ADVERTISEMENT NO.8 /2019-20: LAST DATE FOR PAYMENT OF FEE – 15.04.2019

Recruitment of Assistant Manager -2019

Last date for *submission* of ON-LINE applications is 15.04.2019

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

IDBI Bank **(51% shares held by Life Insurance Corporation of India)** invites online applications from eligible Indian citizens for the post of Assistant Manager. Candidates fulfilling required eligibility criteria may apply On-line through the link given in Bank's website. Recruitments in IDBI Bank are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

Number of posts	Essential Qualification	Age (years) as on 01/03/2019	Tentative Date of Online Test	Reserved for					PWD $		
				Unreserved (UR)	SC	ST	OBC	EWS	VH	OH	HH
500#	A Graduate from a recognized university with minimum 60% marks (55% for SC/ST/PWD)*	Minimum-21 **Maximum- 28	May 17, 2019 ***	228	75	37	135	25	5	5	5

*The graduation percentage and class will be calculated as per the University norms for calculation of percentage and declaration of class/results. The graduation percentage/class as appearing in the Final Year/semester/consolidated mark- sheet & Provisional/Degree Certificate will be taken into consideration for eligibility. In case the graduation percentage/class is not clearly mentioned in the mark-sheet/certificate, the candidate has to produce a certificate issued by the appropriate authority of University/Institute indicating graduation percentage/class as per the university norms for awarding degree.

**Relaxation in maximum age to SC/ST/OBC/PWD/Ex-Servicemen as per Government guidelines.

***Modification or change in the date of the Online Test, if any, would be intimated through a (Notice) on the website of the IDBI Bank.

#The number of seats mentioned above is provisional and may vary depending on future requirements. IDBI Bank reserves the right to empanel the candidates and consider these empanelled candidates for future requirements. Offers could be issued in phases as per IDBI Bank's requirement.

1. **Eligibility criteria:-**
   a. Cutoff date: March 1, 2019
   b. Applicant must be either (i) a citizen of India, or (ii) a subject of Nepal, or (iii) a subject of Bhutan, or (iv) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (v) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwai, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that an applicant belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may participate in the selection process conducted by the IDBI Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.
   c. Candidates are expected to have proficiency in computers.
   d. Candidates should be Graduate from any discipline from a recognized university with minimum 60% marks (55% for SC/ST/PWD candidates).
   e. The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he / she registers and indicate the percentage of marks obtained in Graduation while registering online.
   f. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
   g. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for Interview / document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
   h. **Calculation of Percentage:** The graduation percentage and class will be

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calculated as per the University norms for calculation of percentage and declaration of class/results. The graduation percentage/class as appearing in the Final Year/semester/consolidated mark- sheet & Provisional/Degree Certificate will be taken into consideration for eligibility. In case the graduation percentage/class is not clearly mentioned in the mark-sheet/certificate, the candidate has to produce a certificate issued by the appropriate authority of University/Institute indicating graduation percentage/class as per the university norms for awarding degree.

i. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

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

k. Those who are in the final year of their Graduation/ Semester may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before 15.04.2019 (last date for online registration)

2. **Age (As on March 1, 2019):** Minimum: 21 years Maximum : 28 years i.e. a candidate must have been born not earlier than 02.03.1991 and not later than 01.03.1998 (both dates inclusive) **Relaxation in Upper age limit**

S.N	Category	Age Relaxation
a	Scheduled Caste/Scheduled Tribe	5 years
b	Other Backward Classes (Non-Creamy Layer)	3 years
c	Persons With Disabilities	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 to 31.12.1989	5 years
f	Persons affected by 1984 riots	5 years

NOTE :

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(i) 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. 2 (c) to 2 (f).

(ii) The maximum age limit specified is applicable to General Category candidates.

(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) In case of an Ex-serviceman who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex- serviceman status for the purpose of reemployment in Government ceases.

3.   HOW TO APPLY:-

Candidates can apply only online from ████████████████ and no other mode of application will be accepted. IMPORTANT POINTS TO BE NOTED before applying online, candidates should:

(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload (Annexure II).

(ii) Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. IDBI Bank will send call letters for the Examination and other information through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID/mobile number, he/she should create his/her new e-mail ID and obtain mobile number before applying on-line and must maintain that email account and mobile number. In case of non-reaching of the communication /information due to technical defect, error or failure, IDBI Bank shall not be responsible for the same.

(iii) APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

PAYMENT OF FEE -   ON LINE   :   ████████████████

(Both days inclusive)

CATEGORY	AMOUNT (₹)
SC/ST/PWD	₹150 (Intimation charges only)
FOR ALL OTHERS	₹700 (Application fee + Intimation charges)

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

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION PROCEDUREs

B. PAYMENT OF FEES

A.   Application Procedure

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(i)   Candidates to visit IDBI Bank's website www.idbi.com and click on the"**CAREERS**" to open the link **"Recruitment of Assistant Manager - 2019"** and then click on the option **"APPLY ONLINE"** which will open a new screen.

(ii)   To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. 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.

(i)   In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

(ii)   Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

(iii)   The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

(iv)   Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

(v)   Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

(vi)   Candidates can proceed to fill other details of the application Form.

(vii)   Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

(viii) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(ix)   Click on 'Payment' Tab and proceed for payment.

(x)   Choose the Payment Mode ONLINE and click on 'Submit' button. NO CHANGE IS PERMITTED IN PAYMENT MODE ONCE CHOSEN.

B.   PAYMENT OF FEES (ONLINE MODE ONLY)

a.   The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

b.   The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

c.   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 IN ORDER TO AVOID DOUBLE CHARGE

d.   On successful completion of the transaction, an e-Receipt will be generated.

e.   Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

f.   Candidates should print online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.

g.   Preserve the hard copy of the system generated online Application form and e-Receipt for submission during the time of personnel interview, document verification & pre-recruitment medical test. The hard copy is not to be sent to the bank.

h.   For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

i.   To ensure the security of your data, please close the browser window once your transaction is completed.

4.   **Important Instructions**:

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

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

(b) **Educational Qualifications:**

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

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

(a) **Work Experience**: If declared in the application form, all the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). The experience certificate or testimonials produced by the candidates should indicate the date of

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joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

(b) **Caste Certificate:** If declared, Copy of Caste Certificate for SC, ST and OBC category candidates. The competent authority for the issue of the category certificate are as under:

- 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

(c) **Person with Disability (PWD) Certificate**: If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates. 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.

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

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

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

(e) Important dates

Sl. No.	Activity	Date
1.	Opening and closing of payment Gateway	**LINK FOR APPLICATIONS WILL BE MADE LIVE SHORTLY.**
2.	Opening and closing of gateway for submission of on-line application	
3.	Date of Online (Tentatively) Test at all centers	17.05.2019

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5. Selection Process

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

S.No	Name of the Test	No. Of Questions	Maximum Marks	Duration
1	Logical Reasoning, Data Analysis & Interpretation	60	60	Composite time of 2 hours
2	English Language	40	40	
3	Quantitative Aptitude	40	40	
4	General/Economy/Banking Awareness	60	60	

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

    c.   **Penalty for Wrong Answers** - 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 will 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 will be no penalty for that question.

    d.   The applicants, who are successful in the On-line test, would be called for a personal interview. While the number of candidates to be called for interview will be at the discretion of IDBI Bank, adequate number of candidates in each category, as decided by the Bank, will be called for Interview. During interview candidates will have the option to answer the questions in Hindi or English. Applicants qualifying the personal interview shall be considered for final shortlisting.

    e.   The final selection or offer of employment would be made based on applicant's marks in the interview, Online test, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification as stipulated in the advertisement. Reference for medical test does not imply final selection, which may please be noted.

    f.   The online test for the post of Assistant Manager would be held at Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Delhi – NCR, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai / Navi Mumbai / Greater Mumbai / Thane, Nagpur, Patna, Pune, Raipur, Rajkot, Ranchi, Thiruvananthapuram, Vijayawada and Vishakhapatnam (refer to **Annexure I)**. Applicants may select any one center from the above-mentioned centers and indicate the same in his or her application. **Request for change of Center will not be entertained.** IDBI Bank, however, reserves the right to add or change or cancel any of the Centers for online test depending on the response or number of applications for a particular center. Applicants admitted to the written test will be intimated the time and address of the venue of the online test through ON-LINE Call Letters required to be downloaded from IDBI Bank's website www.idbi.com. Applicants will not be admitted to the online test without the online Call Letter. . **In view of online test Call letter making available online, no duplicate Call**

g. The applicants must bring the Original Photo Identity at the time of the interview such as the PAN Card or Driving License (with the photograph)/ Passport/ Voter ID/UID Card/ Bank passbook with photograph/Photo identity Proof issued by Gazetted Officer or People's representative (on the official letter head) / Identity Card issued by a recognized College/University/ Employee ID.

h. The candidates are advised to visit IDBI Bank's website after 07.05.2019 to download their call letters by entering their registration number and password. Candidates qualifying in on-line test would have to visit IDBI Bank's website to download the call letter for personal interview by entering their registration number and password. IDBI Bank reserves the right to decide the schedule & center of personal interview as per its convenience.

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

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

5. 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 Online Test, Interview, Document Verification, Pre-recruitment Medical Test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- using unfair means or

- impersonating or procuring impersonation by any person or

- misbehaving in the examination 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

- resorting to any irregular or improper means in connection with his/ her

candidature or

- obtaining support for his/ her candidature by unfair means, or

- carrying mobile phones or similar electronic devices of communication in the examination 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 the Bank

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

Important: Bank would be analyzing 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 without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

8.Reservation

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

b. Reservation for Economically Weaker Sections (EWSs) 10%: Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

  Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

  i. 5 acres of agricultural land and above;
  ii. Residential flat of 1000 sq. ft and above;
  iii. Residential plot of 100 sq. yards and above in notified municipalities;
  iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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

c. Reservation for Physically Handicapped (PH) candidates or Person with Disabilities (PWD) @ 4% of the identified posts would also be extended. The minimum disability in case of PWD a candidates is moderate i.e. 40%. The maximum disability would be as per extant guidelines of Government of India. The PWD candidates should possess a latest certificate to the effect with sub-category of disability [visually Impaired, orthopedically handicapped (OH) and Hearing

Impairment (HI) only] issued by the Board or countersigned by the Medical Superintendent or Chief Medical Officer or Head of Hospital of Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.

Definitions of Categories of disabilities:

(i) Visually Impaired (VI)

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

(ii) Orthopedically handicapped (OH): Only those Orthopedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply: BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia OL - One leg affected (R or L) MW - Muscular weakness and limited physical endurance Guidelines for Persons with Disabilities using a Scribe.

(III) Hearing Impairment : Means loss of Sixty decibels or more in the better year in the conversational range of frequencies.

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. 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 may be from any academic stream.

- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should **not** be candidate for the same online examination. If violation of the above is detected at any stage of the process, candidature for the examination of both the candidate and the scribe will be cancelled.

- Applicants 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.

Guidelines for candidates

(i)   with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii)   Visually Impaired candidates

A compensatory time of twenty minutes per hour shall be permitted for Visually Impaired candidates (who suffer from not less than 40% of disability) who opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time. Please note the candidates not opting for scribe in the application form will not be allowed to use the facility of scribe.

9. Pre-Examination training (PET) for SC/ST/OBC applicants

(i)   In compliance with Government Guidelines, IDBI Bank would arrange free non- residential pre-recruitment training for interested eligible SC/ST/OBC applicants for 6 consecutive days from 06.05.2019 to 11.05.2019 prior to the written test. The PET will be organized at Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Delhi – NCR, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai, Nagpur, Patna,   Pune,   Raipur, Rajkot,   Ranchi,   Thiruvananthapuram,   Vijayawada   and Vishakhapatnam. IDBI Bank has discretion to add or delete the centers in respect of pre- recruitment training. Applicants who desire to avail of such training may indicate the same at the appropriate place in the application form. The applicants will have to make their own arrangements for travel and stay and meet all expenses. The pre examination training will not confer on the applicants any right of recruitment in IDBI Bank.

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

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

10. General Instructions
(Please read carefully before filling up the online application form)

i. Cut-off date: March 1, 2019.

Before submitting the online application form, the applicants must ensure that

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

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

iii. On submission of the online application, the candidates would receive a registration number and password, which they need to retain for use in future.

iv. Application should be filled only in English.

v. Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (complete) application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance / appearances in the online examination and / interview will be summarily rejected / candidature cancelled.

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

vii. All educational qualifications, which the applicant intends to indicate in the application form, should have been obtained before the cut-off date, from recognized Universities or Institutions in India.

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

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

x. Applicants would not be allowed for online test and personal interview without the online call letter. No duplicate call letter would be issued to the applicants.

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

xii. The applicant's appointment will remain provisional subject to caste or

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

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

xiv. Applicants already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of interview. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.

xv. IDBI Bank shall not furnish the mark-sheet of selection process to applicants.

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

xvii. Canvassing in any form will be a disqualification.

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

xix. Appointment of the applicants in IDBI Bank will also be subject to Medical fitness, satisfactory Reference / background check and the outcome of the writ petition.

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

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

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

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

xxiv. **BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination

Please note: The biometric data and photograph will be captured / verified on the following occasions –

- Before the start of the Online examination it will be captured.
- At the end of Online examination before leaving the exam hall / lab.
- At the time of document verification / interview

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured.etc.), ensure to thoroughly wash them so that coating is completely removed before the exam /Interview / Document Verification day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test center.

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

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

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the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process 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.

Place:
Mumbai
Date: 2 8 / 0 3 / 2 0 1 9   General Manager (HR)

State /UT / NCR	Centre
Andhra Pradesh	Hyderabad
	Tirupati
	Vijaywada
	Vishakhapatam
Arunachal Pradesh	Itanagar
Assam	Guwahati
Bihar	Bhagalpur
	Darbhang
	Muzzafarpur
	Patna
	Purnea
Chandigarh	Chandigarh
Chhattisgarh	Bhilai
	Bilaspur
	Raipur
Dadra & Nagar Haveli	Surat
Daman & Diu	Jamnagar
Delhi - NCR	Bahadurgarh
	Delhi
	Faridabad
	Ghaziabad
	Greater Noida
	Gurgaon
Goa	Panaji
Gujarat	Ahmedabad
	Gandhinagar
	Rajkot
	Vadodara
Haryana	Ambala
	Panchkula
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu
	Srinagar
Jharkhand	Bokaro
	Dhanbad
	Jamshedpur
	Ranchi
Karnataka	Bengaluru
	Belgaum
	Dharwad
	Hubli
	Mangalore
Kerala	Kochi
	Kozhikode
	Thiruvananthpuram
Lakshwadweep	Kavarrati

Madhya Pradesh	Bhopal Gwalior Indore Jabalpur
Maharashtra	Aurangabad Mumbai / Navi Mumbai, Greater Mumbai/Thane Nagpur Nanded Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Berhampur(Ganjam) Bhubaneshwar Sambalpur
Puducherry	Puducherry
Punjab	Amritsar Ludhiana Mohali Patiala
Rajasthan	Ajmer Bikaner Jaipur Jodhpur Udaipur
Sikkim	Gangtok
Tamilnadu	Chennai Coimbatore Madurai Thiruchirapalli
Telangana	Hyderabad
Tripura	Agartala
Uttar Pradesh	Agra Allahabad Gorakhpur Kanpur Lucknow Meerut Varanasi
Uttarakhand	Dehradun Roorkee
West Bengal	Bardhaman Berhampur Durgapur Greater Kolkata Siliguri

Annexure – II

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and .there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

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

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Applicants using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice
  Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using „Save As" option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the „Image" menu. Similar options are available in other photo editor also.

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

(v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the "Submit/ Next" button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(vi) **Procedure for Uploading the Photograph and Signature**

- ✓ There will be two separate links for uploading Photograph and Signature
- ✓ Click on the respective link "Upload Photograph / Signature"
- ✓ Browse & Select the location where the Scanned Photo / Signature file has been saved.
- ✓ Select the file by clicking on it
- ✓ Click the "Upload" button

(vii) Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:
(a) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
(b) Applicants are advised to take a printout of their system generated online application forms after registering.
(c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

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