



Detailed Advertisement

ADVERTISEMENT NO. 2/2010-11

LAST DATE FOR PAYMENT OF FEE – December 15, 2010

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

IDBI Bank Ltd., a banking company under the Companies Act, 1956, having majority share holding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients. The Bank is aggressively expanding its operations.

Recruitments in IDBI Bank are strictly on all India basis by open competition and the Bank has not hired or authorised any agency or organisation 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.

The Bank invites applications from the eligible and suitable applicants for the following posts to be filled on contract basis at its different Branches and Offices.

Post	Essential Qualification	Maximum Age (years) as on Cut-off date (November 30, 2010)	Date of Written Test	Vacancies	Reserved for				
					SC	ST	OBC	PWD	
								VH	OH
Executive (On Contract)	<ul style="list-style-type: none"> Graduate from a recognized university with 55% marks in aggregate* for applicants belonging to General, OBC and PWD (General and OBC) categories Graduate from a recognized university with 50% marks in aggregate* for applicants belonging to the SC, the ST and PWD (SC and ST) categories 	25	January 23, 2011**	700***	105	53	189	10	11

* The percentage of marks shall be arrived at by adding the actual marks obtained by the applicants in all the subjects, for which, the applicants appeared (including optional, additional, language, subsidiary, honours, etc.) in all the semester or year(s) and dividing the same by the total of maximum marks in all the subjects as indicated above. The percentage of marks in fraction will not be rounded off to next higher digit (i.e., 54.99% will be treated as less than 55% and 49.99% will be treated as less than 50%). Applicants from Universities/Institutes awarding degrees based on rating/grades other than numerical marks (i.e. CGPA / GPA / any other form), please note that if the equivalent aggregate percentage of marks is not mentioned in the mark sheet/certificate, candidates are required to get a letter from the head of the Institute/Controller of Examination of the University, stating clearly, the methodology of conversion of the grades into percentage (conversion formula) and the numerical marks equivalent to their rating /grades.

** Modification or change in the date of the written 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. The Bank reserves the right to empanel the applicants and consider these empanelled applicants(s) for future requirements. Offers could be issued in phases, as per the Bank's requirement.

1. Emoluments , Career prospects and Service Conditions

(i) The appointment of Executive (on contract) 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 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 the Bank through a selection process that would be conducted by the Bank.** The Executive (on contract) will be paid a lump sum/fixed remuneration as per the following chart:

Consolidated remuneration	₹ 12,000 per month in the first year, ₹ 13,500 per month in the second year and ₹ 15,000 per month in the third year of service.
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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 the Bank's discretion, to any offices of the Bank or the departments or offices or business units of the Bank's subsidiaries or associate institutions. The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee at a later stage.

2. Eligibility criteria

(i) Cut-off date: **November 30, 2010 (upto and inclusive of November 30, 2010)**

(ii) Applicants must be either (i) citizen of India, or (ii) subjects of Nepal and Bhutan, or (iii) Tibetan refugees (who came over to India before 1st January 1962) and (iv) persons of Indian origin, who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India. Applicants, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the Govt. of India has issued the necessary eligibility certificate to him or her.

(iii) As on the cut-off date, the applicants should possess a degree from a recognised University.

(iv) Maximum age limit for General Category applicants applying for the post is 25 years as on cut-off date. The SC, the ST, OBC, PWD and Ex servicemen applicants will be extended age relaxation as mentioned below in point no. 3.

(v) Applicants are expected to have proficiency in Computers.

(vi) The 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, 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 there for.

3. Age relaxation

The SC, the ST, OBC, PWD and Ex-Servicemen applicants would be eligible for age relaxation as per the Government of India guidelines, as under:

(i) By 3 years in upper age limit in the case of OBC applicants having certificate from the Competent authority with non-creamy layer clause.

- (ii) By 5 years in upper age limit in the case of:
- SC and ST applicants,
 - Ex-employees of banking institutions, whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges,
 - Ex-servicemen (including Emergency Commissioned Officers or Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment,
 - Emergency Commissioned Officers or Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment,
 - Applicants, who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989,
 - For the Children or family members of those, who have died in the 1984 riots.
- (iii) By 10 years in upper age limit for PWD (General category), 13 years for PWD (OBC category) and 15 years for PWD (SC or ST category) applicants.

Note:

Cumulative age relaxation will not be available either under the above items or in combination with other items. An ex-serviceman, who has once joined a government job on the civil side (as an civilian) after availing of the benefits given to him as an ex-serviceman for his re-employment, including a job in a Public Sector Bank ceases to enjoy ex-serviceman status for further employment.

4. **Non-refundable application fee and postal charges**

- (a) Only ₹ 75/- (Rupees Seventy-five only) towards postal charges is payable by the applicants belonging to the SC or the ST or Persons with Disabilities (PWD) and Ex-Servicemen categories and ₹ 400/- (Rupees Four hundred only) towards application fee and postal charges by all other categories (i.e. General and OBC). Applicants are required to make payment of the fee in cash at any of the branches of IDBI Bank Ltd. (IDBI) or State Bank of India (SBI). [Proforma of the challans to be used for payment through IDBI or SBI are displayed on the IDBI Bank's website.](#) Applicants may download the challans and approach the respective bank for making payments. **Please note that the challans would not be available in any of the branches of the banks and has to be necessarily downloaded from the Bank's website.**
- (b) While the applicants paying the fee through IDBI Bank would be required to pay the stipulated fee of ₹75/- or ₹400/- as stated above, the applicants paying the fee through SBI would need to pay an additional amount of ₹50/- as service charge to SBI.
- (c) On payment of the requisite fee, the concerned branch of **IDBI Bank or SBI** would generate a unique **14 or 10** digit code number respectively, which would be recorded on the counterfoil of the challan. Copy of the challan (applicant's copy and Bank's copy) duly stamped would be returned to the applicants as proof of receipt of the fee.

(d) The applicants after making payment of fee as indicated above would thereafter apply online as indicated in Point No. 5 of this advertisement. The applicants would be required to enter the **14 or 10** digit unique number respectively in the online application to enable them to submit their application.

(e) The payment of fee would be accepted only during the banking hours at the respective bank's branches from **December 1, 2010 to December 15, 2010**.

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

(g) Even if the Bank extends the cut-off date of submission of online application due to technical reasons, the valid dates, during which, the fee and postal charges would need to be paid would not undergo any change and would remain the same as mentioned above.

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

5. How to apply

- i. Before filling the online application forms, the applicants must pay the requisite fee as applicable to them and get the 14or10 digit unique number. Applicants will have to submit this number in the application form.
- ii. Applications shall be submitted by the on-line mode only through the Bank's website after carefully going through all the instructions contained in this advertisement and Online Application Form. No other means or mode of application form will be accepted.
- iii. On submission of the online application, the applicants will receive a registration number and password, which he or she needs to retain for use in future.
- iv. Important dates for the recruitment process are as under :

Sl. No.	Activity	Date
1.	Cut-off date for eligibility criteria (Age and Educational Qualification)	November 30, 2010
2.	Opening and closing of payment Gateway	December 1-15, 2010
3.	Opening and closing of gateway for submission of on-line application	December 2-16, 2010
4.	Date of Pre-recruitment training for the SC and the ST applicants at all centers	January 17-22, 2011
5.	Date of Written Test at all centers	January 23, 2011

- v. **Applicants applying for the post, after submission of the online application form shall take a print of system-generated hard copy of the application form, paste a recent passport size colour photograph (without dark glasses) at the prescribed place, sign across the photograph and preserve the same for submission at the time of personal interview, along with the counterfoil of the challan for payment of fee 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 applicants 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 applicants should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.
- (d) **Caste Certificate:** If declared, Copy of Caste or Tribe or Class Certificate for SC, ST and OBC category applicants. (Click here to download the proforma of caste certificates)
- (e) **PWD Certificate:** If declared, Medical Certificate issued by the Competent Authority in case of PWD applicants (Click here to download the proforma of disability certificate)
- (f) Photo identity certificate (PAN card or Driving Licence or passport or voters ID card)
- (g) Print out of the online call letter for the written 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 interview will render the applicants ineligible for the selection. The applicants who could not produce the above documents (both in original and attested copy) indicated under 5 (v) (a) to (g), would not be allowed to appear for interview.

6. Selection process

- i. The selection process for the post of **Executive (on contract)** will comprise of a Written Test followed by personal interview of the applicants, who have qualified in the written test. **The Written Test would comprise of Objective Type Questions having three components (a) Test of Reasoning, (b) Test of Working English Language and (c) Test of Quantitative Aptitude.** Questions papers for the written test, except the paper on 'Test of English Language', will be set in Hindi and in English.
- ii. The applicants will be called for the written test based on the information provided in the online application form by them, subject to scrutiny at a later date.
- iii. The applicants, who are successful in the written test, would be called for a personal interview. The number of applicants called for interview will also be at the discretion of the Bank. Applicants have the option to answer the questions during interview in Hindi or English at their option. Applicants qualifying both in the written test and personal interview shall be considered for final shortlisting.
- iv. All applicants shortlisted in the interview would be referred for pre-recruitment medical examination on same day or next day. Reference for medical examination does not imply final selection, which may please be noted. The final selection or offer of employment would be made based on applicant's marks in the interview ,written test, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification as stipulated in the advertisement.

v. **The written test for the post of Executive (on contract) would be held at the following centers i.e. Chennai, Guwahati, Kolkata, Mumbai and New Delhi.** 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. The Bank, however, reserves the right to add or change or cancel any of the Centers for written test depending on the response or number of applications for a particular center. Applicants admitted to the written test will be intimated the time and full address of the venue of the written test through ON-LINE Call Letters. Applicants will not be admitted to the written test without the Call Letter. **In view of sending written test Call letter online, no duplicate Call Letter would be issued to any applicant/s.**

vi. **The applicants must bring the Photo Identity at the time of the interview such as the PAN Card or Driving License (with the photograph) or Passport or Voter ID.**

vii. The written test for the post of Executive (on contract) would be held on **January 23, 2011.** Modification or change in the date of the written test, if any, would be intimated through an advertisement and on the website of the Bank.

viii. **The applicants are advised to visit the Bank's website in the first or second week of January 2011 to download their call letters from the Bank's website by entering their registration number and password.** The call letters for the interview for those applicants who qualify in the written test would also be through online call letters only and applicants would have to visit the bank's website to download the online call letter for personal interview also by entering their registration number and password. Bank reserves the right to decide the schedule of personal interview as per its convenience.

ix. The details regarding the time, date and address of the venue of the written test and Interview for the short listed eligible applicants would be put on the 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 the Bank's website at regular intervals.

x. Applicants should carry the print of online Call Letter, application form, counterfoil of challan for payment of fees (applicant's copy) 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 interview. 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 interview. Applicants not qualifying the eligibility criteria, or failing to produce any required document on the day of the interview would not be allowed to attend the interview and his or her candidature would stand cancelled. Applicants found prima-facie eligible only would be allowed to attend the personal interview.

7. Pre-recruitment training (PRT) for SC and ST applicants

(i) In compliance with Government Guidelines, Bank would arrange free non-residential pre-recruitment training for interested eligible SC and ST applicants for 6 consecutive days from January 17, 2010 to January 22, 2010 prior to the written test. **The PRT will be organized at Chennai, Guwahati, Kolkata, Mumbai and New Delhi.** The Bank has discretion to add or delete the centers in respect of pre-recruitment training. 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 pre-recruitment training will not confer on the applicants any right of recruitment in the Bank.

(ii) Details regarding the time, date and address of the venue of the pre-recruitment training for the interested eligible applicants would be put on the Bank's website. Provision will be made to issue Call Letter online for the pre recruitment training. Applicants would have to visit the bank's website to download the online call letter by entering their registration number and password. Bank reserves the right to decide the schedule of personal interview as per its convenience. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit the Bank's website at regular intervals for updates from around last week of December 2010 or first week of January 2011.

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

8. **Reservation**

- i. Reservations for the SC, the ST and OBC applicants 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 Physically Handicapped (PH) applicants or Person with Disabilities (PWD) @ 3% of the identified posts would also be extended. Relaxation would be granted to persons with low vision in the VH category only. Relaxations would be granted to OH category as per the extant guidelines of Government of India. ***In terms of the Government of India guidelines, these vacancies are not identified for persons in the Hearing Handicapped (HH) category and persons suffering from Blindness in VH category.*** The minimum disability in case of PWD a applicants is moderate i.e. 40%. The maximum disability would be as per extant guidelines of Government of India. The PWD applicants should possess a latest certificate to the effect with sub-category of disability **[visually handicapped (low vision) and orthopaedically handicapped (OH) 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.

iii. **Definitions of Categories of disabilities:**

a. An Orthopaedically handicapped person is one who is suffering from Locomotor Disability or Cerebral palsy.

-Locomotor disability: "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

-Cerebral Palsy:- "Cerebral Palsy" means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.

-All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy."

b. A visually handicapped (low vision) is a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

- iv. The visually impaired candidates and the candidates whose writing speed is affected by cerebral palsy can use scribe at their own cost during the written examination. In all such cases where scribe is used, the following rules will apply:

The applicant will have to arrange his/her own scribe at:

- a. His/her own cost.
- b. The academic qualifications of the scribe should be one grade lower than the stipulated eligibility criteria of the candidate.
- c. The scribe can be from any academic discipline. The scribe should possess lesser marks than the applicant and not more than 60% marks in his/her own academic stream.
- d. Both the candidate as well as the scribe will have to give the suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/she does not fulfill any of the laid down eligibility criteria or suppresses material facts; the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- e. Such applicants who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination

Please note the candidates not opting for scribe in the application form will not be allowed to use the facility of scribe.

9. General Instructions

(Please read carefully before filling up the online application form)

- i. Cut-off date: November 30, 2010
- ii. 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 point No. 2 of this advertisement. If the applicants are not eligible, their candidature will be cancelled at any stage of the recruitment. If the applicants qualifies in the selection process and subsequently it is found that he or she does not fulfil the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
- iii. 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.
- iv. Before registering their applications on the website, applicants should possess a valid email-id for filling the application. In case the applicant does not have a valid email-id, he or she can create a new email-id. This email id should be valid for the duration of the recruitment.
- v. 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.
- vi. Application should be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.
- vii. Request for change of center for written examination or interviews will not be considered. However, the Bank reserves the right to cancel or add any center depending upon the response in that center.
- viii. 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.
- ix. The 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.
- x. The Bank may at its discretion, hold re-written test and/or re-interview, wherever necessary in respect of a center or venue or specific applicants(s) and/or all centers or all applicants.
- xi. Applicants would not be allowed for written test and personal interview without the online call letter. No duplicate call letter would be issued to the applicants.
- xii. All applicants belonging to the ST, the SC, OBC, Ex-Serviceman and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. 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 and Ex-Serviceman category and other testimonials is false.

The 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. SC and ST applicants eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of interview. **This concession will not be admissible to SC and ST applicants who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats.**
- xv. 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 interview. 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.
- xvi. The Bank shall not furnish the mark-sheet of selection process to applicants.
- xvii. The Bank shall not entertain requests from applicants seeking advice about their eligibility to apply nor from any eligible and not selected applicants.
- xviii. **Canvassing in any form will be a disqualification.**
- xix. 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., the Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.
- xx. Appointment of the applicants in the Bank will also be subject to Medical fitness and satisfactory Reference check.
- xxi. 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 anytime after appointment.
- xxii. 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 is found to be suppressed, or concealed by them.
- xxiii. Applicants are advised not to change their signature at any point of time during and after the recruitment process.
- 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.