For more job news visit : www.kpscvaani.com

बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
भारत सरकार का उद्यम
एक परिवार एक बैंक

मानव संसाधन प्रबंधन विभाग
Human Resources Management Department
प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे5-
Head Office: LOKMANGAL,1501, SHIVAJINAGAR, PUNE-5
टेलीफोन/**TELE**-020 : **25614321-476**
ई/मेल-**e-mail** : hrmmis@mahabank.co.in

AX1/ST/RP/Apprentices/Notification/2024-25 **Date: 11.10.2024**

NOTIFICATION

Engagement of Apprentices, under Apprentices Act, 1961 - Project 2024-25

Date for submission of ONLINE application starts between 14.10.2024 and 24.10.2024

BANK OF MAHARASHTRA, leading listed Public Sector Bank with Head Office in Pune and having more than 2500 network of branches invites **online application** from candidates for engagement of **Apprentices, under the Apprentices Act, 1961 (as amended from time to time).** The Apprentices shall be imparted training as per Bank's requirement. It is one of the most important schemes in terms of quality of training, experiential learning and consists of basic as well as on job training / practical training.

01. Details of number of Posts, Reservation & Age:

Sr. No.	State / Union Territory	Age	No. of Vacancies						Of which PwBD			
			SC	ST	OBC	EWS	UR	TOTAL	OC	ID	HI	VI
1	ANDHRA PRADESH	20-28*	1	-	2	1	7	**11**	-	-	-	-
2	ARUNACHAL PRADESH	20-28*	-	-	-	-	1	**1**	-	-	-	-
3	ASSAM	20-28*	-	-	1	-	6	**7**	-	-	-	-
4	BIHAR	20-28*	2	-	3	1	8	**14**	-	-	-	-
5	CHANDIGARH	20-28*	-	-	-	-	1	**1**	-	-	-	-
6	CHHATTISGARH	20-28*	1	4	-	1	7	**13**	-	-	-	-
7	GOA	20-28*	-	-	-	-	5	**5**	-	-	-	-
8	GUJARAT	20-28*	1	3	6	2	13	**25**	1	-	-	-
9	HARYANA	20-28*	2	-	3	1	6	**12**	-	-	-	-
10	HIMACHAL PRADESH	20-28*	-	-	-	-	3	**3**	-	-	-	-
11	JAMMU & KASHMIR	20-28*	-	-	-	-	2	**2**	-	-	-	-
12	JHARKHAND	20-28*	-	2	-	-	6	**8**	-	-	-	-
13	KARNATAKA	20-28*	3	1	5	2	10	**21**	-	-	-	-
14	KERALA	20-28*	1	-	3	1	8	**13**	-	-	-	-
15	MADHYA PRADESH	20-28*	6	9	6	4	20	**45**	1	-	-	-
16	MAHARASHTRA	20-28*	27	25	75	27	125	**279**	3	2	3	3
17	NCT OF DELHI	20-28*	1	-	3	1	8	**13**	-	-	-	-
18	ODISHA	20-28*	2	2	1	1	7	**13**	-	-	-	-
19	PUDUCHERRY	20-28*	-	-	-	-	1	**1**	-	-	-	-
20	PUNJAB	20-28*	3	-	2	1	6	**12**	-	-	-	-
21	RAJASTHAN	20-28*	2	1	2	1	8	**14**	-	-	-	-
22	TAMILNADU	20-28*	3	-	5	2	11	**21**	-	-	-	-
23	TELANGANA	20-28*	2	1	4	1	8	**16**	-	-	-	-
24	TRIPURA	20-28*	-	-	-	-	1	**1**	-	-	-	-
25	UTTAR PRADESH	20-28*	6	-	8	3	15	**32**	1	-	-	-
26	UTTARAKHAND	20-28*	-	-	-	-	4	**4**	-	-	-	-
27	WEST BENGAL	20-28*	2	-	2	1	8	**13**	-	-	-	-
	TOTAL		**65**	**48**	**131**	**51**	**305**	**600**	**6**	**2**	**3**	**3**

Age Relaxation to reserved category is applicable as per Government guidelines.* ***Abbreviations**: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Section, UR: Unreserved, PwBD: Persons with Benchmark Disabilities, OC: Orthopedically Challenged, VI: Visual Impairment, HI: Hearing Impairment, ID: Intellectual / Multiple Disabilities.*

For more job news visit : www.kpscvaani.com

02. Eligibility Criteria:

01	**Post**	**Apprentice (This is not an employment in the Bank)**
02	No. of Posts	600 (Six hundred only)
03	Qualification	**1.** Bachelor's degree in any discipline from the recognized University / Institutes approved by Govt. of India or its regulatory bodies. **2.** The apprentice should be proficient in local language (Reading, Writing and Speaking) of State / UT. The apprentice should produce 10th or 12th standard mark sheet / certificate evidencing one of the languages as local language.
04	Age	Minimum 20 Years and Maximum 28 Years
05	Duration of Training	One year
06	Stipend	The apprentices are eligible for stipend of **Rs. 9000/**- per month for the engagement period of one year. The apprentices are not eligible for any other allowances / benefits.
07	Training Hours	The apprentice shall be imparted training between 10.00 am to 05.00 p.m.
08	Other Terms & Conditions	**1.** The candidate should not have undergone apprenticeship in any other organization or terminated their apprenticeship midway or pursuing apprenticeship training in bank or any other organization/s / companies / firms etc. as per the Apprentices Act 1961 as amended from time to time. **2.** Candidates who had training or job experience of one or more years after completion of educational qualifications shall not be eligible for being engaged as apprentice. **3.** It shall neither be obligatory on the part of the Bank to offer any employment to any apprentice who has completed the period of his apprenticeship training, nor shall it be obligatory on the part of the apprentice to accept an employment. **4.** The apprentice shall have no right to claim employment in Bank after completion of the training. **5.** Bank does not have any obligation to offer regular employment to apprentice during or after completion of apprenticeship period. **6.** Candidates shall be relieved from the respective area after immediate completion of apprenticeship period. The apprentices will have no right to claim for regular employment in the bank based on the apprenticeship training undergone and such apprenticeship training will not cast any liability on the bank for providing any job to any such apprentice. **7.** Providing Transport / Hostel facility or any other form of residential accommodation during Apprentice training is not under the scope. **8.** The candidature of the candidate would be provisional and subject to verification of documents subsequently. At any stage, if it is found that the candidate has furnished false or incorrect information, then the candidature is liable for cancellation of engagement. **9.** Candidates selected for training will not be allowed to withdraw from training except for reasons that are beyond their control. Before commencement of the training, the candidates will have to execute a Contract of Apprenticeship. Those who absent themselves are liable to refund the whole cost of their training as well as the amount received as stipend as determined by the Central Apprenticeship Advisor. These are only indicative and not exhaustive; the terms & conditions stipulated in the notification shall be applicable. **10.** During the period of Apprenticeship, the selected Apprentices will be governed by the Apprentices Act, 1961 (as amended from

		time to time) and applicable commensurate polices / rules of the bank. **11.** Any resultant dispute arising out of this advertisement for engagement of apprentices will be subject to the jurisdiction of courts in Pune only.

03. Age Limit: Relaxation in upper age limit

Sr.	Category		Age relaxation
1	Scheduled Caste/ Scheduled Tribe		5 Years
2	Other Backward Classes (Non-Creamy Layer)		3 Years
3	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	PwBD (SC/ST)	15 Years
		PwBD (OBC)	13 Years
		PwBD (UR/EWS)	10 Years
4	Ex-Servicemen / Disabled Ex-Servicemen		Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
5	Persons affected by 1984 riots		5 Years
6	Widows, divorced women and women legally separated from their husbands who have not remarried		Age concession up to the age of 35 years for General / EWS, 38 years for OBC and 40 years for SC/ST candidates

1. The above number of vacancies are provisional and may vary / increase / decrease according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However, they must fulfil all the eligibility criteria of unreserved category. The provisionally selected candidates will be imparted training state-wise where he / she is selected, depending on the requirement of the Bank.

2. The cut- off date for Eligibility Criteria and other details is **30.06.2024**.

3. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.

4. The process of registration is complete only when fee is deposited, if any, with the Bank through online mode on or before the last date of payment of fee i.e. 24.10.2024. Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update.

5. *Vacancies reserved for OBC category are available only to the 'non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. #Vacancies for PwBD category candidates are reserved horizontally. @ PWBD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 – (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).

6. Reservation for Economically Weaker Section (EWS) in engagement is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority in the format prescribed by Government of India.

7. Candidates seeking age relaxation will be required to submit necessary certificate(s) in original along with photo- copies as and when required and at any subsequent stage of the engagement. Please note that change of category will not be permitted at any stage after registration of online application.

8. Reservation for Persons with Disability is horizontal within the overall vacancies. Reservation has been provided to Persons with Benchmark Disabilities as per section 34 of “The Rights of Persons with Disabilities Act, 2016” (RPWD Act 2016). The post is identified suitable for the Persons with undernoted categories of benchmark disabilities as defined in the Schedule of RPWD Act 2016. Only “person with benchmark disability” would be eligible for reservation with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

9. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the Board / University/ Institute. In case the result of a particular examination is posted on the website of the Board /University/ Institute, a certificate issued by the appropriate authority of the Board / University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

10. Candidate should indicate the percentage obtained in **HSC (10+2)** / **Diploma Examination** calculated to the two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the online application. If called for interaction / document verification, the candidate will have to produce a certificate issued by the appropriate authority *inter-alia* stating the norms of the University / Board regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.

11. **Calculation of Percentage**: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all subjects irrespective of honours /optional/ additionally optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

04. Reservation for Persons with Benchmark Disabilities (PwBD):

4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of “Rights of Persons with Disabilities Act, 2016”. The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016. The Authorized Certifying Authority will be the Medical Board at the District Level. The Medical Board will consist of Chief Medical Officer and Sub- Divisional Medical Officer.

A. Orthopedically Challenged (“OC” Category):

A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

a. "Leprosy cured person" means a person who has been cured of leprosy but is suffering from:

i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
iii. Extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

b. “Cerebral palsy" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

c. "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less.

d. "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

e. "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual Impairment ("VI" Category): Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. Blindness:

i. Total absence of sight; OR
ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
iii. Limitation of the field of vision subtending an angle of less than 10 degrees. OR

b. Low Vision:

i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
ii. Limitation of the field of vision subtending an angle of less than 40 degrees up to 10 degrees.

C. Hearing Impaired ("HI" Category):

a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.
b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

D. Intellectual Disability ("ID" Category): Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

a. Autism Spectrum disorder (ASD) means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

b. "Specific Learning Disability" (SLD) means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

c. "Mental Illness" (MI) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence

"Multiple Disabilities" means multiple disabilities amongst clause "A";"B";"C";"D".

Note: Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.
The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies. These guidelines are subject to change in terms of Govt. of India guidelines/ clarifications, if any, from time to time.

For more job news visit : www.kpscvaani.com

05. Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 01st Jan 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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

06. Category:

Please note that change of category will not be permitted at any stage after registration of online application. Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (OC)' or 'GEN (VI)' or GEN (HI) or GEN (ID) (as applicable).

07. Selection procedure:

1. The candidates shall be required to register online application on bank's website with 12th percentage (HSC/10+2) / Diploma percentage. Merit list for engagement of apprentices will be prepared State-wise in descending order on the basis of marks / percentage obtained in 12th (HSC/10+2) / Diploma examination, in case more than one candidate having the same percentage, such candidates will be ranked according to their age in descending order, in the merit.

2. The candidates who have completed Engineering Degree after completion of Diploma from the recognized University / Board of Govt. of India, their Diploma Marks / Percentage in the aggregate of all semesters / years would be considered for preparing merit list. Refer to clause (03) (11) for calculating percentage of marks.

3. Computerized Merit list will be prepared only on the basis of the information filled by the Candidate in the ONLINE application. **In case of any discrepancy observed at the time of Document Verification, the Candidate will be disqualified summarily**.

4. Mere eligibility does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for engagement / selection. Bank reserves right to change / modify the selection / engagement criteria, if necessary.

5. The Bank would be free to reject an engagement of any candidate at any stage of, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If engaged, such a candidate's apprenticeship contract may be summarily cancelled.

6. Engagement of selected apprentices is subject to his/her being declared medically fit, verification of antecedents and other formalities as decided by the Bank.

7. A Waiting list (State-wise) for one year will be maintained and called the candidates for apprenticeship training on account of unfilled positions / non joining of candidates for training.

8. The finally selected candidates shall have to submit their applications along with the requisite documents through web portal https://nats.education.gov.in, initially they have to register themselves in the said web portal.

08. Agreement of training and Granting of Certificate: The entire training program under the Apprentices Act, 1961 is controlled by the provisions of the Apprenticeship Contract between the

bank and the Apprentice. The apprenticeship contract or agreement should be sent (through portal) to the Apprenticeship Adviser for registration within three months of the date on which it was signed:

1. Before commencement of the apprenticeship training, the selected candidates / apprentices have to enter into a **Contract of Apprenticeship Training** with the laid down provisions under the Apprentices Act, 1961, where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the contract (as notified under the Apprenticeship Rules 1992), Candidates will be paid Apprentice compensation as prescribed i.e. such employer shall be liable to pay the Apprentice compensation an amount equivalent to his three months last drawn stipend;

2. In the event of premature termination of Contract of Apprenticeship due to the failure on the part of Apprentice to carry out or comply with the terms and conditions of the contract (as notified under the Apprenticeship Rules 1992), the Apprentice / Surety has to indemnify the bank for such amount as is determined by the Apprenticeship Adviser and the Bank towards the cost of training.

3. A training cost of an amount equivalent to his / her three months last drawn stipend shall be made recoverable from such Apprentice / Surety. As per the Act, it is not obligatory on the part of bank to offer any employment on completion of the period of Apprenticeship Training. Accordingly, the Act Apprentices imparted training in Bank, will have no claim to seek employment on the basis of such training nor shall it be obligatory on the part of the Apprentice to accept an employment under the employer.

4. Every Apprentice on completion of the training will be granted a certificate of proficiency by the National Council, on passing a test conducted by the National Council to determine his proficiency. Apprentices are entitled to free medical treatment for personal injury caused by accident arising out and in the course of training; No accommodation will be provided and selected Candidates will have to make their own arrangement during their training as per the Apprentices Act, 1961 and they will be released on completion of the training.

5. **No daily allowance / conveyance allowance or travelling allowance, etc. will be paid to the Apprentices.**

09. How to apply: Detailed guidelines / Procedures for application registration.

(a) Before applying online, candidates should

01. Scan their photograph, signature, left thumb impression and the hand written declaration, ensuring that both the photograph and signature, left thumb impression, hand written declaration adhere to the required specifications as given under guidelines.

02. Candidates should be in possession of Aadhaar Card. At the time of registration, Candidates have to fill 12-digit Aadhaar Card number. The Candidates not having Aadhaar number and have enrolled for Aadhaar but have not received Aadhaar Card can enter 28-digit Aadhaar Enrolment ID printed on the Aadhaar Enrolment slip.

03. Left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

04. A hand written declaration (text given below) must be in the candidate's handwriting and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).

For more job news visit : www.kpscvaani.com

05. The text for the hand written declaration is as follows:

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

06. The above mentioned hand written declaration must be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

07. The left thumb impression should be properly scanned and not smudged.

08. Have a **valid personal e-mail** address and **mobile number** which should be kept active till the completion of this engagement process. Bank may send letters on registered e-mail ID only. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that e-mail account and mobile number.

09. Procedure for uploading document/s:
There are separate links to upload the mark-sheets / degree certificate of 12th (10+2) / Diploma and Graduation. The documents must be uploaded in pdf format with maximum file size of 500 kb.

10. Application Fees/ Intimation Charges (Non-Refundable):

Sr. No.	Category	Application Fee / Intimation Charges
1	UR / EWS / OBC	**150 + GST**
2	SC / ST	**100 + GST**
3	PwBD	**Exempted**

a. Candidates have the option of making the payment of requisite fees / intimation charges through the ONLINE mode only. Payment of fees / intimation charges through the **ONLINE MODE** from **14.10.2024 to 24.10.2024** and no other mode of payment is acceptable.

b. After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen. The payment can be made by using debit card / credit card / Internet Banking, etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

c. On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record. **The printout of the application form should not be sent to the Bank.**

d. If the online transaction is not successfully completed, please register again and make payment online. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

11. Fee / Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection. Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate. Applications once submitted will not be allowed to withdraw and fee once paid will not be refunded on any ground nor can it be held in reserve for any other examination or selection. Eligible candidate has to apply online through the Bank's website https://bankofmaharashtra.in only. No other means / mode of application is acceptable.

12. Guidelines for scanning the Photograph & Signature: Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the handwritten declaration as per the specifications given below.

(a) Photograph Image:

1. Photograph must be a recent passport size colour picture. The picture should be taken against a light coloured, preferably white background.

2. 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

3. If you have to use flash, ensure there is no "red-eye"

4. 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.

5. Dimensions 200 x 230 pixels (preferred), Size of file should be between 20KB and 50KB. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(b) Signature, Left Thumb Impression and Hand-Written Declaration Image:

1. The candidate must sign on white paper with Black Ink pen.
2. The signature must be signed only by the candidate and not by any other person.
3. The signature will be used to put on the Hall Ticket and wherever necessary. If the Candidate's signature on the answer script, does not match the signature on the Hall Ticket the candidate will be disqualified.
4. Dimensions 140 x 60 pixels (preferred). Size of file should be between 10KB and 20KB. Ensure that the size of the scanned image is not more than 20KB.
5. The candidate must put his left thumb impression on a white paper with black or blue ink.
    a. File type: jpg / jpeg
    b. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
    c. File Size: 20KB – 50KB.
6. The candidate must write the declaration in English only clearly on a white paper with black ink.
    a. File type: jpg / jpeg
    b. Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
    c. File Size: 50KB – 100KB.
7. The left thumb impression and the handwritten declaration should be of the candidate and not by any other person. If the Candidate's signature does not match the signature uploaded, the candidate will be disqualified. Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

8. There are separate links to upload the mark-sheets / degree certificate of 12th (10+2) / Diploma and Graduation. The documents must be uploaded in pdf format with maximum file size of 500kb.

(c) Scanning the Photograph & Signature:

1. Set the scanner resolution to a minimum of 200 dpi (Dots per inch).
2. Set Colour to True Colour.
3. File Size as specified above.
4. 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).

5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg image dimensions can he checked by listing the folder files or moving the mouse over the file image icon.

6. Candidates using MS Windows/MS Office 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 another 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 should fill in all his details. After verifying that the details he / she has filled in are correct and clicking on the 'Submit / Next' button, a link will be provided to upload photograph and signature.

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

8. In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear / smudged the candidate's application may be rejected. Candidates are advised to take a printout of their system generated online application forms after registering. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature. Online application will not be registered unless you upload your photograph, signature, left thumb impression, handwritten declaration specified.

9. After uploading the Photograph / signature / left thumb impression / handwritten declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the handwritten declaration, prior to submitting the form.

10. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible. If the photo is not uploaded at the place of Photo, the candidate's stands disqualified. Candidate him/herself will be responsible for the same. After registering online candidates are advised to take a printout of their system generated online application forms.

(b) Application Procedure:

1. Candidates are advised to go to the Bank's website https://bankofmaharashtra.in and click on the 'Careers' → Current Openings → to open the link "***Online application for Engagement of Apprentices, under the Apprentices Act, 1961 - Project 2024-25"*** and then click on the option "APPLY ONLINE" which will open a new screen.

2. To register application, choose the tab "Click here for New Registration" and enter Name, contact details, and e-mail 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.

3. 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.

4. 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 COMPLETE REGISTRATION button.

5. 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.

6. Validate your details and save your application by clicking the Validate your details' and 'Proceed' button. Candidates can proceed to upload Photo, Signature, Left Thumb Impression & Handwritten Declaration as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

7. Candidates can proceed to fill other details of the Application Form. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION. Modify details, if required, and click on 'COMPLETE REGISTRATION' only after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct. Candidates are requested to apply online between **14.10.2024** and **24.10.2024**.

8. On successful completion of application, a preview of an application form will be generated, which may be printed / saved for record. The printout of the application form should not be sent to the Bank.

10. General Information:

1. Candidates are advised to take a printout of their system generated online application form after submitting the application.

2. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test / interact all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility at every stage of engagement.

3. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam.

4. Bank of Maharashtra does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Maharashtra.

5. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited.

6. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of engagement. Candidates are not allowed to enter into contract unless original certificates are produced for verification.

7. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST /OBC (non-creamy layer) candidates. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.

8. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

9. Candidates are advised to keep their e-mail ID alive for receiving advices / communications. Engagement of provisionally selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.

10. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute.

For more job news visit : www.kpscvaani.com

11. Bank reserves right to change / modify / cancel the engagement process at any stage fully or partly on any grounds and such decision and the reason of such decisions of the Bank will not be notified or intimated to the candidates.

12. Bank may verify the eligibility of the candidates at any stage of engagement or thereafter and reserves right to terminate the engagement of provisionally selected candidates if found ineligible for the post. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.

13. The decision of the Bank in all matters relating to engagement shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. The Bank is not responsible for any technical or other reasons or delay.

14. The engagement of Apprentices in Bank of Maharashtra is done strictly as per merit in a systematic way. Canvassing in any form will disqualify the candidate.

11. List of documents to be produced at the time of engagement:

The following document/s in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted at the time of engagement failing which the candidate may not be permitted to impart any training. Non-submission of requisite documents by the candidate at the time of engagement will debar his / her candidature from further participation in the engagement process.

1. Valid system generated printout of the online application form.

2. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB).

3. For the purpose of identification, please bring Passport /Aadhar Card/ PAN card / Voter ID / Driving License / any other Photo ID card issued by Statutory Authorities where photograph is affixed.

4. Mark sheets / Certificates from SSC examination onwards to the highest examination passed. Individual Semester / Year wise Mark sheets & certificates for educational qualifications including the final degree. Proper document from Board/ University for having declared the result on or before cut-off date must be submitted.

5. Income and Asset Certificate issued by Competent Authority, strictly in the prescribed format as stipulated by Government of India, in case of EWSs (Economically Weaker Sections) category candidates.

6. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the non-creamy layer clause should be valid as on the date of notification. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category.

7. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.

8. Persons eligible for age relaxation as per clause 3(5) of the advertisement 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

For more job news visit : www.kpscvaani.com

communicated vide Ministry of Finance, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.

9. Any other relevant documents in support of eligibility. If he/ she fails to produce the relevant eligibility documents as mentioned above. Non-production of relevant eligibility documents at the time of engagement or at any stage shall make the candidate ineligible for further process of engagement.

12. Announcements: All further announcements/ details pertaining to this process will be published/ provided only on https://bankofmaharashtra.in from time to time. No separate advertisement will be issued in this regard.

13. DISCLAIMER: In case, it is detected at any stage of engagement that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their engagement as an apprentice is liable to be terminated / cancelled. Decisions of the bank in all matters regarding eligibility, conduct of online examination / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard**.**

14. For more details, please visit bank's website https://bankofmaharashtra.in. Online applications for submission shall be open from **14.10.2024** to **24.10.2024**. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria as per the details on bank's website.

Helpdesk: In case of any problem in filling up the form, etc. queries may be lodged on email *hrmmis@mahabank.co.in* / *agmhrm@mahabank.co.in* Candidates should mention **'Engagement of Apprentices - Bank of Maharashtra - Project 2024-25' in the subject of the email**.

Sd/-
General Manager
HRM