



**RECRUITMENT OF PROBATIONARY OFFICERS - ADMISSION TO POST GRADUATE DIPLOMA IN BANKING & FINANCE COURSE AT INDIAN BANK MANIPAL SCHOOL OF BANKING (IBMSB)**

Indian Bank invites application from young and bright graduates who fulfill the eligibility criteria specified and who are interested in Banking career, for admission to the one year Post Graduate Diploma in Banking and Finance (PGDBF) course at Indian Bank Manipal School of Banking (IBMSB), which has been set up jointly by Indian Bank and Manipal Global Education Service Pvt Ltd.

Candidates will be selected through a selection process consisting of online Exam (Preliminary & Main Examination) followed by Personal Interview. Admission to PGDBF at Indian Bank Manipal School of Banking (IBMSB) comes with the assurance of a full-fledged Banking career with Indian Bank as a Probationary Officer on successful completion of the course.

**Tentative schedule of events is as follows:**

ACTIVITY	DATES
On-line registration including Edit/Modification of Application by candidates	01.08.2018 to 27.08.2018
Payment of Application Fees/Intimation Charges (Online)	
Download of call letters for online examination- Preliminary	After 24.09.2018
Online Examination – Preliminary	06.10.2018
Result of Online exam - Preliminary	17.10.2018
Download of call letters for online examination- Main	22.10.2018
Online Examination – Main	04.11.2018

The Category wise number of candidates who will be selected for the PGDBF course at IBMSB is as follows:-

SC	ST	OBC	GEN	TOTAL	HI	OC	VI	ID
62	31	112	212	417	4	4	4	4

The reservation for Persons with Disabilities (PWD) is on horizontal basis. The selected candidate will be placed in the appropriate category (viz. SC/ST/OBC/UR) to which they belong.

The number of vacancies and also the number of reserved vacancies are provisional and may vary according to actual requirement of the Bank.

Abbreviations stand for: - SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Class, HI – Hearing Impaired, OC – Orthopedically Challenged, VI – Visually Impaired, ID -Intellectual Disability.

### **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”.

### **ELIGIBILITY CRITERIA AND GENERAL INFORMATION**

- a. **Qualification (As on opening date of Online registration)** – A Degree (Graduation) in any discipline from a recognized University (or) any Equivalent qualification recognized as such by the Central Government
- b. **Age (As on opening date of Online registration) minimum 20 years Maximum – 30 years**

#### **Relaxation in Upper Age Limit**

<b>S No.</b>	<b>Category</b>	<b>Age Relaxation</b>
<b>a</b>	Scheduled Caste/ Scheduled Tribe candidates	5 Years
<b>b</b>	Other Backward Classes (Non-Creamy Layer) candidates	3 Years
<b>c</b>	Persons With Benchmark Disabilities as defined under “The Rights of Persons with Disabilities Act, 2016”	PWD (SC-ST) – 15 years PWD (OBC)- 13 years PWD (Gen) -10 years
<b>d</b>	Ex-servicemen and Commissioned Officers including ECOs/ 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 the next one year from the last date for receipt of application) other	5 years for selection through written test & interview, subject to ceiling as per Government Guidelines

	than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid	
<b>e</b>	All persons who have ordinarily been domiciled in the state of J & K during 01.01.1980 and 31.12.1989	5 years
<b>f</b>	Persons affected by 1984 riots	5 years

**Note:**

Government guidelines in respect of age relaxation admission to an ex-serviceman shall be applicable.

- The relaxation in upper age limit is cumulative, as per the Government Guidelines.
- All Persons eligible for age relaxation under (e) above must produce the domicile certificate at the time of interview from the District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority designated, in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the State of J&K during 1st January 1980 and 31st December 1989.
- All Persons eligible for age relaxation (f) above 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.

**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 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) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**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 as advised at the time 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.

#### **GUIDELINES FOR CANDIDATES WITH INTELLECTUAL DISABILITY (ID)**

- A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

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

**THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER**

a. **For SC/ST/OBC**

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

b. **For Persons with Disability**

Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case maybe. Prescribed Formats of SC, ST, OBC, PWD certificates to be submitted at the time of interview etc. can be downloaded from our website. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

**HOW TO APPLY**

Applications have to be submitted online from 01.08.2018 and not later than 27.08.2018. 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. Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges
- iii. 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 (Online payment), 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**

1. Candidates should select the “Careers” page in Bank’s website www.indianbank.in and open the link “RECRUITMENT OF PROBATIONARY OFFICERS THROUGH ON BOARDING” and click on “APPLY ONLINE FOR PO ON BOARDING”.
2. Candidates should click on “NEW REGISTRATION” tab to register their application by entering their basic information in the online application form. 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.
3. 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).
4. The name of the candidate or his /her father/ spouse 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.
5. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. For the first time when the data is entered and 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 the candidate. They can reopen the saved data using Provisional registration number and password and edit the particulars till the Date of Edit/Modification of application mentioned in the advertisement. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data.
6. **Prior to submission of the online application candidates are advised to use the “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required. No change is permitted after FINAL SUBMISSION of application.**

### **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. After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions for payment.
- iv. 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.
- v. On successful completion of the transaction, an e-receipt will be generated.
- vi. 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, Centre of Examination, 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 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 Preliminary Exam/ main Exam/ Personal Interview will be issued to all eligible candidates through electronic mode only.

Candidates are advised to download their call letter from the bank's website by entering his/ her details i.e. Registration 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.**



## SELECTION PROCESS

Candidates will be selected by Indian Bank through a selection process consisting of an online test (Preliminary and Main Examination) followed by Interview.

The selection process aims at getting candidates who are likely to succeed at various roles in the Bank. The endeavor is to select candidates who are bright, have good communication skills (both oral and written), are dedicated, can work effectively in teams, are passionate about their career goals and who display integrity and a positive attitude.

### a) PRELIMINARY EXAMINATION

The structure of the Preliminary Examination (objective type) which will be conducted online is as follows:

S.No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	English Language	30	30	English	Composite time of 1 Hour
2	Quantitative Aptitude	35	35	English and Hindi	
3	Reasoning Ability	35	35	English and Hindi	
Total		100	100		

Candidates have to qualify in each of the three tests by securing minimum cut-off marks to be decided by Bank. Adequate number of candidates in each category as decided by Bank depending upon requirements will be shortlisted for Online Main Examination.

### b) MAIN EXAMINATION

The structure of the Main Examination which will be conducted online is as follows:

S.No.	Name of Tests (Not by Sequence)	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	Reasoning & Computer Aptitude	45	60	English and Hindi	60 Minutes
2	General/ Economy/ Banking Awareness	40	40	English and Hindi	35 Minutes
3	English Language	35	40	English	40 Minutes
4	Data Analysis & Interpretation	35	60	English and Hindi	45 Minutes
Total		155	200		3 Hours
5	English Language (Letter Writing & Essay)	2	25	English	30 Minutes

Please note that candidates will not be permitted to appear for the Examination without the following documents:

- (1) Valid Call Letter for the respective date and session of Examination
- (2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
- (3) Photocopy of photo-identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

### **Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)**

There may be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question may be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there may be no penalty for that question.

### **Examination Centres**

- a. The examination will be conducted in venues across many centres in India. The tentative list of Centres for examination is available in Annexure-I.
- b. The Bank reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- c. No request for change of centre for Examination shall be entertained.
- d. Candidate will appear for the examinations at an Examination Centre at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- e. Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by the Bank

### **Scores**

- The final scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations

### **Cutoff Score**

Each candidate may be required to obtain a minimum score in each test of Online Main examination and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs may be decided and candidates may be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the online Main examination would not be shared with the candidates shortlisted for interview.

## **INTERVIEW**

Candidates who have been shortlisted in the Main examination may subsequently be called for an Interview to be conducted by the Bank. The intimation will be sent by email and sms to the registered email ID and mobile number. Interviews will be conducted at selected centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from the Bank's website. Please note that any request regarding change in date, centre etc. of interview will not be entertained. Disclaimer on non receipt with directions to keep checking website for updates.

All candidates called for the Interview should produce originals of all prescribed documents mentioned in the call letter. Those candidates who fail to produce prescribed originals of documents will not be allowed to participate in the interview. The Bank takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

The total marks allotted for Interview are 100. The minimum qualifying marks in interview is 40% for General and 35% for SC/ST/OBC/PWD candidates. The weightage (ratio) of the Main examination and interview will be 80:20 respectively. The combined final score of candidates will be arrived at on the basis of scores obtained by the candidates in the Main Examination and Interview.

## **PROGRAMME DETAILS**

### **Course Information**

The selected students will go through a nine month Course (Campus programme) at Indian Bank Manipal School of Banking, Bangalore followed by a three months internship at any of the Indian Bank Branches. The course and the curriculum are specially structured to meet Indian Bank's needs and requirements. Apart from General Management subjects, the curriculum will include courses related to Banking areas.

Various processes specific to Indian Bank, including training on the Bank's technology platform will be incorporated within the curriculum itself. The compulsory 3-months internship at any of Indian Bank Branches will enable an On-The-Job training for the students which will give them a real-life work experience. During On-The-Job training candidates will have to enroll and complete compulsory e-learning module of Indian Institute of banking & Finance (IIBF) and qualify themselves. Details of which will be intimated to them later.

### **I. Campus**

The programme offered at Indian Bank Manipal School of Banking (IBMSB) is fully residential and the participants will have to necessarily stay in the campus. Apart from professional studies, the campus life would be an essential part of the training of the participants.

## **II. Curriculum**

The Post-Graduate Diploma in Banking and Finance (PGDBF) would be a one-year programme comprising of four trimesters. First three trimesters would be conducted at IBMSB, Bangalore. The fourth trimester would be devoted to internship to be pursued by the participant at designated branches of Indian Bank.

## **III. Programme Delivery**

Classes will be held five days a week from Monday to Friday with Saturday devoted to E-learning and Sunday being a weekly holiday. Formal class room sessions will be of 75 minutes duration. There will be 6 sessions on each day. Programme delivery will be in the form of class room lectures, tutorial discussions, seminars, laboratory work, assignments, case studies, library research projects and other exercises. Considerable emphasis will be placed on self learning by the participants. Apart from the regular classes, the participants would be required to take part in additional curricular and extracurricular activities. Co-curricular activities will form an essential part of the learning process.

## **IV. Attendance Requirements**

It is mandatory for all participants to take part in all curricular and co-curricular activities. They would be required to attend all classes i.e., 100% attendance is mandatory. Leave of absence would be given only on extreme compassionate grounds with the specific permission of the Competent Authority/Officer In-charge.

## **V. Fee Structure and Educational Loan Facility**

The fees for the Course will be Rs.3,50,000 (Rupees Three Lakhs and Fifty Thousand) plus taxes (all inclusive of boarding, Lodging and course fees, other fees, etc.), as applicable, payable to Manipal Global Education Services. The Bank will extend its Educational Loan facility to all the selected candidates on the terms and conditions as applicable to Educational Loan Scheme of the Bank.

The first EMI for the Educational loan availed is payable one month after completion of the course (i.e. one month and one year from admission). There would be no recovery of EMIs or interest during the training period and the interest accrued during this course period would be recovered along with the normal EMIs. The EMIs are spread over a period of 84 months (7 years).

Bank may consider refunding of interest/loan either in its entirety or portions in a deferred manner at the rate of 20% each year in annual installments starting from the end of the fifth year if he/she continues in service with the Bank.

Since the candidates will be staying away from Home and in Hostel, they are encouraged to take appropriate medical insurance policy to cover themselves.

## **VI. Award of Post-Graduate Diploma**

On successful completion of the programme a Postgraduate Diploma in Banking and Finance will be conferred on the participant by Manipal Academy of Higher Education (deemed to be

University registered under UGC). However, for award of the postgraduate diploma, a participant has to fulfill the following requirements:

1. He/she should have taken and passed in each course of study as prescribed in the curriculum to earn atleast the minimum number of credits specified for that particular course.
2. The participant acquires not less than the minimum required credits at the end of the programme.
3. The participant satisfactorily fulfils other academic requirements (as specified in the course of Study/ curriculum) like practical training, work visits, seminar, project etc. and completes the internship programme

### **Final Placement at Indian Bank**

All the candidates who complete the “POST GRADUATE DIPLOMA IN BANKING AND FINANCE” and are awarded the Diploma will be eligible for appointment in JMG I as Probationary officers in Indian Bank. They will be fixed in starting pay scale as applicable to **JMGS I Officer**.

### **Rules and Regulations to be adhered by candidates during the course**

#### **1. Guidelines for discipline:**

It is imperative that all members adhere to the Code of Conduct that is expected from the Participants and to maintain consistent standards of personal conduct. The participants would be expected to maintain proper decorum both in the Academic Block and in the Hostel and outside the campus during their study period as well as internship.

Bank will communicate any information through circulars put up on the notice boards meant for this purpose or through E-Mails/SMS. All participants are advised to read these notices regularly and abide by the same. It would be assumed that all participants have read these notices once these notices have been put up on the notice board and have been there for 6 hours.

Some of the important points for compliance on issues of general nature are enumerated here under:

#### **2. List of prohibited articles / acts:**

- a. Consumption of Alcoholic beverages, cigarettes, tobacco in any form and chewing gum is strictly prohibited in the Campus and also in the Hostel. Participants are also not permitted to come to the hostel after consuming alcohol from outside.
- b. Fireworks are not permitted in the campus or the hostel.
- c. Holi colors are not permitted inside any building. Holi will be celebrated only in open spaces earmarked by the authorities.
- d. Possession, consumption and offering of narcotic drugs in any form are totally prohibited. Any violation will invite severe disciplinary action.
- e. Stealing or unauthorized possession of items belonging to any other person would be viewed seriously.

- f. Possession, accessing it over the internet or displaying of any pornographic material in any form will invite severe disciplinary action.
- g. Mobile telephones are not permitted inside the academic blocks.
- h. No private conveyance like motorcycle/scooter/car, etc is permitted in the Campus.

### **3. Interaction among Programme participants:**

The programme will be attended by both ladies and gentlemen. All gentlemen are expected to show due courtesy to the ladies. Any violation of decorum would be viewed seriously.

### **4. Punctuality & Attendance**

Programme participants are expected to be punctual for classes and all other organized Curricular and Co-Curricular activities. They would be required to attend all classes i.e., 100% attendance is mandatory.

**5. Dress Code:** In keeping with Indian culture, students are expected to adhere to a dress code while attending the class, during examinations and formal functions. They should be well dressed at all times.

#### **Recommended for Gents**

Formal Trousers and collared shirt; shoes and socks.

#### **Recommended for Ladies**

Formal wear dress like Saree, Salwar Kameez Or Churidhar; Decent Foot Wear(without high heels).

#### **Prohibited for Gents**

T-Shirts/Shorts, Tight-Fitting Jeans, Caps, Chappals, Sports Shoes, Ear-Rings, Pony Tails, Trousers with 5 or More Pockets.

#### **Prohibited for Ladies**

Tight-Fitting Jeans, Tops, Skirts, Shorts, Spaghetti Top, Sleeveless Tops, T-Shirts, Leggings.

In case of violation of the dress code the student concerned will be asked to leave the academic session. The candidates are expected to wear suit and tie along with the formal wear (both men and women) during special occasions, seminars or any official gathering.

### **6. Hostel Rules:**

The participants should abide by the Code of conduct and Rules and Regulations for Hostel stipulated by the Authorities of the Institution.

## **ANNOUNCEMENTS**

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

## **DISCLAIMER**

Instances of 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. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. General Manager (HRM/HRD) will be the Competent Authority to interpret/ clarify and give a final ruling on any of the matters stated in this advertisement and his decision will be final and binding on all applicants/ Candidates.

**Chennai**

**General Manager (HRM&HRD)**

Annexure

**Guidelines for scanning and Upload of Photograph (4.5cm × 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.

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 Preliminary Exam**

S.No	State	City Name
1	Andabar & Nicobar Island	Port Blair
2	Andhra Pradesh	Rajahmundry
3	Andhra Pradesh	Tirupati
4	Andhra Pradesh	Vijayawada
5	Andhra Pradesh	Vishakhapatnam
6	Arunachal Pradesh	Naharlagun
7	Assam	Guwahati
8	Bihar	Bhagalpur
9	Bihar	Darbhanga
10	Bihar	Gaya
11	Bihar	Muzaffarpur
12	Bihar	Patna
13	Chandigarh	Chandigarh
14	Chhattisgarh	Bhilai Nagar
15	Chhattisgarh	Bilaspur
16	Chhattisgarh	Raipur
17	Delhi NCR	Delhi & New Delhi
18	Goa	Panaji
19	Gujarat	Ahmedabad
20	Gujarat	Gandhinagar
21	Gujarat	Rajkot
22	Gujarat	Vadodara
23	Haryana	Ambala
24	Haryana	Panipat
25	Himachal Pradesh	Shimla
26	Himachal Pradesh	Una
27	Jammu & Kashmir	Jammu



28	Jammu & Kashmir	Srinagar
29	Jharkhand	Bokaro steel city
30	Jharkhand	Dhanbad
31	Jharkhand	Jamshedpur
32	Jharkhand	Ranchi
33	Karnataka	Bengaluru
34	Karnataka	Belgaum
35	Karnataka	Dharwad
36	Karnataka	Hubli
37	Karnataka	Mangalore
38	Kerala	Kochi
39	Kerala	Kozhikode
40	Kerala	Thiruvananthpuram
41	Lakshadweep	Kavaratti
42	Madhya Pradesh	Bhopal
43	Madhya Pradesh	Gwalior
44	Madhya Pradesh	Sagar
45	Madhya Pradesh	Ujjain
46	Maharashtra	Amravati
47	Maharashtra	Kolhapur
48	Maharashtra	Mumbai/Thane/Navi Mumbai
49	Maharashtra	Pune
50	Maharashtra	Ratnagiri
51	Manipur	Imphal
52	Meghalaya	Shilong
53	Mizoram	Aizawl
54	Nagaland	Kohima
55	Odisha	Berhampur(Ganjam)
56	Odisha	Bhubaneshwar
57	Odisha	Sambalpur
58	Puducherry	Puducherry
59	Punjab	Amritsar
60	Punjab	Ludhiana
61	Punjab	Mohali
62	Punjab	Patiala
63	Rajasthan	Ajmer
64	Rajasthan	Alwar
65	Rajasthan	Bikaner
66	Rajasthan	Jaipur
67	Rajasthan	Jodhpur
68	Sikkim	Gangtok

69	Tamilnadu	Chennai
70	Tamilnadu	Coimbatore
71	Tamilnadu	Erode
72	Tamilnadu	Madurai
73	Tamilnadu	Nagercoil
74	Tamilnadu	Thanjavur
75	Tamilnadu	Thiruchirapalli
76	Tamilnadu	Tirunelveli
77	Tamilnadu	Vellore
78	Telangana	Hyderabad
79	Telangana	Karimnagar
80	Tripura	Agartala
81	Uttar Pradesh	Agra
82	Uttar Pradesh	Allahabad
83	Uttar Pradesh	Bareilly
84	Uttar Pradesh	Ghaziabad
85	Uttar Pradesh	Jhansi
86	Uttar Pradesh	Lucknow
87	Uttar Pradesh	Muzaffarnagar
88	Uttar Pradesh	Noida / Greater Noida
89	Uttar Pradesh	Varanasi
90	Uttarakhand	Dehradun
91	Uttarakhand	Roorkee
92	West Bengal	Greater Kolkata
93	West Bengal	Hooghly

**Examination Centers for Main Exam**

S.No	State	City Name
1	Andabar & Nicobar Island	Port Blair
2	Andhra Pradesh	Vishakhapatnam
3	Assam	Guwahati
4	Bihar	Patna
5	Chandigarh	Chandigarh
6	Chhattisgarh	Raipur
7	Delhi NCR	Delhi & New Delhi
8	Goa	Panaji
9	Gujarat	Ahmedabad
10	Haryana	Panipat
11	Himachal Pradesh	Shimla

12	Jammu & Kashmir	Jammu
13	Jharkhand	Ranchi
14	Karnataka	Bengaluru
15	Kerala	Thiruvananthapuram
16	Lakshadweep	Kavaratti
17	Madhya Pradesh	Bhopal
18	Maharashtra	Mumbai/Thane/Navi Mumbai
19	Maharashtra	Pune
20	Manipur	Imphal
21	Meghalaya	Shilong
22	Mizoram	Aizawl
23	Nagaland	Kohima
24	Odisha	Bhubaneshwar
25	Puducherry	Puducherry
26	Punjab	Ludhiana
27	Rajasthan	Ajmer
28	Rajasthan	Jaipur
29	Sikkim	Gangtok
30	Tamilnadu	Chennai
31	Tamilnadu	Coimbatore
32	Tamilnadu	Thiruchirapalli
33	Tamilnadu	Vellore
34	Telangana	Hyderabad
35	Tripura	Agartala
36	Uttar Pradesh	Agra
37	Uttar Pradesh	Allahabad
38	Uttar Pradesh	Jhansi
39	Uttar Pradesh	Varanasi
40	Uttarakhand	Dehradun
41	West Bengal	Greater Kolkata