

### **General instruction for the Applicants**

The applicants are advised to go through the detailed Advertisement and note the instruction carefully before filling the application form:

1. The application form should be typed or neatly handwritten in English on a good quality "White A- 4 size" paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be completed in all respects. Incomplete and illegible applications will be rejected.
2. The applicant should attach the Bank's copy of the challan with application form
3. The applicants should attach copies of the certificates/ testimonials in support of the following:

2.1 **Date of Birth** (School/ college Leaving Certificate/ 10th Passing Certificate),

2.2 **Educational Qualification:**

- a) Graduation (Marksheet & Degree Certificate)
- b) Post Graduation (Marksheet & Degree certificate)
- c) Other qualification ( supporting documents)

2.3 **In case of belonging to SC/OBC/PWD:**

- a) Caste Certificate – SC/ OBC caste certificate issued by the competent authority (OBC Caste certificate should be of a recent date with suitable clause about non - creamy layer.)
- b) Disability certificate issued by the competent authority for PWD candidates.

2.4 **Document Related to Experience:**

- a) Experience Certificate from the past and current Organization/ Institution or Offer Letters, Relieving Letters, Pay/ Salary Slip clearly indicating the date of joining and date of relieving for each of the past/previous Organization/ Institution (s). The experience certificate/ testimonials produced by you in respect of your work experience should categorically indicate the date of joining, designation at the time of joining, date of promotion with designation, if any, in absence of which certificate would not be considered and the applicant would not be allowed to appear for the interview.
- b) The applicant already in service of Government/Quasi Government Organizations and Public Sector Banks/Undertakings will have to submit the "No Objection Certificate" (NOC) and experience certificate in original.
- c) The applicant must ensure that total experience as stipulated in the Eligibility criteria (mention in the advertisement) is in officer cadre. The period of the experience in the grade of clerical level will not be considered for the said post.

2.5 **Any other documents which the applicant may like to produce.**

***Note: If the applicant does not attach any of the above mentioned certificates/ testimonials, their application will be consider as incomplete and illegible application and will be rejected.***

4. Applicants may please note that they have been called for the Interview process based on the information submitted by them in the application form. Applicants are, therefore, once again requested to ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications & work experience as on October 01, 2014.

**5. Brief eligibility criteria for the post are as under (As on October 01, 2014):**

Particulars	Eligibility Criteria
Age	Minimum – 25 years Maximum – 35 years
Relaxation	As per GoI guidelines.
Educational Qualification	Graduate from recognized University or equivalent.
Experience	An officer with minimum 5 years commissioned service in Army/Navy/Air Force or a Police officer not below the rank of Asst Superintendent of Police / Deputy Superintendent of Police with minimum 5 years of service or officers of identical rank in para-military forces with minimum 5 years service.

6. **Application should be accompanied by attested copies of relevant certificate(s)/ documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form.**

7. The application form along with attested copies of relevant certificate/s may be sent **by ordinary post only**. The application form complete in all respects and duly signed should be sent in a cover super scribed as ***“Application for the post of Security Officer in Grade B – October 2014”*** and addressed to The General Manager – Recruitment Section, Human Resources Department, IDBI Bank Ltd., IDBI Tower, 21<sup>st</sup> floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.

8. The duly filled application form can also be deposited in box specially kept for the purpose at the Reception counter of IDBI Bank Ltd. IDBI Tower, Ground Floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.

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