

## Campus Recruitment of Prob.Clerk-cum-Cashiers

### Terms and Conditions

#### Apply online

Centre of written test	Date for submission of online application
Kannur & Kasargode	23.06.2014 (10.00 am) to 02.07.2014 (10.00 pm)
Kozhikode & Wayanad	23.06.2014 (10.00 am) to 03.07.2014 (10.00 pm)
Thiruvananthapuram & Kollam	23.06.2014 (10.00 am) to 09.07.2014 (10.00 pm)
Kottayam & Pathanamthitta	23.06.2014 (10.00 am) to 10.07.2014 (10.00 pm)
Alappuzha	28.06.2014 (10.00 am) to 16.07.2014 (10.00 pm)

### 1. Eligibility

Applications are invited from candidates of colleges selected by the Bank and who satisfy the following eligibility criteria

- I. **Educational Qualification** – Only candidates who have graduated from the colleges selected by the Bank will be considered.

#### II. Educational qualifications as on **31.05.2014**

Discipline	Minimum Marks (not to be rounded off to the next higher number)
Graduates in science	55%
Graduates in other subjects	50%

Candidates who have appeared for their final examination in the year 2014 (from the selected colleges) and are awaiting results will also be called for test, GD and interview. Such candidates if found eligible for selection, their appointment will be subject to the condition that they have successfully passed / will pass their respective course by securing the minimum stipulated marks in the examinations (aggregate of the marks scored in all the years /semesters/trimesters up to the final examination) without any backlog. In the event of the results being declared after joining the bank and he/ she secures below the eligibility criterion set for minimum marks, the offer of employment may be cancelled.

- III. The candidates who are permanent residents of the following districts, Thiruvananthapuram, Pathanamthitta, Kollam, Kottayam, Alappuzha, Kozhikode, Kannur, Wayanad and Kasaragod alone are eligible to apply for the above post, for the vacancies arising within the same districts of their residency. The candidates should produce satisfactory evidence such as residency certificate etc issued by the local revenue authority, SSLC Certificate, Driving license etc to prove permanent residency, at the time of the interview.
- IV. **Upper age limit** – 26 years as on 31.05.2014.

Candidates born on or after 31.05.1988 and before 31.05.1996 are only eligible

Relaxation of 5 years for SC/ST candidates

### 13. Application Fee (Non Refundable):

Candidates in General category – Rs.300/-  
Candidates in SC/ST category – Rs.100/-

Candidates can remit the fees at the branches of the Catholic Syrian Bank Ltd in the same district of the centre for written test or by means of a demand draft in favour of “The Catholic Syrian Bank Ltd.” drawn on Thrissur for the equivalent amount. Particulars of fees paid should be provided in the column in the online application form. The demand draft is to be handed over to the invigilator at the venue of the test.

Fee once paid will neither be refunded nor adjusted against any current or future recruitment projects. The fee sent through Indian Post, cheques, currency notes etc. will not be accepted. Such applications will be treated as without fee and will be summarily rejected.

The applicant will have to produce the copy of the fee payment challan in case of direct remittance at CSB branches or the demand draft as mentioned above at the time of the written test. Candidates will not be allowed to appear for the written test without production of the same

### 13. Emoluments

Selected candidates will be appointed as Probationary Clerk-cum-Cashiers, immediately, on the bank's existing terms and conditions. They will be governed by the Service Regulations of Award Staff of the Bank in force at the time of joining. Selected candidates will be placed on probation for a period of one year. The bank reserves the right to extend the period of probation for any further period/s or to terminate the service even during the period of probation without any notice and assigning any reason whatsoever

On successful completion of probation period they will be confirmed as Clerk-cum-Cashiers in the Bank.

During the period of probation they will be eligible for emoluments as applicable to clerical staff of the bank, which is currently, 7200 – 400/3 – 8400 – 500/3 – 9900 – 600/4 – 12300 – 700/7 – 17200 – 1300/1 – 18500 – 800/1 – 19300, as per IBA wage settlement scheme, which is likely to be revised shortly. At the present rate of DA, starting total emoluments will be around Rs.18000/- per month. In addition to this the employee will be entitled to various perquisites like medical expenses, concessional loans, LFC etc.

## 4. Selection procedure

Selection will be based on a test, group discussion and a personal interview

Written test will be conducted at the following centers on the dates shown against each center.

Centre of written test	Date of written test
Kannur & Kasargode	05.07.2014

Kozhikode & Wayanad	06.07.2014
Thiruvananthapuram & Kollam	12.07.2014
Kottayam & Pathanamthitta	13.07.2014
Alappuzha	19.07.2014

While appearing for the test, candidates should bring the following.

- i. Call letter
- ii. Copy of filled in application form (Nos.2 with photo affixed on it)
- iii. One photo identity proof (passport /PAN Card/Driving License/Voter's Card/Unique Identification Card (AADHAR)/ Bank Passbook/Identity Card issued by the College/Gazette Officer.  
The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall. If the identity of candidate is in doubt the candidate will not be permitted to appear for the test.
- iv. Copy of fee paid receipt or DD favouring the Bank
- v. SC/ST Candidates have to submit the caste certificate issued by the competent authority on format prescribed by the Govt. of India, if called for interview

The test will be of objective and descriptive type, consisting of

- (i) General Knowledge/Awareness
- (ii) Quantitative Aptitude
- (iii) General Intelligence (test of reasoning)

Distribution of marks will be 75 marks for objective type test and 25 marks for descriptive type (essay writing) total 100 marks. Candidates will be given a composite time of 90 minutes.

Only those candidates who come out successful in the written test will be allowed to take part in the next stage of the recruitment process viz. group discussion and interview

## 5. Conduct of Personal Interview

List of candidates who are successful in the group discussion and selected for the interview will be published in the Bank's website [www.csb.co.in](http://www.csb.co.in).

Interview of the successful candidates will be conducted at the following centres

- 1) The Catholic Syrian Bank Ltd  
Zonal Office  
Malankara Building Complex  
Palayam  
Thiruvananthapuram - 695 034
- 2) The Catholic Syrian Bank Ltd  
Zonal Office  
Darsana Building  
Sastri Road  
P.B No 216  
St. Thomas Center  
Kottayam -686 001

- 3) The Catholic Syrian Bank Ltd  
Zonal Office  
Alphonsa Building  
Arayedathu Palam Junction  
Indira Gandhi Road  
Kozhikode - 673 004

## 6. Other Conditions

1. Selected candidates will be posted in the branches/ offices located within their home districts in Kerala, as shown in their application for appointment. Request for transfer outside their respective districts will not be considered.
2. Reservation for SC/ST candidates as per guidelines of Government of India/RBI
3. The link for submission of online application will become live from 10.00 am to 10.00 pm on the dates shown above for each centre.
4. Application as per the format given in our website [www.csb.co.in](http://www.csb.co.in) Campus Recruitment of Clerk-cum-Cashiers (Kerala) should be submitted online. Before applying online, candidates should remit the applicable fee as detailed above.

**No other mode of application will be accepted.** Application received manually by post will not be considered.

5. Eligible candidates should have valid personal email ID, which should be kept active till the declaration of results. This will help the candidate in receiving call letter/interview advices/other updates by e-mail.
6. Applications which are incomplete and those received after the last date are liable to be rejected without any notice or intimation.
7. Before applying online, please ensure that you fulfil the stipulations regarding eligibility and age mentioned above. Mere fact that the call letter has been issued to the candidate does not imply that the Bank has finally accepted his candidature.
8. Bank may change the terms conditions or norms stated above at any time. Candidates are advised to check Bank's website [www.csb.co.in](http://www.csb.co.in) for regular updates and details.
9. If you are not eligible, or in the event of the particulars furnished in the application being false/ fabricated, your candidature will be cancelled at any stage of the selection process.
10. Candidate must bring one photo identity proof (Passport/PAN Card/Driving License/Voter's ID Card/Unique Identification Card (AADHAR)/ Bank Passbook/Identity Card issued by the College/Gazette Officer etc. while coming for the written test/ interview.
11. Selected candidates shall execute an agreement to serve the bank for a minimum period of five years (including period of probation) and in the event of leaving the bank before expiry of the said period to pay an amount of Rs.2.00 lakh (Rupees two lakh only). The originals of the certificates in respect of their educational qualifications will be collected at the time of his /her

joining the bank and kept with the bank till the expiry of the period of agreement / date of relief from the service, whichever is earlier.

12. Canvassing in any form will be a disqualification.
13. The jurisdiction for any legal action in respect of this recruitment will be at Thrissur, Kerala
14. Candidate's admission to the test / interview will be strictly provisional. The Bank may admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.
15. Mere eligibility will not vest any right upon the candidates for being called for the test and/or interview. The decision of the Bank in all matters regarding eligibility, conduct of examination, interview and selection will be final and no correspondence will be entertained.
16. List of the selected colleges is appended below.
17. For any assistance related to online application email to [csbhr@csb.co.in](mailto:csbhr@csb.co.in)

Thrissur  
23/06/2014

**GENERAL MANAGER (HR)**