![Indian Bank logo] इंडियन बैंक **Indian Bank**

(A Govt. of India Undertaking)
Corporate Office, 254-260, Avvai Shanmugam Salai Royapettah,
Chennai 600014

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites **ON-LINE** applications from Indian Citizens for the post of **SECURITY OFFICER (MMG-Scale II)** through Bank's website **www.indianbank.in**.

IMPORTANT DATES

Opening date for on line Registration	**18.07.2013**
Closing date for on line Registration (Including those from Far flung areas)	**03.08.2013**
Payment of Application Fees	**18.07.2013 to 04.08.2013**
Last date for Receipt (Copy of print out of On-line Applications at Corporate Office.	**20.08.2013**

1. DETAILS OF VACANCIES:

Name of the Post	Scale	No. of vacancies				
		Total	SC	ST	OBC	GEN
Security Officer	MMG II	18	3	1	5	9

Abbreviations stand for:
SC   - Scheduled Caste   ST- Scheduled Tribe
OBC - Other Backward Classes   GEN - General / Un-reserved Category

Details of Reservation:

Reservation for SC/ST/OBC candidates will be provided as per Government guidelines. The number of vacancies and the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank it will be the discretion of the Bank. Candidates belonging to reserved category are free to apply for vacancies announced for General Category provided they fulfill all the eligibility criteria prescribed for General Category.

2. PAY SCALE AND EMOLUMENTS:

SCALE	PAY SCALE (Rs.)
Scale II	19400 − 700/1 − 20100 - 800/10 − 28100

Note: DA, CCA, HRA / Leased accommodation, Leave Fare Concession, Medical Aid, Hospitalization benefits, Retirement benefits, Loans at concession rates as per the rules of the Bank and other perquisites will be admissible as per the rules of the Bank.

ELIGIBILITY CRITERIA

1. NATIONALITY / CITIZENSHIP:
A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a 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, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India, provided the candidate belonging to categories (ii), (iii), (iv) or (v) 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.

2. Educational Qualification (to be fulfilled as on 01.07.2013):

Graduation from any recognized University.

3. Age & Experience (to be fulfilled as on 01.07.2013):

Age	Experience
Min: 25 yrs Max: 40 yrs	5 years commissioned service in Army / Navy / Air Force or a Police Officer not below the rank of Assistant Superintendent of Police / Deputy Superintendent of Police with 5 years of Service or an Officer of identical rank in paramilitary forces with 5 years of service.

4. RELAXATION IN UPPER AGE LIMIT:
(In case of candidates belonging to the following categories)

i	Scheduled Caste / Scheduled Tribe candidates	5 years
ii	Other Backward Classes candidates	3 years
iii	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released	3 years in addition to number of years of service in Defence Forces subject to a maximum of 40 years

6. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATES:

(a) Community Certificates for candidates belong to SC/ST/OBC categories:

1. 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
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
3. Revenue Officer not below the rank of Tahsildar
4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

7. APPLICATION FEE INCLUDING POSTAGE / INTIMATION CHARGES (NON-REFUNDABLE)

Category	Application Fees	Postal Charges	Total
For SC/ST	Nil	Rs.50/-	Rs.50/-
For all others (including OBC)	Rs.350/-	Rs.50/-	Rs.400/-

Requisite application fee has to be paid between 18.07.2013 – 04.08.2013 **after submission of online applications** only at any of the branches of INDIAN BANK by using the Fee Payment Challan available in Bank's website quoting the number generated by the system while submitting the on-line application.

8. HOW TO APPLY:-

1. Candidates are required to apply On-line through Bank's website www.indianbank.in. No other means / mode of application will be accepted. To apply online visit our website www.indianbank.in, enter Indian Bank Home page>>careers> **Apply online for post of Security Officer, MMG ScaleII-2013-14.**
2. The Online Application consists of 2 parts viz.
   a) Online Registration - wherein the personal details of the candidate has to be furnished. On successful registration, a password will be generated and sent to the registered Email ID of the candidate.
   b) Using the registered Email ID as USER ID and the PASSWORD generated and sent to the Email ID, the candidate has to login for submitting the Online Application for filling up the other required details. On successful submission of the Online Application a **Reference Number will be generated which has to be noted down and should be quoted for payment of the Application Fee**.
3. Applicants are advised to go through the Help available in the Website before proceeding for submission of Online Application**.**
4. **Applications once submitted cannot be modified**, hence utmost care should be taken to furnish the correct details before submitting the online application
5. Candidates are required to keep active the Email-ID and the Mobile Number during the currency of this recruitment process. Bank will send call letters for interview etc. through the registered email ID only. Hence under no circumstances, the candidates should provide the email ID to anyone.
6. Before applying on-line, candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given on the website. The guidelines for scanning the same is detailed in Annexure I.
7. Candidates should first scan their photograph and signature, ensuring that both the photograph and signature are as per the prescribed specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner (or resize the image).
8. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the Bank's website on account of internet failure /website jam/congestion/choking.

9. Take a print-out of 'FEE PAYMENT CHALLAN' in the official website of the Bank, www.indianbank.in, fill up challan by quoting the reference number generated by the system while submitting the on-line application and pay the requisite fee at any of the branches of Indian Bank.

10. For the purpose of locating the branch address for remitting fees, applicants may log on to Bank's website www.indianbank.in wherein provision is available for locating address of the branches. Applicants are advised to type the name of the town / city / place in the space provided under "Branch Search" in the Website

11. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

After applying on-line, candidates shall take a print out of the computer generated Applications and send it along with the copies of testimonials for proof of age, educational qualification, work experience, community, age relaxation copy of fee payment challan etc by REGISTERED POST to the following address in a cover super scribed "Application for the post of SECURITY OFFICER" to reach us on or before 20.08.2013.

> Asst. General Manager(HRM)
> Indian Bank
> Corporate Office
> 254-260, Avvai Shanmugam Salai
> Royapettah, Chennai 600 014.

Application once submitted 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 future examination or selection.

Mere fulfilling of eligibility criteria shall not vest any right in a candidate for being called for the Interview.

10. LAST DATE FOR RECEIPT OF PRINTOUT OF ON-LINE APPLICATIONS

The printout of the online application along with the copies of testimonials and fee payment challan as described above should reach us on or before 20.08.2013 at the address given above and application received after the date will not be entertained by the Bank.

11. SELECTION PROCEDURE:

Selection will be on the basis of interview depending upon the number of applications received for the post. Mere satisfaction of the eligibility norms does not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short listing with reference to candidates suitability, experience etc.

The final selection would be on the basis of the marks obtained by the candidates in the Interview and strictly in the order of Merit.

12. APPOINTMENT, PROBATION etc.

The candidates selected will be subject to such terms and conditions as existing in the Bank at the time of appointment.

Probation: The selected candidates will be on probation for a period of 1 year from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provision of the Indian Bank (Officers) Service Regulations.

Service Bond: The selected candidates will have to execute a service bond undertaking to serve the Bank for a minimum period of 2 years form the date of joining. If he/she leave the Bank before completion of two years period he/she will have to pay liquidated damages of Rupees One Lakh and salary for the un-served notice period (if any) as per service regulation.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form. At the time of interview, if a candidate is (or has been) found guilty of 1. Impersonating or procuring impersonation by any person or 2. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or 3. Obtaining support of his/her candidature by any means; such candidate may, in addition to, rendering himself/herself liable to criminal prosecution will be liable (a) to be disqualified from the interview for which he/she is the candidate (b) to be debarred either permanently or for a specific period from any examination or selection held by the Bank. Last but not the least, please note that a candidate who has been declared successful but subsequently found ineligible will not be allowed to take part in the process / join the Bank and the inconvenience caused thereby will be at his/her cost and consequences.

GENERAL INSTRUCTIONS

a. Before applying for the post, candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Bank shall be final in deciding about qualification, experience and other eligibility norms.

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. Candidates seeking concession/relaxation in Fee/Age must submit a certified copy of the certificate along with the system generated application print out. These certificates in original in support of his/her claim will have to be produced at the time of interview.

d. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority on or after 01.04.2013 inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBC in Civil Posts and Services under Govt. of India i.e. carrying "CREAMY LAYER" clause has to be produced at the time of interview. Copy of the same has to be submitted along with the application print out.

e. Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. Such candidates should indicate their category as "General/Unreserved"

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.

g. Only those candidates who have met with the eligibility criteria for appearing in the Personal Interview will be intimated by email (online) to the email address, furnished by them. 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 personal interviews will be purely provisional without verification of age, qualification, category (SC/ST/OBC) etc. of the candidates with reference to documents.

i. 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.

j. Candidates will have to produce original caste and other relevant certificates like educational qualifications, experience, age, etc. at the time of interview, in support of his /her eligibility, as per the details furnished in the application, failing which his / her candidature will be cancelled.

k. In case of more than one application by the same candidate for same post, application submitted last will be taken as authentic / conclusive.

l. Candidates serving in Government/Public Sector Undertakings (including Banks) should produce **"No Objection Certificate"** from their employer at the time of interview, in the absence of which their candidature cannot be considered.

m. Only candidates willing to serve anywhere in India should apply.

n. Decision of the 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, interview, 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 regard.

o. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.

p. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.

q. Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of loss in transit or for any other reason beyond the control of the Bank.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

Chennai
18th July 2013.   **GENERAL MANGER (HRM)**

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

> ➢ Before applying online candidate will be required to have a scanned (digital) image of his/her photograph and

> ➢ Signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :

> ➢ Photograph must be a recent passport style colour picture.

> ➢ The picture should be in colour, against a light-coloured, preferably white, background.

> ➢ Look straight at the camera with a relaxed face

> ➢ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

> ➢ If you have to use flash, ensure there's no "red-eye"

> ➢ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

> ➢ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

> ➢ Dimensions 200 x 230 pixels (preferred)

> ➢ Size of file should be between 20kb-50 kb

> ➢ Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

> ➢ The applicant has to sign on white paper with Black Ink pen.

> ➢ The signature must be signed only by the applicant and not by any other person.

> ➢ The signature will be used to put on the **Call Letter** and wherever necessary.

> ➢ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the **Call Letter,** the applicant will be disqualified.

> ➢ Dimensions 140 x 60 pixels (preferred)

> ➢ Size of file should be between 10kb - 20kb

> ➢ Ensure that the size of the scanned image is not more than 20KB

SCANNING THE PHOTOGRAPH & SIGNATURE:

- ➤ Set the scanner resolution to a minimum of 200 dpi (dots per inch)

- ➤ Set Color to True Color

- ➤ File Size as specified above

- ➤ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

- ➤ The image file should be JPG or JPEG format.

- ➤ An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- ➤ Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the Online application form to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

(i) There will be two separate links for uploading Photograph and Signature

(ii) Click on the respective link "Upload Photograph / Signature"

(iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.

(iv) Select the file by clicking on it

(v) Click the 'Upload' button

Your Online Application will not be registered unless you upload your photo and signature as specified.

Note :

a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.

b. Candidates are advised to take a printout of their system generated online application forms after registering.

c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.