

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
(Fully owned by Govt. of India and Reserve Bank of India)
Advt. No. 1/ 2013-14

Recruitment to the post of Officers in Grade 'A' and Grade 'B'

Applications are invited from Indian citizens for the post of **Assistant Manager** (Grade 'A') and **Manager** (Grade 'B') in the Rural Development Banking Service (RDBS) in National Bank for Agriculture and Rural Development (NABARD). Candidates can apply only **ON-LINE** on NABARD website www.nabard.org between 23 September 2013 and 14 October 2013 after carefully going through all the instructions given in this advertisement.

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. NABARD would admit to the Examinations (only for Grade 'A') all the candidates applying for this post with the requisite fee (wherever applicable) on the basis of the information furnished in the ON-LINE application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage, it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he will not be allowed to appear for interview.

Online Application Registration	:	23.09.2013 to 14.10.2013
Last date for payment of fees – ON-LINE	:	14.10.2013
Date of Preliminary Examination (Grade 'A')	:	24.11.2013

I. No. OF VACANCIES

POSTS ADVERTISED	SC	ST	OBC	UNRESERVED (General)	TOTAL
Assistant Managers (Grade 'A')	10	01	07*	19	37*
Managers (Grade 'B')	4	02	08	16	30

*includes backlog vacancies.

*(i) Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate the category as 'General'(Gen) .

(ii) 01 post of Asst. Manager (RDBS) is reserved for Persons With Disabilities (PWD) candidates (Visually Challenged(VC) or Orthopaedically Challenged (OC)).

(iii) It may not be possible for the Bank to post the PWD applicant in all the offices of the bank.

Posts identified for PWD candidates:

Type of disability	Nature of Disability	Post(s) identified
Visually Challenged	B, LV	Asst. Manager (RDBS)
Orthopaedically Challenged	BL, OA, OL	Asst. Manager (RDBS)

[Expansion of abbreviations used in the table above :-

B - Blind; LV - Low Vision; BL - Both legs affected but not arms; OA - One arm affected (R or L) a) impaired reach, b) weakness of grip, c) ataxia; OL - One leg affected (R or L) a) impaired reach, b) weakness of grip]

Note for PWD :

- a) Only those OC applicants who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply :
- BL - Both legs affected but not arms
OA - One arm affected (R or L) - (a) Impaired reach;
(b) weakness of grip; (c) ataxia
OL - One leg affected (R and or L)
MW - Muscular weakness and limited physical endurance
- b) Only those Visually challenged persons who suffer from any one of the following conditions are eligible to apply.
- Total absence of sight.
 - 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 degrees or worse.
- c) Applicants having low vision as defined in Chapter I, Para 2 (u) of The Persons with Disabilities (Equal opportunities, protections of rights and full participation) Act 1995.

PWD candidates may belong to any category (UR/SC/ST/OBC), reservation for PWD is horizontal and within the overall vacancies for the post.

Within the overall notified total vacancies, PWD candidates belonging to any of the two categories of disability will be considered for selection, subject to their suitability, over and above the vacancies, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

At the time of written examination, only blind/low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use own scribe/writer at his/her own cost. In all such cases where a scribe/writer is used, the following rules will apply :

Instructions pertaining to engaging scribe for PWD applicants:

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

- The candidate will have to arrange his own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online/main examination.
- Those candidates who use a scribe shall be eligible for additional/ compensatory time of 20 minutes for every hour of the examination.

Guidelines for candidates with locomotor disability and cerebral palsy

An additional/ compensatory time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), although no scribe shall be permitted to such candidates.

Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Challenged candidates who use the services of a Scribe for the examination. Additional/ compensatory time will not be available to Visually challenged candidates using magnified font. Guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time

II. Eligibility Criteria (as on 31 August 2013)

a) Age (as on 31 August 2013):

- i) For Grade 'A' :** Upper age limit 30 years (Candidates born on or after 01 September 1983 are eligible to apply).
- ii) For Grade 'B' :** Upper age limit 35 years (Candidates born on or after 01 September 1978 are eligible to apply).

RELAXATION IN UPPER AGE LIMIT: Upper age limit is relaxable by :-

(a) 03 years in case of eligible OBC applicants and

(b) a maximum of 05 years in case of: (i) Applicants belonging to SC/ST, (ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy measures or as a result of the bank going into liquidation (iii) personnel retrenched from Govt. Offices after at least one year's service (iv) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided that the applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment, (v) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case, on selection, the Ministry of Defence issues certificates that they would be released within 03 months from the date of receipt of offer of appointment, (vi) Applicants who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir during the period 01 January 1980 to 31 December 1989 (vii) Children/family members of victims died in the 1984 riots.

(c) 10 years for PWD (UR); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) applicants.

NOTE: NO CUMULATIVE AGE RELAXATION WILL BE AVAILABLE TO ANY APPLICANT, SAVE AS PROVIDED ABOVE.

b) Educational Qualification and Experience (as on 31 August 2013)

Asst. Manager in Grade 'A' (RDBS)		
Qualification	% of Marks	Experience
Bachelor's Degree in engineering (B.E. or B.Tech) from a recognised university	Minimum of 60% marks (5% relaxation for SC/ ST) in aggregate of all semester/years or an equivalent grade	Minimum of 05 years experience at Officer level after obtaining the prescribed qualification in Government, Private Organisations, Research Institutions, Banks etc., in areas relevant to Bank's functioning;

OR		
Masters Degree from a recognised university	Minimum of 60% marks (5% relaxation for SC/ST) in aggregate of all semesters/ years or an equivalent grade	Minimum 2 years experience at Officer level after obtaining the prescribed qualification in Government, Private Organisations, Research Institutions, Banks etc., in areas relevant to Bank's functioning.
OR		
A two year full time MBA or Post Graduate Diploma in Management from a recognised University/Institute accepted by the AICTE or UGC as equivalent to MBA with a degree in Engineering (BE or B.Tech) OR Chartered / Cost Accountant / Company Secretary (ACS) with a Bachelor's Degree OR A Doctorate Degree with Master's Degree		Minimum of 01 year experience at Officer Level after obtaining the prescribed qualification in Government, Private Organisations, Research Institutions, Banks etc., in areas relevant to Bank's functioning.
Manager in Grade 'B' (RDBS)		
Qualification	% of Marks	Experience
Masters Degree from a recognised university	minimum of 60% marks (5% relaxation for SC/ST) in aggregate of all semesters/ years or an equivalent grade	Minimum of 05 years experience at Officer level after obtaining the prescribed qualification in Government, Private Organisations, Research Institutions, Banks etc., in areas relevant to Bank's functioning
OR		

A two year full time Post Graduate Diploma in Management from a recognised University/Institute accepted by the AICTE or UGC with Graduation / Bachelor's Degree OR Chartered / Cost Accountant / Company Secretary (ACS) with a Bachelor's Degree OR A Doctorate Degree with Master's Degree		Minimum of 03 years experience at Officer Level after obtaining Post Graduate qualification in Government, Private Organisations, Research Institutions, Banks etc., in areas relevant to Bank's functioning.
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Note: (i) Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). Criteria, if any defined by the University/Institute for conversion of Aggregate Grade Point into Class and/or percentage of marks, will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the undefined parameter(s) would be worked out as under:

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Class / Division	Aggregate % of Marks
6.75	I (First)	60%
6.25	II (Second)	55%

ii) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

iii) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (i) above.

III) SELECTION PROCEDURE

1. ASSISTANT MANAGER (RDBS) IN GRADE 'A'

The selection will be in two stages for Assistant Manager (RDBS) in Grade 'A' as furnished below:

Assistant Managers in Grade 'A' (RDBS) :			
STAGE I			STAGE II
Phase I	Phase II		
Preliminary Examination* (On-line Exam)	Main Examination		Interview
Objective Type	Paper-I (Descriptive)	Paper-II (Descriptive)	
MCQ carrying 200 marks. Duration: 2 hrs. i) Quantitative Aptitude – 50 marks ii) Test of Reasoning – 50 marks iii) English Language (30 marks) iv) Computer Awareness – (30 marks) v) General Awareness – 40 marks	General English: Duration: 3 hrs. The analytical and drafting ability of the candidate shall be assessed from the Descriptive English paper through essay writing, comprehension, report writing, paragraph writing & Letter writing. - 100 marks	Socio Economic Issues : Duration: 3 hrs. The paper will have descriptive questions carrying 100 marks. The paper will be set bilingually in Hindi and English and can be answered either wholly in Hindi or English.	Applicants qualifying in the Phase-II Examination and securing sufficiently high rank in merit shall be short-listed for interview.

* The Preliminary Examination is only qualifying in nature and is meant to serve as a screening test. Candidates who qualify and rank sufficiently high as decided by the National Bank, shall be called for appearing in the Main Examination.

The final selection and ranking of the applicants for the post of Assistant Manager (Grade 'A') in Rural Development Banking Service will be based on their performance in the Phase-II main examination and interview, taken together.

NOTE : With a view to overcoming the possibility of applicants seeking help of other applicants during the online / main exam, the Bank would be analysing the responses of applicants in the main examination with other appeared applicants to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel the candidature of the suspected applicants. Hence the applicants are advised in their own interests not to indulge in any unfair practice in the exams.

2. MANAGER - GRADE 'B' (RURAL DEVELOPMENT BANKING SERVICE)

The selection process for Manager (RDBS) in Grade 'B' is furnished below:

Managers in Grade 'B' (RDBS)
The selection of candidates will be by way of interview, for which the candidates will be shortlisted on the basis of their qualification, experience, age etc. The decision of the Bank will be final in shortlisting the candidates.
The final selection and ranking of the applicants for the post of Manager will be based on their performance in the interview.

3. PRE-EXAMINATION TRAINING FOR SC/ST/PWD CANDIDATES (ONLY FOR ASST. MANAGER (RDBS) IN GRADE 'A')

The Bank arranges pre examination training to SC/ST/PWD candidates, free of cost. Candidates who desire to avail of the training may apply **SEPARATELY** to the Chief General Manager, NABARD at any one of the centres marked below(**), in the format furnished below on or before 15 October 2013. The cover containing the application should be superscribed "APPLICATION FOR PRE-EXAMINATION TRAINING FOR SC/ST/PWD CANDIDATES (ONLY FOR ASST. MANAGER (RDBS) IN GRADE 'A'. The pre-examination training would be held from 11 to 16 November 2013 in the following centres. The training will be held subject to the adequate number of requests received.

FORM OF APPLICATION FOR TRAINING

The Chief General Manager
National Bank for Agriculture and Rural Development
Human Resources Management Department

Place:
Date :

** _____

Dear Sir,

Pre-examination training – Asst. Manager (RDBS), Grade ‘A’

I have applied for the above post. My Roll Number is _____. You are requested to register my name for training in English / Hindi\$ language. I enclose an attested copy of the caste / physically challenged certificate and copy of fee receipt in respect of payment made by me. I note that I will have to make my own arrangement for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the examination or for recruitment in the Bank’s service.

Yours faithfully,

(Signature)

Name and Address

Email ID

Mobile No.

Encl: Attested Copy of Caste/Physically Challenged certificate/fee receipt

\$ Delete inapplicable.

(Note: Training in Hindi will be held only if sufficient number of candidates are registered).

() ADDRESSES OF THE CENTRE: ONE CENTRE TO BE CHOSEN FROM THE LIST GIVEN BELOW:**

(1) NABARD Tower, Usmanpura, Ahmedabad 380 013, (2) K.G. Road, Bangalore 560 002, (3) E-5, Arera Colony, Bhopal 462 016, (4) "Ankur", 2/1 Nayapalli, Civic Centre, Bhubaneshwar 751 015, (5) Sector 34-1, Chandigarh 160 022, (6) 48 Mahatma Gandhi Road, Chennai 600034, (7) Rajpur Road, Dehradun 248 001, (8) G.S. Road, Guwahati 781006, (9) 1-1-61, R.T.C. Cross Roads, Musheerabad, Hyderabad 500 020 (10) 3, Nehru Place, Tonk Road, Jaipur 302015, (11) B-II, 4th South Block, Jammu 180 012, (12) 6 Royd Street Kolkata 700016, (13) 11, Vipin Khand, Gomtinagar, Lucknow 226 010, (14) C-24/G Block, Bandra Kurla Complex, Mumbai 400051, (15) 24 Rajendra Place, New Delhi 110125. (16) Dak Bungalow Road, Patna 800 001 (17) 54 Wellesley Road, Pune 411 005 (18) K.K. Road, Raipur 492 009 (19) Karamptoli Road, Ranchi 834 001 (20) Dhanketi, Shillong 793 003 and (21) Punnen Road, Thiruvananthapuram 695 001.

IV. EXAMINATION CENTRES

i) Assistant Manager - Grade 'A' (RDBS)

A. Phase – I (Preliminary Examination)

The On-line Examination for Phase I will be held at Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, New Delhi, Patna, Pune, Raipur, Ranchi, Shillong, Itanagar, Imphal, Aizwal, Kohima, Gangtok, Agartala and Thiruvananthapuram.

Note: The Bank, however, reserves the right to cancel any of the Examination Centres and / or add some other centres, depending upon the response, administrative feasibility etc.

As far as possible candidates will be allotted to a centre of his/her choice. However, the Bank also reserves the right to allot any centre to the candidates other than that opted for.

Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and the Bank will not be responsible for any injury or losses etc. of any nature.

No request for change of centre for Examination shall be entertained.

B. Phase-II (Main Examination)

Phase-II written examination will be held on Zonal basis at the following Centres

1. MUMBAI, 2. NEWDELHI 3. GUWAHATI, 4. KOLKATTA,
- 5 CHENNAI.

Applicant should select only one Centre for Phase-I and one Centre for Phase II separately and must indicate the Choice of Centres in the application. Choice of centre by candidates for Phase I & Phase II examinations can be different and must be indicated in the on-line application. Centre and dates of examinations are liable to be changed at the Bank's decision. In the event of cancellation of examinations at any centre, the Bank may at its discretion allot an alternative centre to the candidates concerned.

Admission letter (AL) for the on line examination (OE) for Phase I may be downloaded by the candidates from the link provided in the Bank's website. Candidates will not be admitted to the 'OE' without the AL.

ii) Manager - Grade 'B' (RDBS)

The dates of interview would be communicated to the shortlisted candidates individually.

V. APPLICATION FEE (NON-REFUNDABLE)

Application fee for each post will be as under:

Category of applicant	Application Fee	Communication, Banking charges etc.	Total
For SC/ ST/ PWD	NIL	Rs.50/-	Rs.50/-
For all others	Rs.400/-	Rs.50/-	Rs.450/-

Mode of Payment

Candidates have the option of making the payment of requisite fees through the ON-LINE mode:

Note: Candidate desirous of applying for both the posts have to apply separately alongwith prescribed fee.

ON-LINE PAYMENT:

- i.) Applicant may fill the application carefully. In the event of the applicant not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant must submit the data by pressing the SUBMIT button appearing on the application. No change/edit will be allowed thereafter. The registration at this stage is provisional. Please note that the registration process would be complete only on payment of fees.
- ii) After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions provided on the screen. No change/edit will be allowed thereafter.

iii) The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for ON-LINE payment will be borne by the candidates.

iv) On successful completion of the transaction, e-receipt and application form will be generated; Candidates can take a printout for their record.

v) If the ON-LINE transaction has not been successfully completed, candidates may register again. Candidates may then revisit ON-LINE Application link and fill in their application details again and make payment ON-LINE.

vi) Amount of fees debited for unsuccessful transaction will be refunded to the candidate's account in due course.

vii) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.

Note - There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

Important – In case of any difficulty experienced in submission of ON-LINE application and/or payment of fees, **candidates may contact the helpline telephone no. 1800222366**

VI) EMOLUMENTS AND SERVICE CONDITIONS

a. Pay Scale:

Assistant Managers (Grade 'A'): Selected candidates will draw a starting basic pay of Rs.17100/- p.m. in the scale of 17100-1000(11)-28100-EB- 1000(4)- 32100-1100(1)- 33200 applicable to Officers in Grade 'A' and they will be eligible for Dearness Allowance, Local Allowance, House Rent Allowance, Family Allowance, and Grade Allowance as per rules in force from time to time. At present, initial monthly Gross emoluments are approximately Rs. 35,791/- p.m.

Managers (Grade 'B'): Selected candidates will draw a starting basic pay of Rs.21000/- p.m. in the scale of 21000-1000(9)-30000-EB-1000(2)- 32000-1100(4)- 36400 applicable to Officers in Grade 'B' and they will be eligible for Dearness Allowance, Local Allowance, House Rent Allowance, Family Allowance, and Grade Allowance as per rules in force from time to time. At present, initial monthly Gross emoluments are approximately Rs.44,705/- p.m.

Note: For candidates possessing very high academic or professional qualification / experience of significant value to the Bank, the Bank may, at its discretion, consider granting upto four advance increments on the basis of recommendation made by Selection Committee. Such information may be furnished in the Bio-data Form in the appropriate column. The Bank will not entertain any request received after the interview.

b. **Perquisites** : Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalisation as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents) Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer articles, Personal computer etc.. The posts also carry benefits of Provident Fund and Gratuity.

c. Candidates selected for the post will be governed by "**the defined contribution New Pension Scheme (NPS)**".

d. At certain centres, limited number of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.

e. Initial appointment of a selected applicant will be on probation for a period of 02 years, which may, at the Bank's discretion, be extended for a further maximum period of 01 year.

f. All applicants selected for appointment by the Bank are liable to be posted and transferred anywhere in India.

VII. HOW TO APPLY:

Eligible applicants are required to apply online through website **www.nabard.org**. No other means/ mode of application will be acceptable. The application form should be filled in English only. Option for the use of Hindi language will be available for the Online/Main Examination/ Interview.

Candidates are eligible to apply for both the post as per their eligibility subject to payment of separate fees.

Pre-requisites for applying On-line: Before applying On-line candidates should:

1. Scan their photograph and signature as detailed under guidelines for scanning (digital) the photograph and signature as under:

i) Photograph Scan

- Photograph must be recent passport style colour picture.
- The picture should be against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- 'Red-eye' in the photograph should be avoided
- Eye should be clearly visible.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed provided it does not cover the face.
- Preferred Resolution – 200 x 230 pixels.
- File size upto 50 kb. If the size exceeds 50 kb, then adjust the settings during the process of scanning.

ii) Signature Scan

- The applicant has to sign on white paper in Black Ink.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Admission letter and wherever necessary.
- Resolution – 140 x 60 pixels (preferred)
- File size upto 20 kb

Scanning the Photograph and Signature

- Set the scanner resolution to a minimum of 200 DPI
- Set Colour to True Colour
- 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/jpeg format.
- Candidates using MS-Windows / MS-Office can easily obtain photo and signature in .jpeg format not exceeding 50 kb and 20 kb respectively by using MS-Paint or MS-Office 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 50 kb (photograph) and 20 kb (signature) by using crop and then resize option [please see points (i) and (ii) above for the pixels size] in the 'Image' menu. Similar options are available in other photo editors also.

- If the size and format are not as prescribed, an error message will be displayed.
- While filling in the ON-LINE Application Form the candidate should fill in all his/her details on Page 1. After verifying that the details 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/her 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.

ON-LINE Application will not be registered unless upload photograph and signature as specified is uploaded..

Note:

- a) In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- b) In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his / her photograph or signature.
- c) Candidates are advised to take a printout of their system generated ON-LINE application forms after registering. But the print out of the application should not be sent to the Bank.
- d) All registered candidates will be required to download the Admission Letter (AL) from Bank's Website for Phase I which will be made available at appropriate time but well before the date of ON-LINE Examination. Intimation about the same will be sent by Email / SMS. Candidates are advised to take a printout of their AL and must bring the same [alongwith their recent pass-port size photograph (in original) which they have uploaded in their ON-LINE Application at the time of applying to NABARD] on the day of Examination(s), without which no candidate shall be admitted for online examination.
- e) In case of any difficulty experienced in submission of ON-LINE application and/or payment of fees, candidates may contact the helpline telephone no. 1800222366.

VIII. GUIDELINES FOR FILLING APPLICATION ARE AS UNDER:

i.) Applicants should have a valid e-mail id. In case candidate does not have a valid e-mail, he/ she can create a new e-mail id. This e-mail should be valid for the duration of the recruitment period. This will help him/ her in getting Admission letter/ interview advices, etc., by e-mail.

ii) An 'Information Handout' booklet will be made available to the applicants (for Grade 'A' – Asst. Manager (RDBS)) on the NABARD website which may be downloaded along with the call letter for Online/Main Examination.

iii) Applicants serving in Government/ Quasi Government Offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will be required to submit 'No Objection Certificate' from the employer at the time of interview, failing which their candidature may not be considered.

iv) Applicants under the reserved category will have to produce his/her original caste certificate/ relevant certificates at the time of Phase-II Examination and Interview, failing which his/ her candidature shall be cancelled and he/ she will not be admitted for interview. OBC applicants, availing reservation will have to produce OBC certificate at the time of interview with Non-creamy layer clause issued by Govt. of India on or after 31 August 2013.

IX. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT :

Applicants are warned against furnishing any false/tampered/fabricated particulars suppressing any material information while filling up the on-line application form.

At the time of Online/written examination/ interview, if an applicant is (or has been) found guilty of using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/ answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by any unfair means, such an applicant may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

1. to be **disqualified** from the examination for which he/ she is an applicant.
2. to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by NABARD, and
3. for **termination** of service, if he/ she has already joined the Bank.

X. GENERAL INSTRUCTIONS

1. Admission to the online/Main examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD) etc., of the applicants with reference to documents. **Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in applications are complete/correct in all respects.** In case it is detected at any stage an applicant does not fulfill the eligibility criteria and/or he/she furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services may be summarily terminated without giving any notice.

2. Applicants already in service of Govt./ Quasi-Govt. Organisations 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 from the employer will have to be produced by the applicant.

3. No applicant is permitted to use or have possession of Calculators, Mobile Phones, Pagers or any other instrument/ device in the Examination Hall.

4. The applicants will have to reach the exam venue and appear for the online/main examination, at their own cost.

5. Applicants submitting more than one application for one post for any reason will be treated as ineligible.

6. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole & exclusive jurisdiction to try any clause/ dispute.

7. The **Competent Authority** for the issue of certificates to SC/ST/OBC/PWD are as under:

(a) For SC/ ST/ OBC :

- i. District Magistrates/ Additional District Magistrates/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.
- ii. Revenue Officer not below the rank of Tehsildar.
- iii. Sub Divisional Officer of the area where the applicant and/ or his/ her family normally resides.

Note : For OBC applicants, only the castes/ sub-castes figuring in the Central List will be considered. Accordingly, OBC Caste/Sub-caste figuring in the concerned State list but not in Central List (Govt. of India) will not be considered under OBC category.

(b) For PWD : Medical Board at the District level.

OBC Certificate shall be in the format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the applicant does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in the civil posts and services under the GOI with '**CREAMY LAYER**' clause should be produced at the time of interview based on the income of the financial year preceding the date of online application made.

The Caste Certificate should be for the financial year 2012-2013, issued on or after 31 March 2013.

Applicants belonging to OBC category but coming in the '**CREAMY LAYER**', hence not entitled to OBC reservation and age relaxation should indicate their category as '**UR**' or '**UR (OC)**' or '**UR (VC)**' (as applicable).

Attested copy(ies) of relevant SC/ST/OBC/OC/VC certificates should be submitted in the prescribed format at the time of Interview.

8. Only those applicants who are willing to serve anywhere in India, including rural areas, need apply.

9. The applicants must ensure that they fulfill all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects.

10. Mere admission to the Phase I/ II online/main examination for an applicant for the post of Grade 'A' – Asst. Manager (RDBS) does not imply that the bank has been satisfied beyond doubt about the applicant's eligibility. In case it is detected at any stage that an applicant does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment, his/ her services will be summarily terminated.

11. Appointment of selected applicants is subject to his/ her being declared medically fit by Medical Officer(s) appointed/ approved by the Bank.

12. Decision of the Bank in all matters regarding eligibility, conduct of examination, interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

13. No applicant will be appointed in the Bank's service, who, (a) after such enquiry, as may be considered necessary, is not found suitable for the Bank's service and (b) after such medical examination, as the Bank may prescribe, is not found to be in good mental or physical health and free from any mental and/or physical defect likely to interfere with efficient discharge of duties.

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

15. The applicants will appear for the Online/main Examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/ loss, etc. of any nature to him/ her.

16. **Print out of the completed Online application should not be sent.**

17. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

18. The Bank does not furnish the mark sheet of the selection process to candidates.

XI. IMPORTANT DATES

Commencement of ON-LINE application	23.09.2013
Last date of payment of fees ON-LINE	14.10.2013

Mumbai

**Chief General Manager
HRMD**

Date :

