



**RECRUITMENT OF SPECIALIST OFFICERS**

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai invites Applications for the following posts:

ACTIVITY	DATES
On-line registration including Edit/Modification of Application by candidates	10/04/2018- 02.05.2018
Payment of Application Fees/Intimation Charges (Online)	

Positions in Information Technology Department / Digital Banking Department				
Post Code	Post	Role / Domain	Scale	Vacancy
1	Assistant General Manager	System Administrator - AIX, HP-UX, Linux, Windows	V	1
2	Chief Manager	DBA - Oracle, MySQL, SQL-Server, DB2	IV	2
3	Manager		II	2
4	Chief Manager	System Administrator - AIX, HP-UX, Linux, Windows	IV	1
5	Manager		II	2
6	Senior Manager	Middleware Administrator - Weblogic, Websphere, JBOSS, Tomcat, Apache, IIS.	III	2
7	Chief Manager	Application Architect	IV	1
8	Manager		II	1
9	Chief Manager	Big Data, Analytics, CRM	IV	1
10	Senior Manager		III	1
11	Chief Manager	IT Security Specialist	IV	1
12	Manager		II	2
13	Chief Manager	Software Testing Specialist	IV	1
14	Manager		II	2
15	Chief Manager	Network Specialist	IV	1
16	Senior Manager		III	1
17	Manager	Virtualisation specialist for VMware, Microsoft hypervisor, RHEL(Red Hat Enterprise Linux)	II	2
18	Senior Manager	Project architect	III	1
19	Senior Manager	Data Centre Management	III	1
20	Manager	Network administrator	II	2
21	Chief Manager	Cyber security specialist	IV	1
22	Senior Manager		III	2
<b>Total</b>				<b>31</b>

Positions in Information Systems Security Cell				
Post Code	Post	Role / Domain	Scale	Vacancy
23	Senior Manager	Senior Information Security Manager	III	1
24	Manager	Information Security Administrators	II	3
25	Manager	Cyber Forensic Analyst	II	1
26	Manager	Certified Ethical Hacker & Penetration Tester	II	1
27	Assistant Manager	Application Security Tester	I	1
<b>Total</b>				<b>7</b>

Positions in Treasury Department				
Post Code	Post	Role / Domain	Scale	Vacancy
28	Senior Manager	Regulatory Compliance	III	1
29	Senior Manager	Research Analyst	III	1
30	Senior Manager	Fixed Income Dealer	III	2
31	Manager	Equity Dealer	II	1
32	Senior Manager	Forex Derivative Dealer	III	1
33	Senior Manager	Forex Global Markets Dealer	III	1
34	Manager	Forex Dealer	II	1
35	Senior Manager	Relationship Manager - Trade Finance and Forex	III	3
36	Senior Manager	Business Research Analyst - Trade Finance and Forex	III	1
37	Senior Manager	Credit Analyst - Corporates	III	1
<b>Total</b>				<b>13</b>

Positions in Risk Management Department				
Post Code	Post	Role / Domain	Scale	Vacancy
38	Senior Manager	Risk Management	III	2
39	Manager		II	4
<b>Total</b>				<b>6</b>

Position in Security Department				
Post Code	Post	Role / Domain	Scale	Vacancy
40	Manager	Security Officer	II	<b>25</b>

Positions in Credit				
Post Code	Post	Role / Domain	Scale	Vacancy
41	Senior Manager	Credit	III	20
42	Manager		II	30
<b>Total</b>				<b>50</b>

Positions in Planning and Development Department				
Post Code	Post	Role / Domain	Scale	Vacancy
43	Manager	Statistician	II	1
44	Assistant Manager		I	1
<b>Total</b>				<b>2</b>

Positions in Premises and Expenditure Department				
Post Code	Post	Role / Domain	Scale	Vacancy
45	Manager	Electrical	II	2
46	Manager	Civil	II	2
47	Assistant Manager		I	6
48	Assistant Manager	Architect	I	1
<b>Total</b>				<b>11</b>

A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

## RESERVATION

SCALE	TOTAL	SC	ST	OBC	UR	OC	VI	HI	ID
V	1	0	0	0	1	0	0	0	0
IV	9	2*	0	2	5	0	0	0	0
III	42	6	3	11	22	1	0	1	0
II	84	12	6	22	44	0	1	1	1
I	9	1	0	2	6	1	0	0	0

*Inclusive of one SC backlog Vacancy in Scale IV*

**Note:** The number of vacancies and also the number of reserved vacancies are provisional and may vary according to actual requirement of the Bank. The reservation for PwBD is on horizontal basis. The selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/Unreserved) to which they belong to.

Abbreviations stand for: - SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Class, PwBD - Persons with Benchmark Disabilities.

## Reservation for Persons with Benchmark Disabilities

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.

## PAY SCALE AND EMOLUMENTS

Scale I -	23700	$\frac{980}{7}$	30560	$\frac{1145}{2}$	32850	$\frac{1310}{7}$	42020
Scale II -	31705	$\frac{1145}{1}$	32850	$\frac{1310}{10}$	45950		
Scale III -	42020	$\frac{1310}{5}$	48570	$\frac{1460}{2}$	51490		
Scale IV -	50030	$\frac{1460}{4}$	55870	$\frac{1650}{2}$	59170		
Scale V -	59170	$\frac{1650}{2}$	62470	$\frac{1800}{2}$	66070		

DA, CGA, HRA / Leased accommodation, Leave Fare Concession, Medical Aid, Hospitalization Benefits, Retirement Benefits and other perquisites will be admissible as per the rules of the Bank.

## ELIGIBILITY CRITERIA

### NATIONALITY / CITIZENSHIP

A candidate must be either -

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or

(v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**AGE, EDUCATIONAL QUALIFICATION AND POST QUALIFICATION WORK EXPERIENCE**

The date for fulfillment of eligibility for Age, Educational/Additional/Professional/Desirable Qualification and Post Qualification Work Experience is 01.01.2018

Positions in Information Technology Department / Digital Banking Department								
Educational Qualification (For Post Code 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21 and 22) : a) 4 year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation OR b) Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications OR Graduate having passed DOEACC 'B' level								
POST CODE	POST/DOMAIN	DOMAIN	SCALE	VACANCY	AGE	ADDITIONAL QUALIFICATION	EXPERIENCE	
1	Assistant General Manager	System Administrator - AIX, HP-UX, Linux, Windows	V	1	30-45	Professional level certification in System Administration	10 years	Experience in maintenance and Administration of Operating Systems, Databases, Backup Management and Data Centre Management
2	Chief Manager	DBA - Oracle, MySQL, SQL-Server, DB2	IV	2	27-40	Professional level certification in Database Administration.	7 years	Experience in maintenance and administration of databases like Oracle/DB2/MySql/ SQL Server.
3	Manager		II	2	23-35	Associate level certification in Database Administration.	3 years	It is desirable to have experience in TCS-BANCS/EXIM Bills
4	Chief Manager	System Administrator - AIX, HP-UX, Linux, Windows	IV	1	27-40	Professional level certification in System Administration	7 years	Experience in maintenance and Administration of operating Systems
5	Manager		II	2	23-35	Associate level certification in System Administration	3 years	
6	Senior Manager	Middleware Administrator - Weblogic, Websphere, JBOSS, Tomcat, Apache, IIS.	III	2	25-38	Certification in Middleware Solution	5 years	Experience in maintenance and Administration of Middleware

7	Chief Manager	Application Architect	IV	1	27-40	Certification in Software Development & Programming	7 years	Experience in application design, code review and documentation
8	Manager		II	1	23-35		3 years	
9	Chief Manager	Big Data, Analytics, CRM	IV	1	27-40	Certification in Big Data/ Analytics/ CRM solution	7 years	Experience in Analyzing data, uncover information, derive insights and implement data-driven strategies and data models in Big Data/ Analytic/ CRM technology.
10	Senior Manager		III	1	25-38		5 years	
11	Chief Manager	IT Security Specialist	IV	1	27-40	Certified Information Security Manager/ Certified Information Systems Security Professional	7 years	Experience in implementing security improvements by auditing and assessing current situation; evaluating trends; anticipating requirements and making relevant configuration/strategy changes to keep the organization secure.
12	Manager		II	2	23-35		3 years	
13	Chief Manager	Software Testing Specialist	IV	1	27-40	Certification in software testing.	7 years	Experience in Software Testing It is desirable to have experience in software testing in banking applications with domain knowledge / experience in Net Banking & Mobile Banking application testing.
14	Manager		II	2	23-35		3 years	

15	Chief Manager	Network Specialist	IV	1	27-40	Cisco Certified Internetwork Expert (Switching and Routing)	7 years	Experience in Routing and switching. Design and implementation of WAN networks. Experience (a) in routing using Border Gateway Protocol(BGP). (b) Drawing up specifications for procurement of Network devices including routers, switches, firewalls
16	Senior Manager		III	1	25-38		5 years	Experience in Routing and switching. Design and implementation of WAN networks. Experience in implementation of Network Admission Control(NAC)
17	Manager	Virtualisation specialist for VMware, Microsoft hypervisor, RHEL	II	2	23-35	Associate level Certification Virtualization Technology.	3 years	Experience in Administration of systems in Virtualized environment
18	Senior Manager	Project architect	III	1	25-38	NIL	5 years	Experience in conceptualizing, designing and implementation of High value organization level IT projects.
19	Senior Manager	Data Centre Management	III	1	25-38	It is desirable to have certification in Data Centre Management	5 years	Experience in Managing Data Centre Operations
20	Manager	Network administrator	II	2	23-35	Cisco Certified Network Professional (Routing and Switching).	3 years	Experience in Network Troubleshooting, Network Protocols, Routers, Network Administration.
21	Chief Manager	Cyber security specialist	IV	1	27-40	Certification in Cyber Security from a recognized institution.	7 years	Experience Managing Cyber Security Operation Centre
22	Senior Manager		III	2	25-38		5 years	It is desirable to have experience in ethical hacking, Proficiency in Security Incident and Event Management (SIEM) tools, Security Analytics and incident handling

Positions in Information Systems Security Cell							
Educational Qualification (For Post Code 23,24,25,26,27) : B.E/B.Tech Degree or Post Graduate in Computer Science/Computer Technology/Computer Science & Eng/Computer Eng/Computer Science& Tech/IT/Electronics & Communication							
POST CODE	POST	ROLE/DOMAIN	SCALE	VACANCY	AGE	ADDITIONAL QUALIFICATION	EXPERIENCE
23	Senior Manager	Senior Information Security Manager	III	1	25-38	CISA/CISSP/CISM Certifications are desirable	5 years
24	Manager	Information Security Administrators	II	3	23-35	CISA/CISSP/CISM Certifications are desirable	3 years
25	Manager	Cyber Forensic Analyst	II	1	23-35	Certified Cyber Forensic Professional (CCFP) / Computer Hacking Forensic Investigator (CHFI) holders are desirable	Minimum 3 years experience in 1. Conducting forensic process on a variety of digital media 2. Creating detailed notes on processes undertaken and developing forensic reports in support of counter intelligence or criminal investigations and other types of inquiries
26	Manager	Certified Ethical Hacker & Penetration Tester	II	1	23-35	Should possess Certified Ethical Hacker (CEH) Certification Desirable to have CISA / CISM / CISSP certification	Minimum 3 years experience in BFSI sector or in any other industry in handling various Ethical Hacking and Penetration testing related work includign identifying security risk and development plan, application security testing related roles, conducting VAPT for web app under OWASP Top 10, well versed using tools like Nessus, NMAP, Metasploit, Burpsuite, Acenetix, Checkmarx and Penetration tools like KALI LINUX
27	Assistant Manager	Application Security Tester	I	1	20-30	Desirable to have CISA/CISM/CISSP certification and knowledge of SDLC Cycle, Web development experience in application of standard software development principles	NIL



Positions in Treasury Department							
Educational Qualification (For Post Code 28,29,30,31,32,33,34,35 and 36) : Full time - 2 years - MBA (Finance) / Post Graduate Diploma in Banking/Trade Finance/International Business from a recognised Institute/University approved by Govt. of India.							
POST CODE	POST	DOMAIN	SCALE	VACANCY	AGE	DESIRABLE QUALIFICATION	EXPERIENCE
28	Senior Manager	Regulatory Compliance	III	1	27-38	It is desirable to have certificate in compliance related courses	Minimum 5 years experience in Trade Finance in Banks/Financial Institutions like Exim Bank/ECGC/FEDAI, Large Corporates handling Import/Export business and Export houses. It is desirable to have exposure in compliance desk, Regulatory guidelines by RBI/Govt of India/ NRI products and related compliance, policies relating to ODI/FDI/EDPMS/IDPMS, RBI/External/Internal audits
29	Senior Manager	Research Analyst	III	1	27-38	NIL	Minimum 5 years experience of Handling a research desk independently It is desirable to have Experience in Treasury function of Bank and knowledge in Technical and Fundamental analysis.
30	Senior Manager	Fixed Income Dealer	III	2	27-38	It is desirable to have Diploma in Treasury & Risk Management and certification from NISM etc	Minimum 5 years experience of Trading in Fixed Income Markets in Banks / Mutual Fund / Investment Banking. It is desirable to have Experience in Treasury function of Bank.
31	Manager	Equity Dealer	II	1	25-35		Minimum 3 years experience of Trading in Equity Markets in Banks / Mutual Fund / Investment Banking. It is desirable to have Experience in Treasury function of Bank.
32	Senior Manager	Forex Derivative Dealer	III	1	27-38		Minimum 5 years experience of Trading in Forex Markets in Banks / Corporate / Export Houses / PSU. It is desirable to have Experience in Treasury function of Bank.
33	Senior Manager	Forex Global Markets Dealer	III	1	27-38		It is desirable to have Diploma in Treasury & Risk Management
34	Manager	Forex Dealer	II	1	25-35	Minimum 3 years experience of Trading in Forex Markets in Banks / Corporate / Export Houses / PSU. It is desirable to have Experience in Treasury function of Bank.	

35	Senior Manager	Relationship Manager - Trade Finance and Forex	III	3	27-38	It is desirable to have certificate in CDCS	<p>Minimum 5 years in Trade Finance. It is desirable to have exposure in Banks/Financial Institutions like Exim Bank/ECGC/FEDAI and Large Corporates handling Import/Export business/Export houses</p> <p>Experience of working in Imports/Exports/Remittances/LCs/BGs etc., In-depth knowledge of best practices in managing trade finance , Corporate Client relationship, operational risk analysis skills, UCP 600, URR 525, URDG, Incoterms, currency hedging instruments and Exchange Control Rules and Regulations, freight forwarding, marine insurance and Customs and excise as related to trade finance</p>
36	Senior Manager	Business Research Analyst - Trade Finance and Forex	III	1	27-38	NIL	<p>Minimum 5 years in Trade finance and Forex. It is desirable to have exposure in front office, letters of credit, collections, payments, documents checking, guarantees, standby letters of credit and back to back letters of credit, UCP 600, URR 525, ISBP, Incoterms, international payments, acceptances, discounting of bills, purchase/sale of foreign exchange and application of fees, dealing with bank guarantees – performance and bid bonds, payment guarantees, shipping company indemnities etc.</p>

Position in Treasury Department							
POST CODE	POST	DOMAIN	SCALE	VACANCY	AGE	PROFESSIONAL QUALIFCATION	EXPERIENCE
37	Senior Manager	Credit Analyst - Corporates	III	1	25-38	CA / ICWA / CFA	<p>Minimum 5 years experience of Handling a credit desk in Banks / Corporate / PSU/ Rating agencies</p> <p>It is desirable to have hands on experience in assessing investment proposals / Fixed Income and Structured Instruments.</p>

Positions in Risk Management Department							
POST CODE	POST	ROLE / DOMAIN	SCALE	VACANCY	AGE	EDUCATIONAL QUALIFICATION	EXPERIENCE
38	Senior Manager	Risk Management	III	2	27-38	1. Bachelors degree in any discipline from a University/Institution /Board recognized by Govt of India and 2. Two years full time regular MBA/PG Diploma in Banking /Finance/MSc in Statistics from any University /Institution recognized by Govt. of India OR Certificate in Risk Management from any of the following institutes IIBF - Certificate Examination in Risk in Financial Services NIBM-Certification course in Integrated Risk Management GARP - Level I - Foundations of Financial Risk and Level II - Risk & Regulation GARP - Financial Risk Manager (FRM) CFA Institute - Chartered Financial Analyst (CFA)	Minimum 5 years
39	Manager		II	4	25-35	Minimum 3 years	Experience in banking. It is desirable to have worked in Risk Management Department of Corporate / Head Office of Public Sector Banks/Private Sector Banks

Position in Security Department							
POST CODE	POST	ROLE / DOMAIN	SCALE	VACANCY	AGE	EDUCATIONAL QUALIFICATION	EXPERIENCE
40	Manager	Security Officer	II	25	25-35	Graduate in any discipline from any University recognized by Govt of India	Minimum 5 years as a Commissioned Officer in the Indian Army/Navy/Air Force OR a Police Officer in the rank of Inspector and above OR An Officer of identical rank in Paramilitary Forces.

**Positions in Credit**

POST CODE	POST	ROLE / DOMAIN	SCALE	VACANCY	AGE	EDUCATIONAL QUALIFICATION	EXPERIENCE	
41	Senior Manager	Credit	III	20	25-38	ICWA/CA/2yrs Full time MBA (Specialization in Banking and Finance). Desirable to have certification in Credit program from NIBM, IIBF, Moody's, IIBM, NISM, KPMH etc.	5 years experience	In Processing / Appraisal of Corporate Credit / Credit Syndication at Corporate / Head Office level of Public Sector Banks / Private Sector Banks / Financial Institutions It is desirable to have Experience in Export / Import Credit, Trade Finance
42	Manager		II	30	23-35		3 years experience	

**Positions in Planning and Development Department**

POST CODE	POST	ROLE / DOMAIN	SCALE	VACANCY	AGE	EDUCATIONAL QUALIFICATION	EXPERIENCE
43	Manager	Statistician	II	1	25-35	Full time PG Degree in Statistics /Applied Statistics/ Econometrics from University / Institute recognised by Govt of India	Minimum 3 years of experience in the field of statistics
44	Assistant Manager		I	1	22-30		NIL

**Positions in Premises and Expenditure Department**

POST CODE	POST	ROLE / DOMAIN	SCALE	VACANCY	AGE	EDUCATIONAL QUALIFICATION	EXPERIENCE
45	Manager	Electrical	II	2	23-35	B.E/B.Tech in Electrical from University /Institute recognised by Govt of India	Minimum 3 years of experience in Electrical Engineering work/ Design works
46	Manager	Civil	II	2	23-35	B.E/B.Tech in Civil engineering from University /Institute recognised by Govt of India	Minimum 3 years of experience in Civil Engineering Construction/ Design works
47	Assistant Manager		I	6	20-30		NIL

48	Assistant Manager	Architect	I	1	20-30	i) Bachelor degree in Architecture from a University recognized by Govt. of India ii) Must have valid registration of council of Architecture iii) Must have knowledge of Auto CAD & shall be conversant with Govt. guidelines pertaining to procurement of works, goods & services	NIL
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**RELAXATION IN UPPER AGE LIMIT**

S No.	Category	Age Relaxation
A	Scheduled Caste/ Scheduled Tribe candidates	5 Years
B	Other Backward Classes (Non-Creamy Layer) candidates	3 Years
C	Persons with Disability(PWD)	10 Years
D	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	5 Years
E	Persons ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01.1980 and 31.12.1989	5 Years
F	Persons affected by 1984 riots	5 Years

**Note:**

- (i) The maximum age specified as eligibility criteria is applicable to General Category candidates
  - (ii) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. C to F
  - (iii) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any subsequent stage of the recruitment process
  - (iv) An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases.
- There is no reservation for Ex-servicemen in Officers' Cadre

## **GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING THE SERVICES OF A SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the Test. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- 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 fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the test.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the posts mentioned in this advertisement. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

## **GUIDELINES FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY**

- Compensatory time of twenty minutes per hour or otherwise advised 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).

## **GUIDELINES FOR 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 and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

## SELECTION PROCEDURE

Applications will be shortlisted based on eligibility criteria detailed in this advertisement. The selection process will comprise of interview of the shortlisted candidates. If the number of applications received is large, then Bank may at its discretion conduct a Preliminary Screening Test which will be of qualifying in nature.

## TEST STRUCTURE

The structure of Preliminary Screening Test will be as follows:

S.No.	Name of Tests	No. of Questions	Max Marks	Duration
1	Professional Knowledge	60	60	60 Minutes

In the Preliminary Screening Test, the minimum qualifying marks is 50 % for General category and 45 % for SC/ST/OBC and PWD category subject to availability of candidates vis-à-vis number of vacancy in the ratio of 3:1. In case, sufficient numbers of candidates are not available, Bank may at its discretion relax the standards to get sufficient number of candidates for the zone of consideration of 3:1.

## HOW TO APPLY

Applications have to be submitted online from 10/04/2018 to 02/05/2018. No other mode of application will be accepted other than online applications.

### Pre-Requisites for Applying Online

Before applying online, candidates should—

- i. Scan their photograph and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure to this Advertisement. Signature in CAPITAL LETTERS will NOT be accepted.
- ii. Have a valid personal email ID, which should be kept active till the completion of the Recruitment Process. **Bank will send call letters for the Examination and other communication only to the registered e-mail ID.** Under no circumstances, a candidate should share e-mail ID with any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

**Application Fees/ Intimation Charges Payable from 10/04/2018 to 02/05/2018 (Online payment), both dates inclusive, shall be as follows**

- Rs. 100/- for SC/ST/PWD candidates.
- Rs. 600 /- for all others

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate

## **PROCEDURE FOR APPLYING ONLINE**

Eligible candidates who wish to apply can select the “Career” tab in Bank’s website [www.indianbank.co.in](http://www.indianbank.co.in) and open the link “Recruitment of Specialist Officers” and click on “APPLY ONLINE”.

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained.

Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure).

The name of the candidate / father name / spouse name etc. should be spelt correctly in the application as it appears in the certificates/mark sheets/ other documents. Variation if any with the originals cannot be corrected later and will also disqualify the candidature.

## **MODE OF PAYMENT**

**Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only**

### **Payment of fees/ intimation charges via the ONLINE MODE**

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing necessary information.
- iii. If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees / Intimation Charges online.
- iv. On successful completion of the transaction, an e-receipt will be generated.
- v. Fees once paid will not be refunded under any circumstance.



## Note

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button while the payment is getting processed.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form and retain it along with Registration Number and Password for future reference. They need not send this printout to the Bank.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form**

**An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid and stands rejected.**

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

## **PRE-EXAMINATION TRAINING**

Pre-Examination Training will be arranged by the Bank to the candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ PWD at Chennai, Thiruvananthapuram, Chandigarh, Bengaluru, Kolkata, New Delhi, Mumbai, Vijayawada, Lucknow, Jaipur and Bhopal.

All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by candidates for attending the pre-examination training programme at the designated Centres. Bank reserves the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements.

Attending the Pre-Examination Training does not entail any right to the candidate to be selected in the Bank.

## **CALL LETTERS**

Call letters for the Test/ Interview will be issued to eligible candidates through email or through Bank website only. Candidates are advised to download their call letter from the bank's website by entering his/ her details i.e. Registration / Roll Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

**Also, intimations will be sent by email and sms to the email ID and mobile number registered in the online application form for the Examination respectively. Bank will not take responsibility for late receipt / non-receipt of any communication sent via e-mail/SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Bank. Hence Candidates are advised to regularly keep watching the Bank's website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.**

## **EXAMINATION CENTRES FOR PRELIMINARY SCREENING TEST / INTERVIEW**

The Preliminary Screening Test will be conducted in venues across various centres in India. The tentative list of Centres for Test is available in Annexure-I. Interviews will be conducted at Chennai.

The Bank reserves the right to allot the candidate to any centre other than the one he/she has opted for.

No request for change of centre for Test/Interview shall be entertained.

Candidate will appear for the Test/Interview at a Centre at his / her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

Bank reserves the right to cancel any of the Test/Interview Centres and/ or add some other Centres and/or make alternate arrangements

## **GENERAL INSTRUCTIONS**

- The candidates shall produce the original experience certificate at the time of Interview for at least the minimum number of years as required from one or more number of employers where they have gained the experience. The certificate produced by them shall state the period for

which they had worked in the Department or Domain concerned. Teaching / Training experience will not be considered. Final decision taken by the Bank with regard to acceptability of the experience certificate submitted by the candidate rests with the Bank and is binding on the candidates.

- Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the application form etc. at the time of Test / Interview respectively.
- Before applying for the mentioned specialist posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting application
- Candidate's admission to the Test/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in Bank, his/her services are liable to be summarily terminated.
- Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the Test / Interview, verification etc. and any other matter relating to this recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Bank in this behalf.
- The scribe arranged by the candidate should not be a candidate for this recruitment project. If violation of the above is detected at any stage of the process, candidature for CWE of both the candidate and the scribe will be cancelled.
- A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- Any unruly behavior/misbehavior in the Test/Interview would result in cancellation of candidature/ disqualification from future exams conducted by the Bank
- Multiple attendance/ appearances in the Test / interview will be summarily rejected/ candidature cancelled.

- Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- Any request for change of address, details mentioned in the online application form will not be entertained.
- Any request for change of date, time and venue for Test / Interview will not be entertained.
- In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Bank website shall prevail.
- A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
- A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- The possibility of occurrence of a 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 movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of Bank. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates, called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates, who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and etc.

- Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form. Claim of non receipt of SMS / email will not be entertained and as such Candidates are advised to visit the career page of Bank website [www.indianbank.in](http://www.indianbank.in) regularly for information related to this recruitment project.
- Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank and candidates are advised to keep a close watch on the career page of Bank website [www.indianbank.in](http://www.indianbank.in) regularly for information related to this recruitment project.
- Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Chennai.

### **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of test, interview or in a subsequent selection procedure, if a candidate is (or has been) found

guilty of –

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the Test / Interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from any examination conducted by Bank

(c) for termination of service, if he/ she has already joined the Bank.

Bank may be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are

not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

## **ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on career page of Bank website [www.indianbank.in](http://www.indianbank.in) from time to time.

**Only those candidates who agree to the terms and conditions stipulated by the Bank and fulfil the eligibility criteria need apply.**

## **DISCLAIMER**

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment undertaken by Bank in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the General Manager (HRD & HRM), Indian Bank, regarding this process for recruitment of Specialist Officers shall be final and binding.

**Chennai**

**General Manager (HRD & HRM)**

Annexure

### **Guidelines for scanning and Upload of Photograph (4.5cm x 3.5cm) & 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.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

## Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

## 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 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

## Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature

- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

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

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

## Examination Centers for Test

State /UT / NCR	Test Centre
Andaman & Nicobar	Port Blair
Andhra Pradesh	Vijaywada, Vishakhapatnam
Arunachal Pradesh	Itanagar
Assam	Guwahati
Bihar	Patna, Purnea
Chandigarh	Chandigarh
Chhattisgarh	Raipur
Dadra & Nagar Haveli	Surat
Daman & Diu	
Delhi	Delhi, Faridabad, Ghaziabad, Greater-Noida, Gurgaon
Goa	Panji
Gujarat	Ahmedabad
Haryana	Hissar
Himachal Pradesh	Shimla, Solan
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Ranchi
Karnataka	Bengaluru, Hubli
Kerala	Kochi, Thiruvananthapuram
Lakshadweep	Kavaratti
Madhya Pradesh	Bhopal
Maharashtra	Aurangabad, Mumbai/Thane/Navi Mumbai, Nagpur,



State /UT / NCR	Test Centre
	Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Bhubaneshwar
Puducherry	Puducherry
Punjab	Amritsar, Mohali
Rajasthan	Jaipur, Udaipur
Sikkim	Gangtok
Tamil Nadu	Chennai, Madurai, Tirunelveli
Telangana	Hyderabad
Tripura	Agartala
Uttar Pradesh	Allahabad, Lucknow, Meerut
Uttarakhand	Dehradun
West Bengal	Greater Kolkata, Siliguri