



Relationships beyond Banking

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

Recruitment of Specialist Officers - Project No. 2011-12/2

Notice dated 25.04.2011

BANK OF INDIA, a leading Public Sector Bank having Head Office in Mumbai, invites applications for recruitment of Specialist Officers in various cadre/scales as below:

For taking out Challan Click "Print Challan" Button on Page 17 and after making fee payment (for other than SC/ST/PWD and Ex-Servicemen candidates) Click "Apply online" for the application form provided at the end of Notice – Page- 17.

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/ PWD and Ex-Servicemen)	From : 02.05.2011 To 21.05.2011
Tentative Date of Written Test (if required)	03.07.2011
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	PWD			Min.	Max.	
									vc	HI	OC		
01	Assistant General Manager - Marketing	V	-	-	-	1	01					25	45
02	Assistant General Manager - Cash Management Services	V	-	-	-	1	01					25	45
03	Finance Executive	III	2	-	2	5	09					25	40
04	Security Officer	II	1	1	4	3	09					21	40
05	Statistician	II	1	-	-	-	01					21	28
06	Law Officer	II	2	3	3	5	13					21	30
07	Chartered Acct.	II	31	14	53	102	200				2	21	35
08	System Auditor	II	-	1	2	2	05					21	35
09	Finance Execu.	II	5	1	6	8	20					25	35
10	Security Advisor	@	-	-	-	1	01					-	55
11	IT Officer	I	9	4	15	28	56				1	21	30
12	IT Officer	II	2	1	5	7	15					21	35
13	Technical Officer (Appraisal)	I	3	1	6	10	20					21	30
14	Technical Officer (Appraisal)	II	6	4	8	18	36					21	35
15	HR/IR Officers	II	6	4	12	21	43				1	21	35
16	Official Language Officer	II	2	1	2	2	07					21	35
17	Agricultural Officer	I	77	35	137	251	500					21	30
	Grand Total		147	70	255	465	937				4		

Note: The above vacancies are inclusive of unfilled vacancies of previous year advertisement

@ On Contract basis initially for a period of two years extendable on Satisfactory service on Bank's discretion.

Please note that one 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 Tests for all the posts will be conducted on the same day and the same time.

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

ABBREVIATIONS & DEFINITIONS:

i) **Category of Persons :-**

GEN (UR) - General (Unreserved);

SC - Scheduled Caste;

ST - Scheduled Tribe;

OBC - Other Backward Classes

XSM - Ex-Servicemen

PWD - Persons With Disabilities (Physically Challenged Persons) are: -

OC - Orthopedically Challenged;

HI - Hearing Impaired.

VC - Visually Challenged (Blind / Partially Blind / Low Vision).

ii) **An Orthopedically Challenged (OC)** person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.

iii) **Visually Challenged (VC)**

(a) Blindness refers to a person who suffers from either of the following conditions:

I. Total absence of sight,

II. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board appointed by the State Government.

(b) A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assisting device.

iv) **Deaf & Hearing Impaired (HI) :**

(a) Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.

(b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

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

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

<u>JMGS-I:</u>	14500-600/7 -18700-700/2 - 20100-800/7 - 25700
<u>MMG Scale II :</u>	19400-700/1- 20100-800/10 - 28100
<u>MMG Scale III :</u>	25700-800/5 - 29700-900/2- 31500
<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 : (except the candidates proposed to be engaged on contract basis)

- 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 at least 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) The relaxation in upper age limit is as per Govt. guidelines

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. 01 - ASSISTANT GENERAL MANAGER - MARKETING : (Scale V)	
Vacancies	: 1
Qualification	: MBA with specialization in Marketing from UGC recognized University / AICTE approved Institution.
Experience	: Min. 10 years in Marketing in a reputed Govt./Private organisation, preferably in financial products like Insurance, Mutual Funds, Deposits, Government Business, Credit etc. out of which at least 3 years should be as Head of Marketing Team. Preference will be given to the candidates who have experience in Marketing of Banking Products.
Job Profile:	: a) evolving strategies to increase Bank's market share for various products from time to time; b) studying the market, on an ongoing basis, for banking products, suggest improvements and introduce new products; c) guiding Zones / Marketing teams to improve the effectiveness of the marketing set-up and monitoring their performance. d) to co-ordinate with various functional departments in evolving strategies to increase customer base across the segments. e) leveraging technology for the marketing as well as for sales lead follow up, monitoring etc.
Post Code No. 02 - ASSISTANT GENERAL MANAGER – CASH MANAGEMET SERVICES : (Scale V)	
Vacancies	: 1
Qualification	: Graduate / Post Graduate in Science / Commerce /Engineering. Preference will be given to MBA / PGDBM in Finance or dual specialization in Marketing & Finance from recognized AICTE approved Institution / UGC approved University.
Experience	: Min. 10 years of service in Bank / Financial Institution, out of which minimum 5 years in Marketing / Management of CMS (Cash Management Services). Preference will given to candidates possessing good Knowledge / experience in IT / IT related services / Cash management Service of any Public /Private Sector Bank.
Job Profile:	: Formulating strategies to develop CMS portfolio of the Bank,

		customizing related MIS / operating system for improved cash flows and quicker realization etc.
Post Code No. 03 FINANCE EXECUTIVES (Scale III)		
Vacancies	:	9
Qualification	:	MBA / PGDBM (Finance) from a recognized university / AICTE approved Institution. Preference will be given to the candidates with Professional Qualification such as CA / ICWA.
Experience	:	Minimum of 5 years' experience as an Officer / Executive in Bank / Reputed Financial Institution in area of Project Appraisal/ Financing and/or Syndication of loans.
Post Code No. 04 - SECURITY OFFICER (Scale II)		
Vacancies	:	9
Qualification & Experience	:	An officer with minimum 5 years commissioned Service in the Army/Navy/Air Force or a police officer not below the rank of Asst. Superintendent of Police / Deputy Supt. Police with minimum 5 years of Service or officers of identical rank in the para-military forces with minimum 5 years service.
Post Code No.: 05 STATISTICIAN (Scale II)		
Vacancies	:	1
Qualification	:	Master's Degree in Statistics with minimum 60% marks in aggregate as full time regular student from a recognised University/ other reputed institutions such as Indian Statistical Institute, Kolkata.
Experience	:	3 Years experience as Statistician in officer's cadre / Statistical Officer in a Financial Institution or Bank or Government Organisation or Private Sector. The candidate should have adequate experience in handling large volume of data, application of statistical techniques and tools, drawing inference from the behaviour of data, forecasting, modeling, calibration, and validation etc. Knowledge of various statistical packages such as SAS/ SPSS/ MATLAB, etc. is essential. Experience in the area of risk management in the Banking and Financial Institutions, Analysis of banks portfolio and submission of various reports to Top Management based on the analysis will be an added advantage.
Post Code No. 06 LAW OFFICER (Scale II)		
Vacancies	:	13
Qualification	:	Graduate degree in Law with minimum 60% marks in aggregate, as regular full time student, from a recognized university and enrolled as an Advocate in any State Bar Council. Candidates with Post Graduate Degree in Law shall be given preference.

Experience	:	Candidate should have experience of active practice as an Advocate in Civil and Criminal Courts for a minimum period of 5 years. Candidates who are working as Law Officers in Nationalised Banks/Large Commercial Banks / Public Sector Financial Institutions may also apply provided they have practiced as an Advocate for a minimum period of 5 years.
Post Code No. 07 CHARTERED ACCOUNTANTS (Scale II)FINANCE EXECUTIVE		
Vacancies	:	200
Qualification	:	Candidates who have completed / passed final examination of Chartered Accountants.
Post Code No.: 08 SYSTEM AUDITOR (Scale II)		
Vacancies	:	5
Qualification	:	(1) Engineering Graduate in Information Technology / Computer Engineering / Electronics from a UGC recognized University as a full time student and with CISA (Certified Information System Auditor) qualification OR (2) Post Graduate degree in Computer Applications/ Computer Science / Information Technology - from a recognized University or Institute recognized by AICTE and with CISA (Certified Information System Auditor) qualification.
Experience	:	Minimum 3 Years experience as System Auditor in the area of Data Centre Audit, Network Security Audit, Information Systems Audit etc and conversant with IT Act 2008, relevant circulars from regulators, Operating Systems like Oracle, Unix, Windows.
Post Code No. 09: FINANCE EXECUTIVES (Scale II):		
Vacancies	:	20
Qualification	:	MBA/PGDBM (Finance) from a recognized university / AICTE approved Institution. Preference will be given to the candidates with additional Professional Qualification such as CA / ICWA.
Experience	:	Minimum experience of 3 years in the area of Credit Appraisal of industrial projects in Financial Institutions/Banks
Post Code No. 10 - SECURITY ADVISOR: (on contract basis)		
Vacancies	:	1
Qualification & : Experience	:	An officer of the rank of a Brigadier or above in the Army / Navy/Air Force or a Police Officer not below the rank of Senior Superintendent of Police or officers of identical rank in the para-military forces with minimum 10 years service. Preference will be given to officers who have worked / served on regular / deputation basis with NSG for a period of minimum 5 years.
Pay Package	:	Rs. 10 lacs approx. CTC.

Post Code No. 11 IT OFFICER (Scale-I)		
Vacancies:	:	56
Qualification	:	<p>1) Graduate Degree in Engineering in Computer Science/ Electronics and Tele communication/Information Technology or M.C.A. with min. 55% marks in aggregate as full time regular student, from a recognised University or an Institute recognized by AICTE or an institute of national / international repute or B.Sc. with Computer Science / BCA with Min. 60% from recognized university. OR</p> <p>2) Any Graduate with 'A' level qualification of DOEACC Society or its equivalent examination from Govt. recognised university / institute</p>
Post Code No. 12 IT OFFICER (Scale-II)		
Vacancies:	:	15
Qualification	:	<p>Graduate Degree in Engineering in Computer Science/ Electronics and Tele communication/ Information Technology or M.C.A. with min. 60% marks in aggregate as full time regular student, from a recognised University or an Institute recognized by AICTE or an institute of national / international repute. OR</p> <p>Any Graduate with 'A' level qualification of DOEACC Society or its equivalent examination from Govt. recognised university / institute</p>
Experience	:	<p>1) 2 years experience as Software Engineer / Data Base Manager preferably in IT Organisations / Banks / Financial Institutions. OR</p> <p>2) 3 years experience as an IT / Computer Officer, with any scheduled commercial bank</p>
Post Code No. 13 Technical Officer (Appraisal)(Scale-I)		
Vacancies:	:	20
Educational Qualification	:	<p>Engineering degree in discipline such as Textiles, Chemical, Mechanical, Electrical, Electronics, Production, Computer Science, Metallurgy, B. Pharm.</p> <p>MBA in Finance from any UGC recognized university is desirable</p>
Post Code No. 14 Technical Officer (Appraisal) (Scale-II)		
Vacancies:	:	36
Educational Qualification	:	<p>Engineering degree in discipline such as Textiles, Chemical, Mechanical, Electrical, Electronics, Production, Computer Science, Metallurgy, B. Pharm.</p> <p>MBA in Finance from any UGC recognized university is desirable</p>
Experience	:	Min. 3 yrs experience including experience in industry and / or in Bank / Financial Institution
Post Code No. 15 HR/IR Officers (Scale II)		

<u>Vacancies:</u>	:	43
Educational Qualification	:	A Bachelor's degree in any discipline from a UGC recognised university with 55% marks and MBA (HR/Personnel Management) full time / MSW or post graduate degree (regular course) with specialisation in H.R./Personnel Management / I.R./Labour Laws from UGC recognised university / other reputed institutions. Degree in Law is desirable.
Experience	:	Min. 2 yrs post qualification experience in HR/IR field preferably in Private or Public Sector Banks/Financial Institutions/ Govt. Organisation/ Public Sector Undertaking.
Post Code No. 16 OFFICIAL LANGUAGE OFFICERS (Scale II)		
<u>Vacancies</u>	:	7
Educational Qualification	:	Post Graduation Degree in Hindi with 50% marks along with English as one of the subject at Graduation level from a UGC recognised university. OR Post Graduate Degree in Sanskrit with 50% marks along with Hindi and English subjects at Graduation level from UGC recognised university. OR M.A. - Economics in Hindi Medium or M.Com in Hindi Medium with 50% marks and Hindi & English subjects at Graduation level from a UGC recognised university. Preference will be given to candidates who has done 01 year Hindi Journalism / Translation diploma from UGC recognised University.
Experience	:	Experience of minimum 02 years as permanent employee in Govt. Organisation / Public Sector undertaking / Financial Institution.
Post Code No. 17 AGRICULTURAL OFFICER (Scale I)		
<u>Vacancies</u>	:	500
Educational Qualification	:	Graduate Degree (3 years full time degree programme) in Agriculture/Horticulture/Animal Husbandry / Veterinary Science/Dairy Science / Agricultural Engineering / Pisciculture / Agri-Marketing, Forestry, with minimum 60% marks in aggregate or OGPA 6,000 out of 10,000 or equivalent from recognized University as a regular student. In online application, Marks obtained are to be mentioned in percentage terms

Note : The Percentage of Marks stipulated for the Educational Qualification is for General (Unreserved) Category Candidates. Candidates belonging to the Reserved Category (SC / ST / OBC / PWD), 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 but should pass Final Examination. Candidates belonging to SC / ST / OBC/ PWD categories filling in “unreserved” vacancies will not be entitled to the above referred relaxation.

4. STRUCTURE OF WRITTEN TEST AND INTERVIEW / GROUP DISCUSSION:

Depending upon the number of candidates applied for, the Bank may opt to go for (i) only Interview (ii) Written Test and/or Group Discussion and/or Interview (iii) Written Test and/or Interview (iv) Group Discussion and/or Interview.

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

Written Test - Objective :- The Details will be advised to the candidates with the Call Letter, if need be.

Interview / Group Discussion Marks : Maximum marks for interview will be 100. Minimum

qualifying marks in interview are 60% for General Category and 55% for SC/ST/OBC/ PWD category.

Selection Procedure :

Depending on the number of vacancies (if the Written Test is held), 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)

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 (IF REQUIRED)

The Written Test Examination will be tentatively held on 03.07.2011 (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 20.06.2011. 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 26.06.2011

6. WRITTEN TEST CENTERS

Written Test (if required) 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, Cannought Circus, New Delhi – 110 001.	Shri 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

The additional written test centres for Agricultural Officers (Scale I) Post code 17, are as follows:-

SR. No.	EXAM CENTRE	CONTACT ADDRESS OF BANK OF INDIA, ZONAL OFFICE	CONTACT PERSON
1.	AGRA	Agra Zonal Office, 1 st floor, Jeevan Prakash, L.I.C. Bldg., Sanjay Place, M.G. Road, Agra -282 002 Uttar Pradesh.	Shri B.L. Bansal Sr. Manager (HR) Tel.No. 0562 – 2527 014 Mob.9456022553
2.	AHMEDABAD	Ahmedabad Zonal Office, Bank of India Building, 5 th Floor, P.B. No. 8, Bhadra, Ahmedabad – 380 001.	Shri D.D. Pandar, Officer (HR) Tel.No. 079-25351461
3.	BHAGALPUR	Bhagalpur Zonal Office, Adampur Chowk, Bhagalpur- 812 001, Bihar.	Shri Nishant, Manager (HR) Tel.No. 0641 – 2406365

4.	BHOPAL	Bhopal Zonal Office, Jail Road, Arera Hills, Bhopal - 462 011.	Shri Dilip Kumar Biswas Chief Manager (HR) Tel.No.0755-2554404, 2555189
5.	BHUBANESHWAR	Bhubaneswar Zonal Office, Star house,1 / 1D, Jaydev Vihar, Nayapalli, Bhubaneswar-751015.	Shri N. Behera, Manager (HR) Tel.No. 0674-2559257
6.	CHANDIGARH	Chandigarh Zonal Office, SCO No-181-182, Sector -17C, Chandigarh -160017	Shri Ramesh Kumar Chief Manager (HR) Tel. No. 0172-2726188
7.	COIMBATORE	Coimbatore Zonal Office, Star House, 324, Oppanakara Street, P.B. No. 337, Coimbatore- 641 001, Tamil Nadu.	Shri M. Shanmugam Senior Manager (HR) Tel No. 0422-2392813
8.	GHAZIABAD	Ghaziabad Zonal Office, B-32, Sandipani, Sector-62, Noida -201307, Uttar Pradesh.	Shri Shri Chand, Manager (HR) Tel. No. 0120-2404137
9.	PANJIM	Goa Zonal Office, Dempo House, Post Box No. 291, Campal, Panjim - 403 001, Goa.	Shri S. A. Singbal Manager (HR) Tel. No. 0832-2230035
10.	HYDERABAD	Hyderabad Zonal Office, 10-1-1199/2, PTI Building, 2nd Floor, A.C.Guards, Hyderabad-500 004 Andhra Pradesh	Shri M. Anantalaxmi Manager (HR) Tel. No.040- 23317302,
11.	INDORE	Indore Zone Indore Zonal Office 345-A,PU-4,Sch.No.54 Near Country Inn Hotel A.B.Road, Indore -452010.	Shri M.S. Kachhava, Sr. Manager (HR) Tel.No. 0731 - 2445120/121
12.	JAMSHEDPUR	Jamshedpur Zonal Office, Bank of India Building, 2 nd Floor, Main Road, Bistupur, Jamshedpur- 831 001, Jharkhand.	Shri Ravindra Bhushan Prasad Sr. Manager (HR) Tel.No. 0657-2442210, 0657-2422358
13.	BANGALORU	Karnataka Zonal Office, Opp. Sagar Theatre, Bank Of India Building, No 11, K.G.Road, Bangalooru - 560-009.	Shri V.V. Jois Chief Manager (HR) Tel.No. 080-22959410
14.	KEONJHAR	Keonjhar Zonal Office Shishu Bhavan Market Complex, N.H. No. 6, Keonjhar- 758 001,	Shri Susanta Kumar Pradhan Manager (HR) Tel. No : 06766-255261

15.	COCHIN	Kerala Zonal Office, Kaloor Towers K.K. Road, Kaloor, Cochin - 682 017.	Shri D.J. Pathan Chief Manager (HR) Tel. No. 0484-2349442
16.	LUCKNOW	Lucknow Zonal Office, 'Star House', Vibhuti Khand, Gomtinagar, Lucknow – 226010 Uttar Pradesh.	Shri R.K.Srivastava Senior Manager (HR) Office : 0522-2721492 2721538 Mob. 09452427210
17.	NAGPUR	Nagpur Zonal Office, Bank of India Bldg., S.V. Patel Road (Kings Way), Nagpur– 440 001, Maharashtra	Shri D.M. Humre Manager (HR) Tel.No. 0712 -2532337
18.	PATNA	Patna Zonal Office, Chankya Towers,1 ST floor Birchand Patel Marg, Patna –800 001 Bihar.	Shri Suman Kumar Senior Manager (HR) Tel.No.0612 –2234510
19.	PUNE	Pune Zonal Office, 1162/6, Shivaji Nagar, Near Observatory, Ganeshkhind Road, Pune-411 005.	Shri S.N. Nipunage Sr. Manager (HR) 020-25535766
20.	RAIPUR	Raipur Zonal Office, G.D. Shesh Bldg., Tyatapara, Raipur– 492 001, Chhattisgarh.	Shri S.M. Trivedi, Sr. Manager (HR) Off: 0771 – 4212423
21.	JAIPUR	Rajasthan Zonal Office, Star house, C-63-B, Sarojini Marg, C-Scheme , Jaipur - 302 001.	Shri Sant Lal Arya, Manager (HR) Off: 0141-2363071
22.	RANCHI	Ranchi Zonal Office, Pradhan Towers , 2 nd floor (Near Overbridge) Main Road, Ranchi –834001, Jharkhand.	Shri B.P. Sharma Sr. Manager (HR) Tel.No. 0651-2331150/ 2331270
23.	SILIGURI	Siliguri Zonal Office Pranami Mandir Road Opp. M.B.Automobiles, Siliguri Darjiling W Bengal.734001.	Shri. Ashok Kumar Saha Chief Manager (HR) Tel.No. 0353-2641098
24.	VADODARA	Vadodara Zonal Office, 1 st floor, Bank of India Bldg. Ellora Park, Subhanpura, Vadodara – 390007 (Gujarat)	Mr. Prashant Desai, Officer,(HR) Tel.No.0265-2396114
25.	VARANASI	Varanasi Zonal Office, B-20/44, A-7, Bhelupura, Varanasi– 221 010, Uttar Pradesh.	Shri S.K. Bhatt Sr. Manager (HR) Tel.No. 0542-2276641

26..	VISAKHAPATNAM	Visakhapatnam Zonal Office, 28-2-48,1 st floor, Daspalla Hotel Complex, Jagadamba Centre, Suryabagh Visakhapatnam – 530020 (AP)	Shri J. Siva Kumar Senior Manager (HR) Tel.No. 0891 – 2702072
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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 / cancel the written examination / group discussion 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)**

In case a Written Examination is held 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). The additional pre-examination training centres for Agricultural Officers (Scale I) Post code 17, are Pune, Bhopal, Kolkata, Chennai, Guwahati and Ranchi. Selection for the PET from among the candidates will be made on the priority of the date of online registration of Application. 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.

8. **APPLICATION FEE (NON-REFUNDABLE) :**

(a) For SC/ST/PWD/ Ex-Servicemen Candidates – **Nil.**

(b) For all other candidates – Application Fees : **Rs.400/-**

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, group discussion, 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 PRINT OUT OF APPLICATION MAY BE SUBMITTED TO US AT THE TIME OF GROUP DISCUSSION / 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 “General”.
- (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. The Bank also reserves the right to select the candidate (without Written Test / Group Discussion having been conducted) on the basis of Personal Interview only for select-post or for all the posts advertised.
- (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 on the Bank’s website for candidates selected for appointment;
- (h) The admission to Written Test as well as call for personal interviews 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) An Print-out of the application along with a recent, passport size photograph and signature on the application is to be produced at the time of **Interview / Group Discussion**. Copies of the same photograph should be used for written examination (if conducted). Failure to produce the same photograph at the time of the written test/interview /group discussion may lead to disqualification.
- (l) The candidates will have to appear for Written Test and Interview /Group Discussion at their own expense. However, eligible SC/ST outstation candidates attending the interview /Group Discussion 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 for scale – II and above and Two (2) years for scale-I, 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 for same post, application submitted last will be taken as authentic / conclusive

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

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/- for Scale-III & above, Rs.40,000/- for Scale-II and Rs. 20,000/- for Scale-I posts. The Security Deposit amount shall be forfeited if the officer leaves the bank before completion of 3 years of 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 matching equal monthly installments of Rs.2000/ per month. Bank reserves the right to increase the amount of Security Deposit or re-schedule the installments.

- ii) The selected candidates who have already passed JAIIB / CAIIB Examination will get **one** advance increment for passing **JAIIB OR two** advance increments for passing **CAIIB** from the date of joining the bank as the case may be.
- 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 17 of the Notice on our website (This will not be applicable for SC / ST/PWD /EX-SERVICE MAN 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 by clicking on Page No.17 of the Notice on our website.
- (x) Transaction No. should be correctly filled in the application at appropriate place (This is not applicable for SC / ST /PWD /EX-SERVICEMEN Candidates).
- (xi) Application should be checked and after verification be submitted by clicking 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
- iv. Fill-up the application Form - On-line including upload of photo and signature and after verification – Submit

V Print Application and affix photograph – to submit the same at the time of interview with following documents:

- a. Copy of receipted challan; (except for SC/ST/PWD /EX-SERVICE MAN)
- 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

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

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 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 ,

SEAL
 OF
 OFFICE

_____ 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.