



(A GOVERNMENT OF INDIA UNDERTAKING)  
Head Office, 66 Rajaji Salai, Chennai 600001

## **RECRUITMENT OF PROBATIONARY OFFICERS**

**INDIAN BANK**, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites online applications from Indian Citizens for recruitment of **PROBATIONARY OFFICERS**.

Candidates are requested to apply online between **12.10.2010** and **11.11.2010** only through our **Bank's website [www.indianbank.in](http://www.indianbank.in)**. No other means/ mode of application will be accepted.

### **1. IMPORTANT DATES**

|                                       |            |
|---------------------------------------|------------|
| Opening date for online registration  | 12.10.2010 |
| Closing date for online registration  | 11.11.2010 |
| Tentative Date of Written Examination | 02.01.2011 |

### **2. NAME OF POST / VACANCIES**

| Post Code | Post                 | Grade / Scale | Total vacancy | Age as on 01.07.2010 |        |
|-----------|----------------------|---------------|---------------|----------------------|--------|
|           |                      |               |               | Min.                 | Max.   |
| 1         | Probationary Officer | JMG / Scale-I | 850           | 21 Yrs               | 30 Yrs |

### **3. RESERVATIONS**

|         | SC  | ST | OBC | UR  | Persons with Disability |     |     |
|---------|-----|----|-----|-----|-------------------------|-----|-----|
|         |     |    |     |     | OH*                     | HI* | VI* |
| Scale I | 128 | 64 | 230 | 428 | 9                       | 9   | 9   |

#### **Abbreviations stand for :**

SC - Scheduled Caste  
OBC - Other Backward Classes  
PWD - Persons with Disabilities  
OH - Orthopaedically Handicapped  
VI - Visually Impaired  
ST - Scheduled Tribe  
UR - Unreserved  
HI - Hearing Impaired

**Details of Reservation:**

1. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirements of the Bank and it will be at the sole discretion of the Bank.
2. The reserved vacancies as above also include the backlog vacancies of the respective categories.
3. \* The reservation for Persons with Disabilities (PWD) is on horizontal basis and the selected candidates will be placed in appropriate category (viz. SC/ ST/ OBC/ UR) to which they belong.
4. Reservation for Persons with Disabilities:  
The definitions of the Hearing Impaired (HI) and Orthopaedically Handicapped (OH) and Visually Impaired (VI) are as prescribed in "The Persons with Disability (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995"
  - (a) It is clarified that it may not be possible to employ Persons With Disabilities in all Offices / Branches of the Bank and they will have to work in the post identified by the Bank suitable for them.
  - (b) Only such persons would be eligible for reservation in service/posts who suffer from not less than 40 percent of the relevant disability and are certified by a Medical Board appointed by the Central/ State Govt.
  - (c) Candidates who are visually impaired and such others whose writing speed is affected by cerebral palsy can use scribe at their own cost during the written examination. In all such cases where a scribe is used, the following rules will apply:
    - i) The candidate will have to arrange his/her own scribe at his/her own cost.
    - ii) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
    - iii) The scribe can be from any academic discipline. The scribe should possess less marks than the candidate and not more than 60% marks in his own academic stream.
    - iv) Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above, Further, in case it later transpires that the scribe/ candidate did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test/ selection process.
    - v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

**Note:** Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies in Unreserved category.

**4. PAY SCALE AND EMOLUMENTS:**

| <b>SCALE</b> | <b>PAY SCALE (Rs.)</b>                                |
|--------------|---|
| Scale I      | 14500 - 600/7 – 18700 – 700/2 – 20100 – 800/7 - 25700 |

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

## 5. RELAXATION IN UPPER AGE LIMIT:

Relaxation in upper age limit (as on 01.07.2010) will be extended as per Government guidelines which is as below at present.

|      |   |  |
|------|---|--|
| i    | Scheduled Caste / Scheduled Tribe candidates  | 5 years  |
| ii   | Other Backward Classes candidates   | 3 years  |
| iii  | Persons with Disability (PWD)   | 10 years   |
| iv   | The children / Family members of those who died in the 1984 riots<br>**   | 5 years  |
| v    | Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released  | 5 years  |
|      | a on completion of assignment (including those whose assignment is due to be completed within 12 months from the last date prescribed for receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. |  |
|      | b on account of physical disability attributable to military service or on invalidment  |  |
| vi   | Officers of the Regional Rural Banks who have put in minimum 5 years service  | By the number of years of service put in as officer in RRB subject to a maximum of 5 years |
| vii  | Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989   | 5 years  |
| viii | Eligible employees of Indian Bank   | 6 years  |

### Note:

- The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- An ex-serviceman who has once joined the Government job on the Civil side after availing the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases and thus will not be eligible to seek relaxation in upper age limit as detailed above.
- \*\* Persons eligible for age relaxation under this criterion must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.

## 6. 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 1<sup>st</sup> 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), Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India.

Provided that a 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 eligibility certificate from the Government of India in this regard is submitted.

**7. MINIMUM EDUCATIONAL QUALIFICATION:** Graduation in any discipline  
(Second Class with 55% aggregate marks / equivalent CGPA)

- a. All Educational qualifications, Graduation/ Post Graduation etc. shall be from a University recognized by Government Of India. Technical qualification (BE, B Tech, MBA etc.) shall be from an institution accredited by AICTE/ UGC recognition required wherever applicable.
- b. Candidates must possess the qualification as on 01.10.2010.
- c. The candidates should have proficiency in appropriate computer skills / working knowledge of application packages used in office automation/ computer environment.
- d. In respect of SC/ST/OBC/PWD candidates, relaxation in minimum mark for educational qualification will be allowed upto 5% wherever minimum qualifying marks are stipulated.

**8. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE)**

|                                | Application Fees for each post | Postal Charges for each post | Total           |
|--------------------------------|--------------------------------|------------------------------|-----------------|
| For SC/ST/PWD                  | <b>Nil</b>                     | <b>Rs.50/-</b>               | <b>Rs.50/-</b>  |
| For all others (including OBC) | <b>Rs.350/-</b>                | <b>Rs.50/-</b>               | <b>Rs.400/-</b> |

Applications have to be submitted by the eligible candidates only 'ONLINE' i.e. through internet on our Bank's website [www.indianbank.in](http://www.indianbank.in)

Any other means / mode of application including those in printed form ARE NOT ACCEPTABLE.

**Before submitting the online application, the application fee must be paid in cash at any branch of INDIAN BANK only. An application registered online without actual payment of fees will not be entertained.**

Application once submitted online 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.

**9. Guidelines for the candidates regarding payment of application fee**

**Application for registration will be available at our Bank's website [www.indianbank.in](http://www.indianbank.in) between 12.10.2010 and 11.11.2010.**

**Payment of fees is can be made between 12.10.2010 and 10.11.2010. Even if the last date for registration is extended at the discretion of the Bank for reasons whatsoever, the dates for payment of fees will remain unchanged.**

## 10. How to Apply:

The candidates should have a valid email id before applying online.

If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.

Procedure for depositing fee:

**The challan for payment of fees will be made available at the Bank's website [www.indianbank.in](http://www.indianbank.in). Before depositing the fee Candidates have to take a print out of the challan from the Bank's website . The challan will be in duplicate and the application fee must be remitted only in any of the branches of Indian Bank using this challan.**

For the purpose of locating the Bank's branch address for remitting fees, applicants may log on to our Bank's website [www.indianbank.in](http://www.indianbank.in) wherein provision is available for locating address of the branches. Applicants are advised to type nearby town/ city/ place in the space provided under "Branch Search" in the website.

**The following details must be filled up in both copies of the challan.**

(i) Candidate's name, (ii) Candidate's category, (iii) Name and CBS code no. of the Branch selected for payment, (iv) Date of payment and (v) Fee to be paid.

After filling up the above details, both the copies of challan are to be presented at the branch, along with the application fee. After payment, the candidate must ensure that the **Deposit Journal Number** generated by the Bank's system is entered into the challan by the officials at the Bank's branch.

**On payment, the receipt portion of the challan will be given back to the candidate by the concerned branch incorporating the following details:-**

1. DEPOSIT JOURNAL NUMBER
2. BRANCH NAME
3. BRANCH CODE
4. DATE OF REMITTANCE

**The above details are to be mentioned by the candidates at the appropriate place in the on-line application format while submitting the same.**

After payment of fees candidates are advised to apply 'Online' by revisiting the Bank's website and clicking on the appropriate link for the Online Application Form.

After applying online candidates are advised to take a printout of the system generated online application form. Do not send the printout to the Bank.

The original receipt portion of the challan must be carefully preserved and produced along with the call letter at the time of Written Test. Candidates without the original receipt part of the challan will not be allowed to participate in the Written Test.

Candidates in their own interest should keep a copy of the application printout and receipt part of the challan for their record.

Note: There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details if any, in the Online Application. This modification facility will be available only upto 13.11.2010. After this date, no modification will be permitted. However, candidates should take utmost care while filling in the Online Application at the first instance itself.

## 11. SELECTION PROCEDURE:

- a. The written examination comprises Objective and Descriptive papers.
- b. Depending upon the number of vacancies only a certain number of candidates from among those who qualify by ranking sufficiently high in merit on the basis of aggregate marks in the written test will be called for the interview.
- c. The candidate has to secure a minimum passing mark in the interview to qualify for the final selection.
- d. The final selection would be on the basis of aggregate marks obtained by the candidates in the written examination and interview and strictly in the order of merit.

- d. **OBJECTIVE TEST:** (Duration 135 minutes)

| Sl.No. | Name of the Test      | Medium of Exam  |
|--------|-----------------------|-----------------|
| 1      | Reasoning             | English & Hindi |
| 2      | Quantitative Aptitude | English & Hindi |
| 3      | English Language      | English         |
| 4      | General Awareness     | English & Hindi |

**Negative marks will be awarded for wrong answer in the Objective Test.**

- d. **DESCRIPTIVE PAPER** of one hour duration consisting of 5 questions on socio - economic environment out of which the Candidates have to attempt any four. The candidates have the option to answer the descriptive paper also in Hindi or English.

Marks obtained in descriptive paper will not be reckoned for merit ranking.

Mere eligibility / pass in the test shall not vest any right in a candidate for being called for the Interview.

**12. TENTATIVE DATE OF WRITTEN EXAMINATION : 02-01-2011**

The Bank reserves the right to alter written test date and / or alter/ cancel written test centre under unforeseen circumstances, if any.

The Written Examination will be held at the following centres. The Examination Centres are only tentative and the Bank may add / delete the centres at its discretion.

No request for change in the Examination centre will be permitted under any circumstances. However, the Bank may at its discretion allot a different centre other than the candidate's choice when circumstances so warrant.

### **Written Test Centres:**

The written test will be held at the following centres and the address of the venue will be advised in the call letters:

Ahmedabad, Bengaluru, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Cuddalore,

Dharmapuri, Ernakulam, Guwahati, Hyderabad, Kancheepuram, Kolkata, Kumbakonam, Lucknow, Madurai, Mumbai, New Delhi, Port Blair, Patna, Pune, Puducherry, Salem, Tirunelveli, Tirupati, Trichy, Vellore, Vijayawada, Visakhapatnam

### **13. Pre-examination Training:**

(For SC/ST/Ex-Servicemen/ PWD/ Minority Community Candidates Only):

It is proposed to impart Pre-Examination Training to a limited number of candidates belonging to Scheduled Castes/ Scheduled Tribes/ Ex-Servicemen/ Persons With Disability /Minority Communities at Bengaluru, Chennai, Chandigarh, Kolkata, Mumbai, New Delhi, Thanjavur and Vijayawada. The Bank has discretion to conduct the training at some additional centres or the Bank may delete some of the centres indicated for the training. An eligible candidate who wishes to avail of Pre-Examination Training should fill in the relevant column in the ONLINE APPLICATION. They are advised to bring attested copy of community certificate in the case of SC/ST and Minority Communities, discharge Certificate in the case of Ex-Serviceman and necessary Medical Certificate in the case of Persons With Disability to the venue for admission. All expenses regarding travelling, boarding, lodging etc. have to be borne by the candidate for attending the pre-examination training programme at the concerned Centres.

### **14. Call Letters For The Written Examination:-**

The date of written test will be intimated in the Call Letter along with the Centre/Venue for the Examination.

All eligible candidates will be issued Call Letters at the correspondence address given by them in their online application. **Facility for downloading call letters online will also be provided about one week prior to the examination, the details of which will be made available in the Bank's website.**

In case of any difficulty in downloading the call letter an eligible candidate who does not receive the call letter by 22.12.2010 may contact the Bank between 23.12.2010 and 01.01.2011 indicating his/her name, address, date of birth, details of payment of fee/ application submitted online and examination centre opted for to enable the Bank to take immediate remedial action. The details regarding address, telephone number where the candidates have to contact the Bank for clarification etc. will be made available in the Bank's website from 22.12.2010.

### **15. APPOINTMENT, PROBATION AND TRAINING, etc.**

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

### **16. 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 and submitting the certified copies/ testimonials. At the time of written examination/ 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 the 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 written examination/ 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. The Bank would be analyzing the

responses of a candidate with other candidates, who appeared for the examination to detect patterns of similarity. If as per the laid down procedure it is suspected that the responses have been shared and the scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/her candidature.

## 17. GENERAL INSTRUCTIONS

- a. **The Bank takes no responsibility for non-acceptance of on-line application due to any problem in the on-line application system at any point. As the facility for submission of on-line application is made available round the clock, the candidates are advised to submit the on-line application well in advance to avoid heavy traffic and consequent problems if any that may occur in the online application system during the last few days before the closing date for submission.**
- b. Before applying, the candidate should ensure that he/she fulfils 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. The decision of the Bank shall be final in deciding about qualification and other eligibility norms.
- c. Only unemployed SC/ST candidates called for interview will be paid actual second class to-and fro rail/bus fare by the shortest route on production of evidence of travel, i.e. railway/bus receipt/ticket subject to rules in this regard. The fare for journey of first 30 kms each shall be borne by the candidate.
- d. Candidates serving in Government/Public Sector Undertakings (including Banks) should obtain required permission from the competent authority to submit the application for the post of Probationary Officer JMG Scale I before submitting the application on-line. In case of being selected for interview they should produce the Permission letter / "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- e. Only candidates willing to serve anywhere in India should apply.
- f. 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 examination, 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.
- g. Any request for change of address will not be entertained
- h. Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue/ specific candidate(s). The Bank reserves the right, if required to hold a second stage of written examination on the basis of the order of merit in the written examination of the first stage as referred to above. If the second stage of written examination is held the subsequent process of interview and further process would be on the basis of order of merit of the second stage examination.
- i. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai.
- j. In case, any dispute arises on account of interpretation in version other than English, English version will prevail.
- k. No candidate is permitted to use Calculators, cell phones of any kind, Pagers or any other such instruments in the Examination Hall.
- l. The candidates will appear for written examination at the allotted centre at their expenses and risks and the Bank will not be responsible for any injury/losses, etc. of any nature.
- m. The Competent Authority for the issue of the certificate to SC / ST / OBC / PWD is as under:
  1. For SC/ST/OBC candidates

- i. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate not below the rank of First Class Stipendiary Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- iii. Revenue Officer not below the rank of Tahsildar.
- iv. Sub Divisional Officer of the area where the candidate and/or his family normally resides.

2. For PWD candidates

Authorised certifying authorities will be Medical Board constituted as per Government guidelines.

- n. The selected candidates will have to execute a bond undertaking that they would serve the Bank for a minimum period of 2 years from the date of joining. If he/she leaves the Bank before completion of two years period he/she will have to pay liquidated damages of Rs.1 lac to the Bank and the notice period salary as per applicable rules.

**The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit Bank's website [www.indianbank.in](http://www.indianbank.in)**

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**Indian Bank  
Head Office  
66, Rajaji Salai  
Chennai-600 001.**

**GENERAL MANAGER (HRM)**