Detailed Advertisment

ADVERTISEMENT NO. 1/2014-15   LAST DATE FOR PAYMENT OF FEE AND SUBMISSION OF ONLINE APPLICATION – July 12, 2014

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE REMITTING THE FEE AND FILLING UP THE ONLINE APPLICATION

IDBI Bank Ltd., a banking company under the Companies Act, 1956, having majority share holding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients. The Bank is aggressively expanding its operations.

IDBI Bank has entered into a MoU with Manipal Global Education Services Private Limited, to provide training in Banking and Finance to prospective candidates aspiring to join IDBI bank as Assistant Manager Grade 'A'. The Bank invites applications from young, dynamic graduates for admissions in IDBI Manipal School of Banking, Bangalore for 1 year Post Graduate Diploma in Banking and Finance (PGDBF). After the successful completion of the course, the candidates will be awarded PGDBF from Manipal University and will be inducted into IDBI Bank as Assistant Manager Grade 'A'.

Essential Qualification	Maximum Age as on Cut-off date	Date of Online Test (Tentative)	Vacancies	Reserved for				
				SC	ST	OBC	PWD# VH	OH
Graduation from a recognised University	26 years*	August 22, 2014**	500***	75	37	135	8	7

*Relaxation in maximum age to SC/ST/OBC/PWD/Ex-Servicemen as per Government guidelines
** Modification or change in the date of the Online Test, if any, would be intimated through an advertisement on the website of the Bank
*** The number of posts mentioned above is provisional and may vary depending on future requirements. The Bank reserves the right to empanel the candidates and consider these empanelled candidates(s) for future requirements. Offers could be issued in phases as per the Bank's requirement.
 # In terms of the Government of India guidelines, these vacancies are not identified for persons in the Hearing Handicapped (HH) category.

The recruitment is being carried for admission to the IDBI Manipal School of Banking, Bangalore. The appointment of candidates in IDBI Bank as Assistant Managers is subject to their satisfactorily completing the PGDBF course.

1. **Eligibility criteria**

a. Cut off date: June 01, 2014

b. Applicant 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 have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwai, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that an applicant belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

c. Maximum age limit for General Category candidates applying for the post is 26 years and Minimum age is 20 years as on cut-off date. The SC, the ST, OBC, PWD and Ex servicemen candidates will be extended age relaxation as mentioned below at point no. 2.

d. Candidates are expected to have proficiency in computers.

e. The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification including percentage of marks secured at Graduation level. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there for.

f. Those who are in the final year of their Graduation/ Semester may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before **July 12, 2014** (last date for online registration)

2. **Age relaxation**

The SC, the ST, OBC, PWD and Ex servicemen candidates will be extended age relaxation as per the Government of India guidelines, as under:

a. By 3 years in upper age limit in the case of OBC candidates having certificate from the Competent authority with non-creamy layer clause.

b. By 5 years in upper age limit in the case of:

- SC and ST candidates,
- Ex-servicemen (including Emergency Commissioned Officers or Short Service Commissioned Officers), provided candidates 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,

- Emergency Commissioned Officers or 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 the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment,
- Candidates, who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989,
- For the Children or family members of those, who have died in the 1984 riots.

(c) By 10 years in upper age limit for PWD (General category), 13 years for PWD (OBC category) and 15 years for PWD (SC or ST category) candidates.

Note: Cumulative age relaxation will not be available either under the above items or in combination with other items. An ex-serviceman, who has once joined a government job on the civil side (as an civilian) after availing of the benefits given to him as an ex-serviceman for his re-employment, including a job in a Public Sector Bank ceases to enjoy ex-serviceman status for further employment.

3. **Non Refundable Application Fee And Postage Charges**

Application Fees/ Intimation Charges (Payable from June 30, 2014 to July 12, 2014 (both dates inclusive)
- ₹100/- for SC/ST/PWD candidates - ₹600/- for all others
Bank Transaction charges / convenience charges for Offline/ Online Payment of fees/ postal charges will have to be borne by the candidate

4. **HOW TO APPLY:-**

a) **Candidates are required to apply Online through website www.idbi.com. No other means/ mode of application will be accepted.**
b) **Candidates are required to have a valid personal email ID and Mobile No.** It should be kept active during the currency of this recruitment project as Bank may send alerts / notification relating to call letters for written test, interview etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
c) Candidates should scan their photograph and signature, ensuring that both the photograph and signature are within the required specifications.
d) Candidates can apply Online by visiting the career – current openings Page of the Bank's website www.idbi.com and going to the sublink titled **"Online APPLICATION FOR Admissions to IDBI Manipal School of Banking & Finance ". Click on this sublink will open up the appropriate Online Application Format.**
e) Candidates should carefully fill in the necessary details in the Online Application Form at the appropriate places and submit the same Online.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent to candidates e-mail. They 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 filled in completely, candidate should submit the data. Prior to submission (i.e. when the candidate has saved his data only and has a provisional registration number and password) the registration is only provisional. The registration is valid only after submission and payment of requisite application fees/ intimation charges.

MODE OF PAYMENT:

Candidates only have the option of remitting fees via **ONLINE MODE** where the application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made using only Master/ Visa Debit or Credit Card or through internet banking facility by providing information as asked on the screen. **On successful completion of the transaction, an e-receipt would be generated. Candidates are required to take a print of the e-receipt which will have to be produced, at the time of written test or interview, as the case may be.**
If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

a) **Candidates are advised to keep printouts of the application form and e-receipt for future use.**

b) There is a provision to modify the online application **prior to submission** only. Candidates are requested to make use of this facility to correct the details in online application, if any. This modification facility shall be available upto July 12, 2014. After submission, no modification will be permitted.

5. **Important Instructions**

Candidates applying for the post, after submission of the online application form shall take a printout of system-generated hard copy of the application form, and preserve the same for submission at the time of personal interview, alongwith fee payment e-receipt and the documents required in support of the eligibility criteria as detailed below:

(a) **Age:** 10th or 12th standard mark sheet or school leaving certificate or birth certificate. The certificate or documentary evidence issued by the competent authority for age relaxation under any other clause

(b) **Educational Qualifications:**
- Graduation
  - ❖ All semester wise or year wise individual mark sheets.

❖ All mark sheets pertaining to improvement in the marks [i.e. if the candidates has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)]

❖ Degree or provisional pass certificate.

- High School (Class 10th) and Intermediate (Class 12th)
  ❖ Mark sheets and passing certificates

(c) **Work Experience:** All the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.

(d) **Caste Certificate:** If declared, Copy of Caste or Tribe or Class Certificate for SC, ST and OBC category candidates.

(e) **PWD Certificate:** If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates

(f) Photo identity such as PAN card/ Driving Licence/ passport/ voters ID card/UID card/ Bank passbook with photograph/Photo identity Proof issued by Gazetted Officer or Peoples's representative (on the official letter head) / Identity Card issued by a recognised College/University/ Employee ID.

(g) Print out of the online call letter for the written test with a recent passport size colour photograph (without dark glasses) firmly pasted at the prescribed place duly signed across by the applicant.

Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the candidates ineligible for the selection. The candidates who do not produce the documents (both in original and attested copy) indicated above, would not be allowed to appear for interview.

(h) **Important dates**

Sl. No.	Activity	Date
1.	Opening and closing of payment Gateway	June 30, 2014 - July 12, 2014
2.	Opening and closing of gateway for submission of on-line application	June 30, 2014 - July 12, 2014
3.	Date of Written Test at all centers	August 22, 2014

6. Selection Process

a. The selection process will comprise of Online Test followed by personal interview of the candidates, who have qualified in the online test**.** The Online Test will be Objective in nature. The details of the same are furnished hereunder.

S.No	Name of the Test	No. Of Questions	Maximum Marks	Duration
1	Reasoning	50	50	
2	English Language	50	50	Composite time of 2 hours
3	Quantitative Aptitude	50	50	
4	General Awareness (With Special Reference to Banking)	50	50	

b. The candidates will be called for the Online Test based on the information provided by them in the online application form, subject to scrutiny at a later date.

c. The candidates, who are successful in the Online test, would be called for a personal interview. The number of candidates called for interview will be at the discretion of the Bank. During interview candidates will have the option to answer the questions in Hindi or English. Candidates qualifying the personal interview shall be considered for final shortlisting.

d. The final selection or offer of employment would be made based on applicant's marks in the interview, Online test, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification as stipulated in the advertisement.

e. The online test would be held at the following centers viz. **Chennai, Madurai, Coimbatore, Hyderabad, Vishakhapatnam, Vijayawada, Kochi, Bangalore, Hubli, Mangalore, Mumbai, Kolhapur, Nagpur, Bhopal, Ahmedabad, Rajkot, Jaipur, Bhubaneswar, Raipur, Ranchi, Kanpur, New Delhi, Chandigarh, Guwahati and Kolkata.** Candidates may select any one center from the above-mentioned centers and indicate the same in his or her application. Request for change of Center will not be entertained. The Bank, however, reserves the right to add or change or cancel any of the Centers for written test depending on the response or number of applications for a particular center. Candidates admitted to the written test will be intimated the time and address of the venue of the written test through ON-LINE Call Letters **required to be downloaded from Bank's website** www.idbi.com Candidates will not be admitted to the written test without the online Call Letter. **In view of Call letter being made available online, no duplicate Call Letter would be issued to any candidate/s.**

f. **At the time of interview the candidates must bring the Photo Identity such as** PAN card/ Driving Licence/ passport/ voters ID card/UID card/ Bank passbook with photograph/Photo identity Proof issued by Gazetted Officer or Peoples's representative (on the official letter head) / Identity Card issued by a recognised College/University/ Employee ID.

g. **The candidates are advised to visit the Bank's website after 08.08.2014 to download their call letters by entering their registration number and password.** Candidates qualifying

in on-line test would have to visit bank's website to download the call letter for personal interview by entering their registration number and password. Bank reserves the right to decide the schedule & center of personal interview as per its convenience.

h. The details regarding the time, date and address of the venue of the online test and Interview for the short listed eligible candidates would be put on the Bank's website. No separate communication either by post or otherwise, would be issued to the candidates. Other instructions, if any, in this regard would also be displayed on the website. Candidates are, therefore, advised to visit the Bank's website at regular intervals.

i. Candidates should carry the printout of online Call Letter, application form, e-receipt of payment and all supporting documents (proof in respect of age, education, experience and caste) in original along with a copy of same at the time of interview. Please note that actual scrutiny of the facts declared by the candidates in the application form will be done only on the day of the interview. Candidates not qualifying the eligibility criteria, or failing to produce any required document on the day of the interview would not be allowed to attend the interview and his or her candidature would stand cancelled. Candidates found prima-facie eligible only would be allowed to attend the personal interview.

7. <u>Programme Fees</u>

Programme fees for this Course will be ₹3,50,000/- (Three lakh fifty thousand only) (all inclusive of boarding, Lodging and course fees, other fees, etc.) plus service taxes, as applicable to be paid by the students in instalments as per a fixed schedule during the 1 year programme.

Apart from the above course fees, the exam fees for undergoing various Certification exams as mandated under the course will have to be borne additionally by the candidates, as per the fees charged by respective body/organizations from time to time for conducting these Certification exams.

8. <u>Financing / Loan Options</u>

Selected candidates can finance the course fees by availing Education Loan which will be granted by IDBI Bank as per the existing education loan schemes, if so desired by the students.

The EMIs for the loan would start once the candidates have joined the bank as Assistant Manager. There would be no recovery of EMIs or interest during the training period and the interest accrued during this period would be recovered along with the normal EMIs.

9. <u>Career Prospects and Emoluments</u>

Stipend (during the training): During the Training Period (9 Months) - ₹2500/- per month During the Internship Period (3 Months) - ₹10000/- per month

After joining the Bank's services as Assistant Manager Grade 'A' on successful completion of the course: The extant basic pay applicable to Assistant Managers in Grade A is ₹ 14,400/- per month in the pay scale of ₹ 14400-1000(19)-33400-1250(6)-40900 (26 years). The pay scale, allowances, reimbursements, perquisites and other terms subsisting at the time of

joining and as may be modified / amended / revised from time to time would be applicable as per rules in force from time to time.

10. Service Bond

All selected candidates, at the time of their joining the course itself, will have to execute a Service Bond for serving the bank for a minimum period of 3 years from the date of their joining Bank's service or shall have to pay a notional amount of ₹ 2 lakh. In addition to the payment of ₹ 2 lakh, in case any candidate leaves the services of the Bank before 3 years, he/she will have to clear his/her outstanding educational loan dues at the applicable card rate, if he/she has opted for education loan from IDBI Bank.

11. Reservation

a. Reservations for the SC, the ST and OBC candidates would be extended as per rules or guidelines of the Government of India. Applicable reservation percentage is 15% for SC category, 7.5% for ST category and 27% for OBC category.

b. Reservation for Physically Handicapped (PH) candidates or Person with Disabilities (PWD) @ 3% of the identified posts would also be extended. ***In terms of the Government of India guidelines, theses vacancies are not identified for persons in the Hearing Handicapped (HH) category.*** The minimum disability in case of PWD a candidates is moderate i.e. 40%. The maximum disability would be as per extant guidelines of Government of India. The PWD candidates should possess a latest certificate to the effect with sub-category of disability **[visually handicapped and orthopaedically handicapped (OH) only]** issued by the Board or countersigned by the Medical Superintendent or Chief Medical Officer or Head of Hospital of Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.

12. Definitions of Categories of disabilities:

(i) Visually Impaired (VI)
Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.
Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

(ii) Orthopaedically Challenged (OC)

Only those Orthopaedically Challenged candidates 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 or L)
MW - Muscular weakness and limited physical endurance

Guidelines for Persons with Disabilities using a Scribe

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 written examination.

• Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. Visually impaired candidates who opt to view the test in magnified font shall also be provided compensatory time of 20 minutes for every hour of examination.

Guidelines for candidates

(i) with locomotor disability and cerebral palsy

A 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.

(ii) Visually Impaired candidates

A compensatory time of twenty minutes per hour shall be permitted for Visually Impaired candidates (who suffer from not less than 40% of disability) who opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

Guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

Please note the candidates not opting for scribe in the application form will not be allowed to use the facility of scribe.

13. Pre-Examination training (PET) for SC/ST/OBC candidates

(i) In compliance with Government Guidelines, Bank would arrange free non-residential pre-recruitment training for interested eligible SC/ST/OBC candidates for 6 consecutive days from August 16, 2012 to August 21, 2014 prior to the written test. The PET will be organized at **Chennai, Madurai, Coimbatore, Hyderabad, Vishakhapatnam, Vijayawada, Kochi, Bangalore, Hubli, Mangalore, Mumbai, Kolhapur, Nagpur, Bhopal, Ahmedabad, Rajkot,**

Jaipur, Bhubaneswar, Raipur, Ranchi, Kanpur, New Delhi, Chandigarh, Guwahati and Kolkata. The Bank has discretion to add or delete the centers in respect of pre-recruitment training. Candidates who desire to avail of such training may indicate the same at the appropriate place in the application format. The candidates will have to make their own arrangements for travel and stay and meet all expenses. The pre examination training will not confer on the candidates any right of recruitment in the Bank.

(ii) Details regarding the time, date and address of the venue of the pre- examination training for the interested eligible candidates would be put on the Bank's website. Provision will be made to issue Call Letter online for the pre examination training. Candidates would have to visit the bank's website to download the online call letter by entering their registration number and password. Other instructions, if any, in this regard would also be displayed on the website. Candidates are, therefore, advised to visit the Bank's website at regular intervals for updates.

(iii) Candidates will not be called for the PET if they do not opt for the same in the application form.

14.   GENERAL INSTRUCTIONS
(Please read carefully before filling up the online application form)

a. Cut-off date: June 01, 2014.

b. Before submitting the online application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the applicant qualifies in the selection process and subsequently it is found that he or she does not fulfil the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.

c. Applications should be submitted only through the on-line mode through the Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.

d. On submission of the online application, the candidates would receive a registration number and password, which he or she needs to retain for use in future.

e. Application should be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.

f. Request for change of center for online examination or interviews will not be considered. However, the Bank reserves the right to cancel or add any center depending upon the response in that center.

g. The Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.

h. The Bank may at its discretion, hold re-written test and/or re-interview, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.

i. Candidates would not be allowed for online test and personal interview without the online call letter. No duplicate call letter would be issued to the candidates.

j. All candidates belonging to the ST, the SC, OBC, Ex-Serviceman and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Candidates with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD candidates shall posses a certificate of disability issued by the competent authority as per the Government of India guidelines.

k. The applicant's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The applicant's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD and Ex-Serviceman category and other testimonials is false. The Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.

l. SC/ST candidates eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of interview. **This concession will not be admissible to SC/ST candidates who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats**.

m. Candidates already in service of Government or Quasi Government Organizations and Public Sector Banks or 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 or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.

n. The Bank shall not furnish the mark-sheet of selection process to candidates.

o. The Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected candidates.

p. Canvassing in any form will be a disqualification.

q. In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

r. Appointment of the candidates in the Bank will also be subject to Medical fitness and satisfactory Reference check.

s. Applications with suppression or concealment of any information and containing incorrect or misleading information will lead to the candidates being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection anytime after appointment.

t. The appointment of the candidates is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information if found to be suppressed, or concealed by them.

u. Candidates are advised not to change their signature at any point of time during and after the recruitment process.

v. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

w. The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event every effort will be made to rectify such problem which may include the conduct of another examination if considered necessary.

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a 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 is 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 Hall Ticket 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 Hall Ticket, 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

(iii) 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.

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

(v) 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.

(vi) 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"
    (i)   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

(vii) 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.

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