SMG Scale -V
Recruitment Project No. 2011-12/1
Notice dated 25.04.2011**

BANK OF INDIA, a leading Public Sector Bank having Head Office in Mumbai, invites applications for recruitment of General Banking Officers in SMG Scale IV and SMG Scale – V as below:

For a printout of Challan Click "Print Challan" Button on Page 12 and after making fee payment (for other than SC/ST candidates) Click " Apply online" for the application form provided at the end of Notice – Page- 12.

Challan available from	02.05.2011
Submission of on – line application commencing from	
Last date for submission of on – line application	21.05.2011
Payment of Application fees (for other than SC/ST)	From : 02.05.2011 To 21.05.2011
Tentative Date of Written Test	26.06.2011
Relevant date for Age/Qualification/Experience	31.03.2011

NAME OF THE POST / VACANCIES

Post Code No.	Name of the Post	Scale	No. of Vacancies					Age as on 31.03.2011	
			SC	ST	OBC	GEN	TOTAL	Min.	Max.
18	General Banking Officer -	IV	15	8	27	50	100	30	40
19	General Banking Officer -	V	4	2	6	13	25	35	45

Candidate belonging to Person With Disability (PWD) for which no Reservation has announced are free to apply for vacancies announced for un-reserved category. However, they must fulfill all the eligibility conditions of un-reserved category.

Above said post are not suitable for Persons With Disability (PWD) and hence reservation for PWD is NIL.

Please note that candidate cannot apply for more than one post and in case of application for more than one post, Bank reserves the right to cancel the candidature for his previous application. The Written Test will be conducted on the same day and the same time.

Abbreviations stand for :

SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes,
GEN - General Category

PAY SCALE, BASIC PAY AS BELOW & OTHER ALLOWANCES AND PERQUISITES AS APPLICABLE:

Present Scale of Basic Pay (in Rs.) :-

<u>SMG Scale IV :</u>	30600-900/4-34200-1000/2-36200
<u>SMG Scale V :</u>	36200-1000/2-38200-1100/2-40400

(The above Scale of Basic pay is subject to amendments of appropriate provisions in the Bank of India Officers' Service Regulations, 1979).

The designations / name of the post are only indicative. The bank reserves the right to change the name of post / designation at any time without notice.

1. RELAXATION IN UPPER AGE LIMIT :

- i) Scheduled Caste/Scheduled Tribe candidates by 5 years.
- ii) Other Backward Classes candidates by 3 years.
- iii) 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.
- iv) All persons who have ordinarily been domiciled in Kashmir Division of Jammu & Kashmir State during 01.01.1980 to 31.12.1989, by 5 years.
- v) Relaxation in age to the existing Bank of India Officers by 5 years for Post Code No.18 (Scale-IV) and by 3 years for Post Code 19 (Scale-V).

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) All persons eligible for age relaxation under (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 January 1980 to the 31st day of December 1989.

2. 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) as 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 examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him

3. POSTWISE - VACANCIES/ EDUCATIONAL QUALIFICATION / EXPERIENCE :

Post Code No. 018 - GENERAL BANKING OFFICER (Scale IV)

Vacancies : 100

Qualification: Minimum 50% aggregate in Graduation from recognized University/ Institute with CAIIB in both parts.

Note:-

1. The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Rank / Class / Grade is decided on basis of Honours marks only.
2. Candidates belonging to the Reserved Category (SC / ST / OBC), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% Marks in relation to that stipulated for General Category Candidates. Candidates belonging to SC / ST / OBC categories filling in "unreserved" vacancies will not be entitled to the above referred relaxation.
3. The percentage of marks in fraction will not be rounded up on higher side (i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%).

Experience : Minimum 10 years experience in Officers' cadre in PSB/PSBs having Business Mix of more than 2 lac crores as on 31.03.2011 out of which minimum 3 years experience in Scale II or presently working in Scale III.
Relaxation in total experience to existing Bank of India Officers by 3 years provided he has completed 3 years service in Bank of India.

Post Code No. 019 - GENERAL BANKING OFFICER (Scale V)

Vacancies : 25

Qualification: Minimum 50% aggregate in Graduation from recognized University/ Institute with CAIIB in both parts.

Note:-

1. The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Rank / Class / Grade is decided on basis of Honours marks only.
2. Candidates belonging to the Reserved Category (SC / ST / OBC), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% Marks in relation to that stipulated for General Category Candidates. Candidates belonging to SC / ST / OBC categories filling in "unreserved" vacancies will not be entitled to the above referred relaxation.
3. The percentage of marks in fraction will not be rounded up on higher side (i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%).

Experience : Minimum 15 years experience in Officers' cadre in PSB/PSBs having Business Mix of more than 2 lac crores as on 31.03.2011 out of which minimum 3 years experience in Scale III or presently working in Scale IV.
Relaxation in total experience to existing Bank of India Officers by 3 years provided he has completed 3 years service in Bank of India.

4. STRUCTURE OF WRITTEN TEST & OR INTERVIEW :

The written test will consist of an Objective type questions only.

Written Test - Objective

i) Objective Tests - Medium of Examination : English OR Hindi

<u>Sr.No</u>	<u>Name of the Test</u>	<u>No.of Questions</u>	<u>Max. Marks</u>	<u>Duration</u>
1.	Credit	100	200	Composite 120 minutes (i.e. 2 hours)
2.	Foreign EXchange	50	50	
3.	Administration & Deposits	50	50	
	Total	200	300	

Note: Candidates have to secure minimum qualifying marks in each of the objective test i.e. 40% for General Category (35% in case of SC/ST/OBC) and 50% in aggregate in all the objective tests taken together for General Category (45% in case of SC/ST/OBC). The Bank reserves the right to vary above said cut-off. **In Objective Test there will be Negative Marks for wrong answers @ 0.25 for each wrong answer.**

Interview Marks : Maximum marks for interview will be 100. Minimum qualifying marks in interview are 50% for General Category and 45% for SC/ST/OBC category.

Note : Bank reserves the right to conduct the selection process by holding Interview only.

Selection Procedure :

Depending on the number of vacancies, only those candidates who have secured the minimum qualifying marks stipulated for Written Tests (Objective) and rank sufficiently high in the order of merit shall be called for a Personal interview in the ratio of 1:3. – Mere pass in the Written Tests shall not vest any right in a candidate for being called for Personal Interview.

Merit list of the candidates based on the marks obtained by them in Written Test [i.e. 300 Marks (Objective Test) and Personal Interview of 100 Marks will be prepared in descending order on the basis of the aggregate marks obtained, under the respective SC / ST / OBC / GEN Category. The final selection will be made on the basis of this merit list.

Note: In case of similar marks to two or more candidates the merit order of such group of candidates will be as per their aggregate written test marks and further as per their date of birth (i.e. more senior in age will be placed first before less senior in age)

7. Action against candidates found guilty of misconduct :

1. 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 application form.
2. At any stage of recruitment, if a candidate is (or has been) found guilty of :
 - (i) using unfair means during the Group Discussion and / or Interview
or
 - (ii) impersonating or procuring impersonation by any person or
 - (iii) misbehaving during the Group Discussion / Interview or
 - (iv) resorting to any irregular or improper means in connection with his/her candidature during the selection process or
 - (v) obtaining support for his/her candidature by any means.

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

- a. to be disqualified from the Selection Process for which he/she is a candidate
- b. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- c. for forfeiting the fees paid by such candidate.

3. The Bank would be analyzing and comparing the responses of a candidate with other candidates, who appeared for the examination to detect patterns of similarity. If as per the laid down procedure it is suspected that the responses have been shared and the scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

5. CALL LETTERS FOR WRITTEN EXAMINATION

The Written Test Examination will be tentatively held on 26.06.2011 (Sunday) at Examination Centres given below. The full address of the examination venue will be given in the Call Letter. All eligible candidates will be required to download their call letter from the Bank's website after 14.06.2011. Candidates should note that the call letters will not be sent through post/courier etc. An eligible candidate **who fails to download the call letter may** contact the concerned Zonal Office of BANK OF INDIA located at the concerned centre, he/she has opted for at the addresses given below, with a written application indicating his / her Name, Address, and details of payment made for issue of Duplicate Call Letters the following addresses after 20.06.2011

6. WRITTEN TEST CENTERS

Written Test will be held at following 4 centers. The address of the venue will be advised in the call letters

SR. No.	EXAM CENTRE	CONTACT ADDRESS OF BANK OF INDIA, ZONAL OFFICE	CONTACT PERSON
1.	MUMBAI	Mumbai South Zonal Office, 70-80, Mahatma Gandhi Road, P.B. No. 38, Fort, Mumbai –400 023.	Shri Dipak Prabhakar Kango Sr. Manager (HR), Std. code : 022 Off: 22674857, 22703543 Mob. 9221510240
2.	NEW DELHI	New Delhi Zonal Office, 'Jeevan Bharati', Tower I, Level 5, 124, Cannaught Circus, New Delhi – 110 001.	Mr. Ajay Arora Sr. Manager (HR) Off: 011-28844093 Mob. 9650077815
3.	CHENNAI	Chennai Zonal Office, Bank of India Building, 2 nd floor, 17, Erabalu Street, Chennai – 600001.	Shri M. Vijayan Sr. Manager (HR), Off: 044 - 66777502, 66777504 Mob. 9444819966
4.	KOLKATA	Kolkata Zonal Office 5, BTM Sarani, Kolkata - 700001 West Bengal .	Shri G.C. Biswas, Manager –(HR) Office – 033- 2231-0292 Mobile – 9836965477

NOTE : (i) The candidate is required to indicate written test centre in his/her application form. Any request for change of Centre of Examination shall **NOT** be entertained.

- (ii) Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.
- (iii) The bank reserves the right to pre-pone / post-pone the written examination dates and/or to add or to delete or to modify change the examination centre and the venue and / or to cancel the written examination.

7. PRE-EXAMINATION TRAINING (PET)

The Bank intends in consonance with the guidelines issued by the Government of India, to impart free non-residential Pre-Examination Training (PET) of six working days to a limited number of candidates belonging to Scheduled Castes / Scheduled Tribes at Centres located at Navi Mumbai and NOIDA (New Delhi). Selection for the PET from among the candidates will be made on the priority of the date of online registration of Application Form. Candidates belonging to the above categories and desirous of availing of such Pre-examination Training may indicate choice of PET Centre in the Application Form.

All expenses for attending the Pre-Examination Training (PET) programme at the concerned Training Centre relating to travel, boarding, lodging, etc. will have to be made and borne by the candidate. The Bank has discretion to add to or delete from the Centers for PET indicated above. Candidates are advised to visit the Bank's website from 4th June to download their call letters for Pre-Examination Training. Candidates should note that the call letters will not be sent through post/courier etc.

8. APPLICATION FEE (NON-REFUNDABLE) :

- (a) For SC/ST Candidates – **Nil.**
- (b) For all other candidates – ` **500/-**

NOTE : Application once made 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 other examination or selection.

9. GENERAL INSTRUCTIONS

- (a) Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this Notice. Decision of 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 shall be entertained by the bank in this behalf.
- (b) 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 be cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

- (c) Only online registration of application would be accepted.
PLEASE NOTE THAT PRINTED APPLICATION MAY BE SUBMITTED TO US AT THE TIME OF INTERVIEW ONLY AND NOT BEFORE THAT.
- (d) 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 "Gen".
- (e) 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 OBCs 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 with the application **at the time of interview.**
- (f) The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection.
- (g) Only those candidates who have met with the eligibility criteria & who have cleared their Written Examination and who are short-listed for appearing in the Personal Interview will be intimated either by email (online) or by Speed Post or/ by Registered Post at the address or email address as the case may be, furnished by them in the Application Form. The name of candidates who are finally short-listed for interview will also be available on the Bank's Website www.bankofindia.co.in. Applicants are requested to keep track of the same by visiting Bank's website from time to time. Similarly final selection result will be available for candidates selected for appointment;
- (h) The admission to Written Test will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates with reference to documents.
- (i) The Bank takes no responsibility for any delay in receipt or loss in postal transit of Call Letter / Intimation.
- (j) The candidates should fill the details in application correctly, in particular - Age / Qualification / Caste etc. which will have direct effect on selection / non-selection. Bank takes no responsibility for rejection / non-selection due to aforesaid error.
- (k) Scanned photograph on the application should be signed across by the candidate to be produced at the time of **interview.**
- (l) The candidates will have to appear for written test and interview at their own expense. However, eligible SC/ST outstation candidates attending the interview will be reimbursed to and fro second (sleeper) class rail/bus fare by the shortest route on production of evidence of travel.

- (m) Candidates serving in Government/Public Sector Undertakings (including banks) should take permission before applying and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered. NOC as above will be insisted at the time of Interview and candidate will not be allowed to appear for interview without such NOC and his candidature may be cancelled.
- (n) Only candidates willing to serve anywhere in India should apply.
- (o) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (p) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (q) No candidate is permitted to use calculator, cell phones / telephones of any kind, pagers or any such other instruments in the examination.
- (r) The candidates will appear for the written examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.
- (s) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue and /or to cancel the Written Examination.
- (t) Appointment of selected candidates is subject to his/her being declared medically fit and verification of character and antecedents as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank. The selected candidate, if appointed, will be on probation for a period of One (1) year from the date of joining the services of the Bank.
- (u) The selected Officers, in addition to desk work may be required to market financial and other products of the Banks as well as Business Partners.
- (v) Candidates will have to produce original caste and other relevant certificates like educational qualification, age, disability etc. with Xerox copies, duly attested, **along with the application Print-out, at the time of interview**, in support of his eligibility, failing which his / her candidature will be cancelled.
- (w) In case of more than one application by the same candidate, application submitted last will be taken as authentic / conclusive.
- (x) Bank of India's present Employees' can apply for the above said posts, however, they will have to resign to join afresh for the post applied, if selected.

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

For SC/ST/OBC

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.

Other conditions / stipulations

- i) Candidates selected for appointment in the Bank will be required to furnish a Security Deposit of Rs. 60,000/-. The Security Deposit amount shall be forfeited if the officer leaves the bank before completion of 3 years service. Direct Recruit Officers will have a choice either to deposit full amount of security deposit or alternatively he will deposit initially Rs. 10,000/- at the time of joining and balance in equal monthly installments of Rs.2000/ per month. In case of SC/ST candidates, initial amount to be deposited shall be Rs. 5000/- at the time of joining and balance in equal monthly installments of Rs.2000/ per month and last installment of Rs.1000/-. Bank reserves the right to increase the amount of Security Deposit or re-schedule the installments.
- ii) The selected candidates will get **two** advance increments for passing **CAIIB** from the date of joining the bank.
- iii) Subject to their fulfilling the eligibility criteria, employees of Bank of India may also apply online. Such candidates, if selected, shall resign from their present positions in the bank and re-join the Bank's service afresh.

11. HOW TO APPLY

- (i) Candidate should have a valid e-mail id.
- (ii) The candidate should apply on-line through website www.bankofindia.co.in
- (iii) As a First Step, candidate should take out Print-out of Challan from Page 12 of the Notice on our website (This will not be applicable for SC / ST Candidates).
- (iv) Against the above-said Challan, the candidate should make the payment of fees in any of the Bank of India branches on or before 21.05.2011.
- (v) Once the payment of fees is made, the concerned branch will give him a Transaction No.
- (vi) **Before applying online a candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given on the website**
- (vii) Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.

- (viii) Candidates are now ready to Apply Online by re-visiting the Bank's website and going to the sublink **to open up the appropriate Online Application Format**.
- (ix) Candidate should visit again our website www.bankofindia.co.in under the caption "Recruitments / Career" and should fill up the application available on Page 12 of the Notice on our website.
- (x) Transaction No. should be correctly filled in the application at appropriate place (This will not be applicable for SC / ST Candidates,).
- (xi) Application should be checked and after verification be submitted by click to **submit** button.
- (xii) Application should be printed with photo and signature, to be kept ready for submission at the time of interview at the Interview Venue.
- (xiii) You should note / remember your Registration No. and Password for future reference and use.
- (xiv) Please note that the above procedure is the only procedure for applying. Physical mode of application or incomplete application would not be accepted and if submitted such application would be rejected outright.
- (xv) There is a provision to modify the submitted On Line Application. Candidates are requested to make use of this facility to correct their details in the On Line Application, if any. This modification facility will be available upto 23.05.2011. After this date, no modification will be permitted. Candidate should take utmost care while filling in the On-Line Application.

As per the above said procedure, we summarize the steps as below :

- i. Print Challan
- ii. Pay the fees in any of the Bank of India Branch and take Transaction No.
- iii. Scan your photograph and signature as per the specifications (Annexure-I)
- iv. Fill-up the application Form - On-line including upload of photo and signature. Please Submit after verification.
- v. Print Application – to submit the same at the time of interview with following documents :
 - a. Copy of receipted challan (in case of other than SC/ST candidates);
 - b. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
 - c. Attested copies of Mark sheets / certificates in support of Educational Qualification;
 - d. Attested copy of certificate of Computer Course, as applicable;
 - e. Any other related certificate as applicable i.e. Caste Certificate etc.
 - f. Candidates serving in Government / Public Sector Undertakings will be required to submit "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered and will be cancelled for non-submission of NOC.

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

- ❖ Even if the last date of registration is changed due to technical reasons, the valid dates for payment of application fee will not be changed. Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted. After registration the application printout need not be sent to the Bank. The said application alongwith challan and copies of required documents mentioned above should be kept ready for submission at the time of interview.

For online Application and Challan visit Bank of India's website www.bankofindia.co.in

Last but not the least, please note importantly that candidate who has been declared successful, but subsequently found ineligible, will not be allowed to take part in the Process / join the bank and inconvenience caused thereby will be at his/her cost and consequences.

PRINT CHALLAN

APPLY ON LINE

** press Ctrl + Click to apply on-line / Challan*

Place : Mumbai,
Date : 25.04.2011.

(R.K.GOYAL)
General Manager (HR)

Candidates who have applied are requested to visit the 'Recruitment /Career with Bank' Section on our website-www.bankofindia.co.in for updates

Guidelines for scanning the Photograph & 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.

(i) 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.

(ii) 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 Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will 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

Scanning the photograph & signature:

- (1) Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- (2) Set Color to True Color
- (3) File Size as specified above
- (4) 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).
- (5) 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 50KB(photograph) & 20KB(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 photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the '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.
2. After registering online candidates are advised to take a printout of their system generated online application forms.
3. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

FORMAT OF CASTE CERTIFICATE TO BE SUBMITTED BY SC/ST
APPLICANTS

Form of Certificate as prescribed in M.H.A., OM.No.42/21/49-N.G.S., dated 28.01.1952 as revised in Dept. of Per. & A.R., Letter No.36012/6/76-Estt.(S.C.T.) dated 29.10.1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of the claim.

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimathi/Kumari*
_____ son / daughter*
of Shri _____ of Village / Town*
_____ in District / Division* of
_____ the State / Union Territory*
of _____ belongs to the

_____ the
Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe*

Under:

The Constitution (Scheduled Castes) Order, 1950. *The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes & Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes

Order,

1959, as amended by the Scheduled Castes & Scheduled Tribes

Orders

(Amendment) Act, 1976;

*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- *The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- *The Constitution (Sikkim) Scheduled Castes Order, 1978;
- *The Constitution (Sikkim) Scheduled Castes Tribes, 1978;
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- *The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
- *The Constitution (Scheduled Tribes) Order Second Amwendment Act, 1991.

2. This Certificate is issued on the basis of the Scheduled Castes /

Scheduled Tribes Certificate issued to Shri / Shrimathi* _____

father / mother* of Shri / Shrimathi / Kumari* _____

of Village / Town* _____ in

SEAL
OF
OFFICE

District / Division* _____ the

State / Union Territory* of _____ who belong to the

Caste / Tribe* which is recognised as a Scheduled Caster / Scheduled

Tribe* in the State / Union Territory of _____ issued by the ,

_____ dated _____ . 3. Shri

/ Shrimati / Kumari* _____ and / or* his /her*

family ordinarily reside(s) in Village / Town* _____ of the

State / Union Territory* of _____ .

Signature

Designation

PLACE: STATE / UNION TERRITORY :

DATE :

NOTE. - The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

FORMAT OF OBC CERTIFICATE TO BE SUBMITTED BY OBC APPLICANTS
FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA

[G.I., Dept. of Per. & Trg., O.M.No.36033/28/94-Estt (Res.), dated 02.07.1977]

This is to certify that Shri/Shrimathi/Kumari*
son / daughter* of Shri
of Village / Town*
in District / Division* of
the State / Union Territory* of belongs to the
Community which is recognised as a Backward Class
under:

* (i) Government of India, Ministry of Welfare, Resolution No.1201
1/68/93-BCC(C), dated the 10th September, 1993, published in the
Gazette of India, Extraordinary, Part-I, Section I, No.186, dated the 13th
September, 1993.

Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC,
dated the 19th October, 1994, published in the Gazette of India,
Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC,
dated the 24th May, 1995, published in the Gazette of India,
Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

*(iv) Government of India, Ministry of Welfare, Resolution No.1201 1/44/96-
BCC, dated the 6th December, 1996, published in the Gazette of India,
Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

Shri / Shrimati / Kumari* and / or* his / her*
family ordinarily reside(s) in Village / Town* of the
State / Union Territory* of .

This is also to certify that he / she does not belong to the persons/sections
(Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training,
O.M.No.36012/22/93-Estt.(SCT), dated 08.09.1993.



Place :

Date :

*Strike out whichever is not applicable

Signature_
Designation

N.B. - (a) The Term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificate are indicated below:-
District Magistrate / Additional Magistrate / Collector / Deputy Commissioner /
Additional Deputy Commissioner / Deputy Collector / First Class
Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate /
Executive Magistrate / Extra Assistant Commissioner (not below the rank of
First Class Stipendiary Magistrate).
Chief Presidency Magistrate / Additional Chief Presidency Magistrate /
Presidency Magistrate.
Revenue Officer not below the rank of Tahsildar; and
Sub-Divisional Officer of the area where the candidate &/or his family resides.