



**Recruitment of Manager and Assistant General Manager (AGM)-
Group Discussion/Interview schedule for 2nd & last Phase -
General Information/Instructions.**

In terms of the recruitment advertisement of June 2008, the schedule for the 2nd phase of selection process is as under:

<u>Centre</u>	<u>Post/GD & Interview dates</u>		<u>Venue address</u>
	Manager	AGM	
Mumbai	September 29-30, 2008, October 1 & 3, 2008	September 29-30, 2008, October 1, 3 & 4, 2008	IDBI Bank Ltd., "IDBI TOWER", Mezzanine Floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
Kolkata	September 29-30, 2008	September 29-30, 2008	IDBI Bank Ltd., 44, Shakespeare Sarani, Kolkata 700017
New Delhi	September 29-30, 2008, October 1,3,4,6 & 7, 2008	September 29-30, 2008, October 1,3,4,6 & 7, 2008	Indian Social Institute 10, Institutional Area, Lodhi Road, New Delhi-110 003
Chennai	September 29-30, 2008, October 3, 2008	September 29-30, 2008, October 3, 2008	Indian Bank Management Academy for Growth & Excellence (IMAGE), MRC Nagar, R.A.Puram, Chennai - 600 028

General Instruction/s

1. Please down load your call letter from IDBI Bank Ltd.'s website and bring it by affixing a passport size photograph, which is the same as the one pasted on the system generated printout of the application form, firmly pasted on it when you come for the group discussion and/or interview. Candidate/s without the photograph on the call letter will not be allowed to appear for the group discussion and/or interview.
2. Kindly bring, a copy, as well as the original of the following certificates/testimonials (applicable for staff candidates also):
 - (i) Educational qualifications
 - (ii) Date of birth (School Leaving Certificate)

- (iii) Caste certificate from the competent authority (for SC/ST/OBC candidates).
- (iv) Persons with Disability (PWD) Certificate from the competent authority (for PWD candidates).
- (v) Experience certificate from the employer/s (**No circumstantial evidence would be considered i.e. offer letter, pay-slip, identity card, etc. Experience certificate should categorically indicate date of joining, designation at the time of joining, date of promotion with designation, if any, in absence of which the certificate would not be considered and the candidate would not be allowed to appear for the GD/interview).** Please note that in terms of advertisement the cut-off date for the experience etc., would be considered as 1-6-2008.
- (vi) Staff Candidates should bring their Identify Cards.
- (vii) Any other documents you may like to produce.

3. Please also note to bring 3 copies of CV, affixed with a recent photograph, duly signed along with system generated GD/Interview call letter in original. The CV, among others, should contain a brief about the medical history stating major illnesses and operation/s, if any, undergone. Please note that if the information given in the CV is found to be incorrect or have suppressed any material fact etc., at any stage, even after appointment, the candidate's service/offer would be liable to be terminated / withdrawn without giving any notice or reason(s) or compensation in lieu thereof.

4. **Please note that the selection process involves GD followed by personal interview of the candidates qualified in the GD.**

5. Outstation SC/ST candidates will be reimbursed to and fro second class railway fare (by ordinary trains only) for the journey undertaken by them for appearing for the group discussions and / or personal Interview from their place of residence from the rail link nearest to their place of residence by the shortest route, but no other allowance would be paid by the Bank (ticket to be produced). In case candidate/s undertake the journey by bus, where bus is also available they will be paid bus fare (tickets to be produced) provided, it is less than or equal to the admissible train fare. **This concession will not be admissible to SC/ST candidates who are already in service in Central/ State Govt./Corporations/Public Undertakings/Local Government/ Institutions and Panchayats.**

6. Please note that the candidates are being called for the group discussion and/or interview on the basis of information furnished by him/her in the application. **Before coming for the group discussion and/or interview, the candidate must ensure that they are eligible according to the eligibility criteria stipulated in the Advertisement, specially that of qualification, age & officers' experience in a Bank which would be verified before allowing the candidate to appear for the Personal Interview. In case, it is detected that any candidates who is not fulfilling any of the said eligibility criteria, he/she would not be allowed to appear for the selection process. It is therefore, reiterated that the candidates should ensure fulfilling the advertised eligibility criteria (refer Annexure) before coming for selection process.**

7. Again, in case it is detected at any stage that the candidate/s does not fulfill the eligibility criteria and/or have furnished incorrect information or suppressed any material information their candidature will be cancelled and, if appointed, their services would be liable to be summarily terminated without any compensation thereof.

8. The candidate will be permitted to reply to the questions in the interview in Hindi also.

9. The candidate may please note that this call letter should not be construed as an offer of employment / post.

10. **If the candidate fails to comply with the above instructions, he/she will not be permitted to appear for the group discussion and/or interview.**

11. **The selection process is expected to be completed on the same date. However, in case the process could not be completed on the same, the candidates are expected to stay back and make their own arrangement for stay. The candidates are therefore, advised to draw their traveling schedule accordingly.**

Wishing you all the best

Annexure

**Eligibility criteria for Manager and Assistant General Manager
which was advertised in June 2008**

Manager/ Assistant General Manager	Educational qualifications (as on June 1, 2008)	Graduation (full time regular course) in any discipline from a recognized University. Additional qualification of CA, MBA, CFA, JAIIB/CAIIB would be preferred.		
Manager	Minimum work experience (as on June 1, 2008)	Minimum 3 years officers experience in a Bank. Contractual experience and experience as an executive would not be considered.		
Assistant General Manager		Minimum 5 years officers experience in a Bank. Contractual experience and experience as an executive would not be considered.		
Manager	Age (as on June 1, 2008)	General	OBC	SC/ST/Ex-Servicemen/ Domiciled in J & K/Children/family members of those died in 1984 riots
		32 years should be born on or after 01.06.1976	35 years should be born on or after 01.06.1973	37 years should be born on or after 01.06.1971
Assistant General Manager		37 years should be born on or after 01.06.1971	40 years should be born on or after 01.06.1968	42 years should be born on or after 01.06.1966
Manager/ Assistant General Manager	Further relaxation age	<ul style="list-style-type: none"> • Further, 5 yrs in the above upper age limit for PWD(Gen)/PWD(OBC)/PWD (SC/ST) candidates. • No upper age limit for staff candidates. 		
