



## **SPECIAL RECRUITMENT DRIVE for SC, ST, OBC & PWD**

**PLEASE READ THE COMPLETE ADVERTISEMENT CAREFULLY BEFORE MAKING PAYMENT OF FEES AND SUBMITTING 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.

Recruitments in IDBI Bank are strictly through open competition and IDBI Bank Ltd. has not hired the services of any agency or individual to recruit personnel on its behalf or collect any money/commission/charges for training, etc.

IDBI Bank Ltd. invites applications to fill up the backlog vacancies mentioned below from Indian citizens belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) – Non creamy layer and Persons With Disabilities (PWD) at the Bank's offices in India.

Sr. No.	Name of the Post	No. of Posts	Reserved for			
			SC	ST	OBC	PWD
1	Assistant Manager - Grade 'A'	880	208	156	420	96
2	Manager - Grade 'B'	104	17	25	62	0
3	Assistant General Manager - Grade 'C'	83	15	15	53	0
<b>TOTAL</b>		<b>1067</b>	<b>240</b>	<b>196</b>	<b>535</b>	<b>96</b>

The number of posts mentioned above are backlog vacancies in each category. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements. Offer letters may be issued in phases.

### **I. Eligibility Criteria**

#### **(A) Citizenship**

A candidate (irrespective of the post applied for) 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) or (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, the Eligibility Certificates have been issued by Government of India. A candidate, in whose case, a certificate of eligibility as above is necessary may be admitted to the selection process conducted by the Bank, without the same, 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 / her.

**(B) Educational qualifications & Work experiences (As on September 1, 2010, i.e. upto and inclusive of August 31, 2010)**

<b>Posts</b>	<b>Educational Qualifications</b>	<b>Experience</b>
Assistant Manager - Grade 'A'	Graduate from a recognized University with 55% marks in aggregate*. (60% marks in aggregate* for OBC and PWD-General category candidates)	Nil
Manager - Grade 'B'	Graduate from a recognized University. Professional Qualifications such as CA, ICWA, CFA, MBA, CAIIB would be preferred.	Minimum 4 years full time direct experience <u>as an Officer</u> with a Commercial Bank. **
Assistant General Manager - Grade 'C'	Graduate from a recognized University. Professional Qualifications such as CA, ICWA, CFA, MBA, CAIIB would be preferred.	Minimum 8 years full time direct experience <u>as an Officer</u> with a Commercial Bank. **

\* The percentage of marks shall be arrived at by adding the actual marks obtained by the candidates in all the subjects, for which, the candidates appeared (including optional, additional, language, subsidiary, honours, etc.) in all the semester/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., 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%).

\* Candidates 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.

**\*\* Experience through an outsourcing vendor, service provider, KPO/BPO or IT support services provider for any of the entities listed for the posts of Manager and Assistant General Manager will not be considered.**

**Proficiency in computers is essential for all the posts mentioned above.**

**(C) Age (As on September 1, 2010, i.e. upto and inclusive of August 31, 2010)**

<b>Posts</b>	<b>Maximum age</b>
Assistant Manager - Grade 'A'	31 years for OBC candidates, 33 years for SC/ST candidates, 38 years for PWD (General candidates), 41 for PWD (OBC candidates) and 43 years for PWD (SC/ST candidates).
Manager - Grade 'B'	35 years for OBC candidates and 37 years for SC/ST candidates.
Assistant General Manager - Grade 'C'	40 years for OBC candidates and 42 years for SC/ST candidates.

**Note:**

- (a) Candidates must have a minimum age of 18 years as on the cut off date mentioned above.
- (b) Age relaxation as per Government of India guidelines will be extended to (i) 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 (ii) Ex-Servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants had rendered at least five years of continuous Military Service and had been released on completion of assignment (including those, whose assignment is due to be completed within one year) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or release on account of physical disability attributable to Military Service or on invalidment, (iii) Emergency Commissioned Officers/Short Service Commissioned Officers, who had 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 a certificate stating that they would be released on selection by the Bank within three months from the date of receipt of offer of appointment from the Bank (iv) Candidates, who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989 and (v) For the Children/family members of those, who died in the 1984 riots.
- (c) **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.**

## **II. Non-refundable application fees & postage charges and payment procedure**

(a) ₹ 75/- (Rupees Seventy five only) towards postage charges is payable by SC/ST/PWD candidates and ₹400/- (Rupees Four hundred only) by OBC candidates towards application fee & postage charges. Candidates are required to make payment of the said fees/charges in cash at any of the branches of IDBI Bank Ltd. (IDBI) or State Bank of India (SBI). Proforma of the challan to be used for payment through IDBI/SBI are displayed on the IDBI Bank's website . Candidates may download the challans and approach the branches of the respective bank for making payments. **Please note that the challans will not be available in any of the branches of the banks and the candidate has to download the same from the Bank's website. (Click here for the challan).**

(b) While the candidates paying the above fee & charges through IDBI Bank will be required to pay only the stipulated fee of ₹75/- or ₹400/- as stated above, the candidates paying the fee through SBI will have to pay an additional amount of ₹50/- towards service charge to SBI.

(c) On payment of the requisite fees/charges, the concerned branch of **IDBI/SBI** will generate a unique **14/10** digit code number respectively, which will be recorded on the counterfoil of the challan. The counterfoils of the challan (both the candidate's copy and the Bank's copy) duly stamped will be returned to the candidate as proof of receipt of the fees.

(d) The candidates, who have made the payment of fees as above, may thereafter, apply online as indicated in Para VI of this advertisement. The candidates will be required to enter the **14/10** digit unique number in the online application to enable them to submit their application.

(e) The payment of fees & charges will be accepted only during the banking hours at the respective bank's branches as under:

<b>Posts</b>	<b>Opening date for receipt of application fees &amp; charges</b>	<b>Closing date for receipt of application fees &amp; charges</b>
For all the posts	<b>September 29, 2010</b>	<b>October 17, 2010</b>

(f) The dates for payment of fees will be the same even for candidates applying from far-flung areas. No other mode of payment of application fee will be acceptable. Fees once paid will not be refunded.

(g) In case the Bank extends the last date of submission of online application due to technical reasons, the period during which, the fees will have to be paid will not undergo any change and will remain the same as mentioned above.

## **III. Selection process for all the posts**

(a) The selection process for all the posts will comprise a Written Test (WT) and candidates, who are successful in the WT will be called for a Personal Interview (PI).

(b) **The WT will comprise of Objective Type Questions having four components, viz. (a) Test of Reasoning, (b) Test of English Language, (c) Test of Quantitative Aptitude and (d) Test of General & Financial Awareness.** Question papers for the written test, except the paper on 'Test of English Language', will be set in Hindi and English. The number of candidates to be called for interview will be at the discretion of the Bank. Candidates have the option to answer

the questions during interview in Hindi or English at their option. Candidates qualifying both in the written test and interview shall be considered for final short listing for pre-recruitment medical examination. The final selection / offer of employment will be based on candidate's marks in the WT and PI, being found medically fit and subject to fulfillment of other eligibility criteria with regard to age, educational qualification and work experience and submission of all necessary documents as proof to that effect.

(c) **The WT and PI for Assistant Manager will be held at the following 16 centres, i.e.** Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Guwahati, Hyderabad, Jaipur, Kanpur, Kochi, Kolkata, Mumbai, New Delhi, Patna and Shimla.

(d) **The Written Test and Personal Interview for Manager and Assistant General Manager will be held at the following 5 centers i.e.** Chennai, Guwahati, Kolkata, Mumbai and New Delhi.

(e) **The WT will be held on November 14, 2010 for all the posts.**

(f) Candidates may select any one center from the above-mentioned centers and indicate the preferred center for the WT and PI in his/her application. **The centres, once selected will be final. Request for change of Center will not be entertained under any circumstances. The Bank, however, reserves the right to add/change/cancel any of the centers for WT and PI depending on the response/ number of applications/ number of shortlisted applications for a particular center.**

(g) **Modification/change in the date of the WT/PI and/or cancellation of centre, if any will be notified through an advertisement and displayed on the website of the Bank.**

(h) Candidates will be intimated regarding the time, date and address of the venue of the WT and PI through online call letters and details of the same will be displayed on the Bank's website. Please note that **hardcopy of the call letter will not be issued**. The candidates are advised to visit the Bank's website to **download the online call letter for WT in the month of November 2010 and for PI in the month of December 2010** by entering their registration number and password. No separate communication by post will be issued to the candidates. **In view of providing online Call letters for WT and PI, no duplicate Call Letter will be issued to any candidate.** No correspondence will be entertained with the ineligible candidates.

(i) **Bank reserves the right to decide on schedule of PI as per its convenience.** Candidates should carry the print of online Call Letter, application form, counterfoil of challan for payment of fees (candidate'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 candidate in the application form will be done only on the day of the interview. Candidates not qualifying the eligibility criteria, or failing to produce any required document on the day of the interview will not be allowed to attend the interview and his candidature will stand cancelled. Only candidates found prima-facie eligible will be allowed to attend the PI.**

(j) Other instructions, if any, in this regard will also be displayed on the Bank's website. Candidates are, therefore, advised to visit the Bank's website at regular intervals.

(k) All candidates shortlisted in PI will be referred for pre-recruitment medical examination on same day/ next day. Reference for medical examination does not imply final selection, which may please be noted. The final selection/ offer of employment will be made based on candidate's marks in the PI, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age, qualification and experience as stipulated in the advertisement.

#### **IV. Pre-Recruitment Training (PRT) for SC/ST candidates (all posts)**

(a) In compliance with Government Guidelines, Bank will arrange a free non-residential pre-recruitment training for 6 consecutive working days (November 8 to 13, 2010) prior to the date of WT for SC/ST candidates, who opt for the same at the time of submission of online application. The PRT for candidates applying for the post of Assistant Manger will be conducted at the 16 centres, viz. Ahmedabad, Kanpur, Patna, Shimla, Chandigarh, New Delhi, Jaipur, Bhopal, Guwahati, Kolkata, Bhubaneswar, Mumbai, Hyderabad, Bangalore, Kochi and Chennai. The PRT for candidates applying for the post of Manger and Assistant General Manager will be conducted at the 5 centres, viz. Chennai, Guwahati, Kolkata, Mumbai and New Delhi. The Bank reserves the right to add or delete the centers of pre-recruitment training depending on the response. Candidates, who desire to avail of such training, may indicate the same at the appropriate place in the application form. The candidates will have to make their own arrangements for travel, stay and meet all expenses for the PRT. Please note that PRT will not confer on the candidate any right of recruitment in the Bank.

(b) Details regarding the time, date and address of the venue of the PRT for the interested eligible candidates will be put on the Bank's website. Provision will be made to issue online Call Letters for PRT also. Other instructions, if any, in this regard will also be displayed on the website. Candidates are, therefore, advised to visit the Bank's website at regular intervals for updates during last week of October /first week of November, 2010.

#### **V. Pay, allowances, perquisites and terms of appointment**

The present pay scales for each of the advertised posts are as under:

<b>Sr. No</b>	<b>Posts</b>	<b>Scale of pay</b>
1	Assistant Manger	₹14400-1000(19)-33400-1250(6)-40900 (26 years).
2	Manager	₹19000-1000(17)-36000-1250(6)-43500 (24 years).
3	Assistant General Manager	₹25700-1000(1)-26700-1100(12)-39900-1250(6)-47400 (20 years).

In addition to the pay, the selected candidates will be eligible for allowances, perquisites and benefits as applicable to the Grade as per Bank's rules, prevalent at the time of joining.

Appointment for the posts of Assistant Manager, Manager and Assistant General Manager will be on probation for a period of 1 year from the date of joining and can be extended at the discretion of the Bank. Candidates will be posted at the Bank's discretion, to any of the branches of the Bank or departments/ offices/ business units/ Bank's associate institutions. The candidate will also be liable to be transferred to any place in/outside India, as the Bank may decide from time to time in terms of Bank's prevailing rules and policies.

#### **VI. How to apply for all posts**

(a) Applications shall be submitted only by the on-line mode through the Bank's website after carefully going through all the instructions contained in this advertisement and Online Application Form. No other means/mode of application form will be accepted.

(b) On submission of the online application, the candidate will receive a registration number and password, which he/she needs to retain for use in future.

(c) Important dates for all posts are as under :

<b>For all posts</b>	<b>Opening Date</b>	<b>Closing Date</b>
Gateway for Payment of fees & charges	September 29, 2010	October 17, 2010
Gateway for online submission of application forms	October 1, 2010	October 18, 2010

(d) Candidates applying for all the post, after submission of the online application form **shall take a print of system-generated hard copy of the application form and preserve the same for submission at the time of interview**, along with the **counterfoil of the challan** for payment of fees and the documents required in support of the eligibility criteria as detailed below:

- (1) **Age:** 10<sup>th</sup> and 12<sup>th</sup> standard mark sheet / school leaving certificate / birth certificate.
- (2) **Educational Qualifications:**
  - i. Graduation - all semester wise / year wise individual mark sheets.
  - ii. All mark sheets pertaining to improvement in the marks [i.e. if the candidate has made more than one attempt to obtain pass/improve marks of any subject in any of the semester(s) or year(s)]
  - iii. Degree/provisional pass certificate.
  - iv. If Post Graduate qualification is declared in the application form, the mark sheet and degree/provisional certificate of the same
- (3) **Work Experience:** If declared in the application form, please bring the documents as mentioned in clause – (e).2 below.
- (4) **Caste Certificate:** If declared, certificate in proforma as explained below in clause VII (l).
- (5) **PWD Certificate:** If declared, certificate in proforma as explained below in clause VII (l) and (m).

***Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the candidate ineligible for the selection.***

(e) The candidates shall submit the following documents (both original and attested copy) along with the filled in & duly signed printout of system generated application form on the day of the interview:

1. Copies of certificates pertaining to age, educational qualifications and work experience. Attested photocopies of the Provisional/Degree certificate of the educational qualification.
2. Copies of experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay/Salary Slips clearly indicating the date of joining and date of relieving for each of the past/previous employer(s). The experience certificate/testimonials produced by the candidate should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.
3. Copy of Caste/Tribe/Class Certificate for SC/ST/OBC category candidates as detailed below in clause VII (l) of the advertisement.
4. Copy of Medical Certificate issued by the Competent Authority in case of PWD candidates.

5. Candidates (other than SC/ST/OBC/PWD) seeking age relaxation under any other clause must attach a copy of the certificate/documentary evidence issued by the Competent Authority.
6. The counterfoil of the challan (Bank's copy) as proof that the requisite fee amount has been deposited.

## **VII. GENERAL/OTHER INSTRUCTIONS**

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

(a) The cut-off date for reckoning the maximum and minimum age, educational qualification and work experience will be **as on September 1, 2010, i.e. upto and inclusive of August 31, 2010** for all the posts.

(b) **Candidates may apply for only one post. Candidature of the applicant is liable to be cancelled if it is found that they have applied for multiple posts.**

(c) In respect of vacancies for Manager and AGM, the Bank reserves the right to make an offer for a lower grade post based on the performance in the interview, even though the candidate has applied for and fulfills the eligibility criteria for the higher-grade post.

(d) If the application form does not indicate the post applied for, the application will be rejected irrespective of fulfilling the eligibility criteria. No correspondence in this regard will be entertained by the Bank.

(e) Before submitting the online application form, the candidate must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications and work experience as stated in paragraph 1 of this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently, it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, services will be terminated without any notice or compensation.

(f) Before registering their applications on the website, candidates shall possess a valid email-id for filling the application. In case the candidate does not have a valid e-mail-id, he/she can create a new email-id. This e-mail-id shall be valid for the duration of the recruitment.

(g) Application shall be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.

(h) Candidates will not be allowed for the WT if they fail to carry the online call letter. Candidates will not be allowed to attend the PI if they fail to carry the online call letter, online application form duly signed and all originals and attested copies of testimonials as detailed above. Illegible or mutilated testimonials will be rejected forthwith and the candidates will not be allowed for the PI. **Applications containing incorrect/misleading information will lead to the candidate being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from the services of the Bank, on its detection anytime after appointment. The Bank will not entertain any correspondence from these candidates.**

(i) A recent passport size colour photograph (without dark glasses) shall be firmly pasted on the system generated print out of the application form and the call letters for WT and PI, at the prescribed place and be signed across by the candidate. Sufficient copies of the same photograph shall be retained for use at time of interview. Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph at the time of PI may lead to disqualification. **Candidates are also advised not to change their signature at any point of time during and after the recruitment process.**

(j) Employees of IDBI Bank Ltd. applying for any of the advertised posts would be governed by the Bank's extant circulars/notifications on the subject.

(k) External candidates, who become employees of the Bank at a date later than the date of this advertisement, would also be governed by the Bank's extant circulars/notifications on the subject.

(l) All candidates belonging to ST/SC/OBC/PWD category shall produce at the time of interview, attested copy of the caste certificate in the prescribed 'Central Government' format from the Competent Authority empowered to issue such certificate along with originals for verification. OBC certificate shall be of a recent date with suitable mention about creamy layer. (OBC candidates with certificate having the "Non-Creamy Layer Clause" only will be eligible for reservation as per Government of India guidelines if the caste certificate caste appears in the Central List). The candidate's appointment will remain provisional subject to caste/tribe certificates being verified through proper channel and verification of testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that his/her claim for belonging to SC/ST/OBC/PWD category and other testimonials is false. The Bank also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false caste certificate.

(Click here for the proforma of caste certificate for SC/ST & OBC and certificate for PWD)

(m) The minimum disability in case of PWD candidates is moderate, i.e. 40%. Sub-category of disability, i.e. visually handicapped (VH), hearing handicapped (HH) and orthopaedically handicapped (OH) may also be indicated. The PWD candidates shall possess a latest Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Hospital of Government.

(n) SC and ST candidates eligible for the personal interview will be reimbursed, on production of tickets, the to and fro actual single 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/ST candidates who are already in service in Central/State Government/Corporations/ Public Undertakings/ Local Government/ Institutes and Panchayats.**

(o) Candidates already in service of Government/Quasi Government Organizations and Public Sector Banks/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/Release Order from the employer will have to be produced.

(p) The Bank reserves the right to modify/amend/reverse/cancel any or all of the provisions of the recruitment process, without assigning any reason thereof.

- (q) The Bank may at its discretion, hold re-written test/re-interview, wherever necessary in respect of a center/venue/specific candidate(s) and/or all centers/all candidates.
- (r) The Bank reserves the right to raise/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/ restrict/ curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason there for.
- (s) The Bank shall not furnish the mark-sheet of selection process to candidates.
- (t) **Canvassing in any form will be a disqualification.**
- (u) No correspondence will be entertained from any ineligible and non selected candidates.
- (v) In all matters regarding eligibility, the selection process, the stages at which, the scrutiny of 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, communication of result, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- (w) Your candidature/appointment is also liable to be cancelled/ terminated forthwith without any notice or compensation in lieu of notice, if any declaration / statement / information furnished by you is found to be false or untrue or if any material information if found to be suppressed, or concealed by you.
- (x) Appointment of the candidate in the Bank will also be subject to Medical fitness, satisfactory reference checks, verification of documents, etc.
- (y) Selected candidates, at the time of joining, will have to execute a service bond for a period of 2 years with the maximum liability of an amount equivalent to the starting basic pay of the respective post for 12 months for all the post advertised.
- (z) 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.

\*\*\*\*\*