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बैंक ऑफ़ बड़ौदा
Bank of Baroda

SPECIAL RECRUITMENT DRIVE

FOR RESERVED CATEGORIES (SC/ST/OBC) CANDIDATES UNDER BACKLOG VACANCIES ON REGULAR BASIS IN BANK OF BARODA

Join one of India's Largest Bank for a Challenging Assignment

BOB/HRM/REC/ADVT/2025/10

Online Registration of Application starts from : 30.07.2025	Last date for Submission of Application & Payment of fees: 19.08.2025

IMPORTANT TO NOTE

a)	The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment. Candidates are requested to note down the acknowledgement number and a copy of application form for their future reference.
b)	Before applying, candidates should ensure that they fulfill all the eligibility criteria for the post as on the date of eligibility.
c)	Short-listing and participation in interview / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank.
d)	Candidates are advised to check Bank's website (Current Opportunities) regularly for details and updates. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's website only.
e)	All correspondence, including Call letters/ Interview Dates/advices, wherever required, will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active till completion of this recruitment process.
f)	Post qualification experience below 6 months in any organization & Experience in Clerical cadre would not be considered.
g)	Only Candidates willing to serve anywhere in India, should apply.

1. Details of Positions & Eligibility Criteria as on 01.07.2025:

SL	Post	Scale	Backlog Vacancies #	Age	Education *	Post Qualification Experience
Department – Corporate & Institutional Credit (94 vacancies)						
1	Manager - Forex Acquisition & Relationship	MMG/S-II	5	Min.: 24 Max.: 34	Graduation (in any discipline) and Post Graduate Degree/Diploma with Specialization in Finance OR CA / CMA / CS / CFA	Minimum -02- years of work experience in Public/ Private / Foreign Banks with 1 year exposure in Sales / Relationship Management in Forex.
2	Senior Manager - Forex Acquisition & Relationship	MMG/S-III	3	Min.: 27 Max.: 37		Minimum -04- years of work experience in Public/ Private / Foreign Banks with 3 years exposure in Sales / Relationship Management in Forex.
3	Manager - Credit Analyst	MMG/S-II	5	Min.: 25 Max.: 30		Minimum -03- years of work experience in Credit in any Public / Private / Foreign Banks / NBFC in India
4	Senior Manager - Credit Analyst	MMG/S-III	40	Min.: 28 Max.: 35		Minimum -06- years of work experience in Credit in any Public / Private / Foreign Banks / NBFC in India
5	Senior Manager C&IC Relationship	MMG/S-III	29	Min.: 28 Max.: 35		Minimum -06- years of work experience in Public / Private / Foreign Banks / NBFC with at least 2 years exposure in Sales/ Relationship Management in Corporate Credit.
6	Chief Manager C&IC Relationship	SMG/S-IV	12	Min.: 35 Max.: 42		Minimum -08- years of work experience in Public / Private / Foreign Banks / NBFC with at least 4 years exposure in Sales/ Relationship Management in Corporate Credit.
Department – Risk Management (12 vacancies)						
7	Senior Manager - Project Finance – Infrastructure & ESG	MMG/S-III	2	Min.: 27 Max.:40	**Mandatory**: Chartered Accountant (CA) or Full time MBA/PGDM or its equivalent in the relevant field. **Preferred**: CFA (CFA institute-USA) FRM (GARP) PRM (PRMIA) ESG (CFA institute-USA) SCR(GARP)	Minimum -05- years of experience in BFSI Sector with at least 3 years in Project Finance especially in the field of infrastructure like- Roads, Ports/Power.
8	Senior Manager-MSME Credit Risk Management	MMG/S-III	2	Min.: 27 Max.:40		Minimum -05- years of experience in BFSI Sector with at least 3 years in MSME Credit /Risk Management Department dealing with Credit Risk.
9	Senior Manager-Enterprise and Operational Risk Management	MMG/S-III	2	Min.: 27 Max.:40		Minimum -05- years of experience in BFSI Sector in Operational Risk domain, out of which minimum 3 years of experience at an operational unit. Experience of working on management of Internal Controls, Process & IT controls can also be considered
10	Senior Manager-Fraud Incidence and Root Cause Analysis	MMG/S-III	3	Min.: 27 Max.:40	**Mandatory**: Bachelor's or Master's Degree in the field of analytics, data science, finance or accounting. OR Chartered Accountant (CA) or Company Secretary (CS). **Preferred**: Certified Fraud Examiner (CFE), Certified Financial Forensics (CFF) or Certified	Minimum -05- years of experience in BFSI Sector out of which 3 years experience should be in the field of Audit / Compliance / Risk & Governance/ Operational Risk/Fraud Risk.

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					Anti-Money Laundering Specialist (CAMS)	
11	Manager - Digital Fraud	MMG/S-II	3	Min.: 24 Max.: 34	Bachelor/Master Degree in Computer Science/ IT/ Data Science / MCA	Minimum -03- years experience of working in IT / Digital area in Banking sector. Experience in Fraud Risk Management and it's related field will be preferred.
Department – Security (10 vacancies)						
12	Manager - Security	MMG/S-II	10	Min.: 23 Max.: 35	**Mandatory**: Graduate in any Discipline from Recognized University / Institute. **Preferable**: A certification in computer course for minimum three months OR Information Technology or related paper as one of the subjects at graduation level or afterwards, is preferable	The candidate should be an Officer with a minimum of five years of Commissioned Service in the Army/Navy/ Air Force OR The candidate should be a police officer not below the rank of Deputy Superintendent of Police with minimum 5 years of service as Class – I Gazetted Officer in Police Force. OR The candidate should be of the rank equivalent to or above Assistant Commandant with minimum five year service as Class – I Gazetted Officer in Paramilitary Forces. Note : Emergency Commissioned Officers / Short Service Commissioned Officers should have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers / Short Service Commissioned officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, may submit a copy of such certificate along with the printed copy of online application for the post
Department – MSME Banking (06 vacancies)						
13	Senior Manager - MSME Credit	MMG/S-III	3	Min.: 27 Max.: 37	**Mandatory**: Graduate in any discipline **Preferred**: Post-Graduation Degree/ Diploma in Management with Specialization in Finance / Banking/ Forex / Credit / CA / CMA	Minimum -06- years of experience in Credit, preferably in Corporate/ MSME Credit in any Scheduled Commercial Bank/NBFC/Public sector or listed Financial Institutions in India OR Minimum -06- years of experience as Analyst in RBI approved Rating Agencies. (However, for candidate having CA/CMA qualification minimum experience required is 5 years)
14	Chief Manager - MSME Credit	SMG/S-IV	3	Min.: 28 Max.: 40		Minimum -09- years of experience in Credit, preferably in MSME Banking with any Bank/NBFC/Financial Institutions in India. (However, for candidates having CA/CMA/CFA qualification, minimum experience required is 8 years. Further their experience of up to 2 years, with a registered CA firm can be included for the purpose of work experience)
Department – Finance (03 vacancies)						
15	Senior Manager - Business Finance	MMG/S-III	1	Min.: 28 Max.: 38	**Mandatory** : Graduation (in any discipline) and Chartered Accountant by Qualification **Preferred**: Post-Graduation Degree in Management with Specialization in Finance or CFA/ ICWA/ CMA	Minimum -06- years of work experience in Business Finance in a large Bank / large NBFC.
16	Chief Manager - Internal Controls	SMG/S-IV	2	Min.: 30 Max.: 40		Minimum -08- years of work experience in the area of Internal Controls, Internal Audit & Operational Governance Oversight in a Big 4/ Large/ Leading Accounting Firm.

*The educational qualifications must be from the college/university recognized by the Government of India/AICTE

#Bank may modify the number of vacancies depending on its requirement.

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2. Roles & Responsibilities:

The detailed roles and responsibilities are appended herewith as Annexure-I. However, Bank reserves the right to modify and/or include any of the KRA(s) for any of the positions from time to time.

3. Reservation in Posts (Wherever applicable):

S No	Position	Scale/ Grade	SC	ST	OBC
1	Manager - Forex Acquisition & Relationship	MMG/S-II	2	1	2
2	Senior Manager - Forex Acquisition & Relationship	MMG/S-III	1	1	1
3	Manager - Credit Analyst	MMG/S-II	2	3	0
4	Senior Manager - Credit Analyst	MMG/S-III	15	7	18
5	Senior Manager - C&IC Relationship	MMG/S-III	5	7	17
6	Chief Manager - C&IC Relationship	SMG/S-IV	0	5	7
7	Senior Manager - Project Finance – Infrastructure & ESG	MMG/S-III	3	1	5
8	Senior Manager - MSME Credit Risk Management				
9	Senior Manager - Enterprise and Operational Risk Management				
10	Senior Manager - Fraud Incidence and Root Cause Analysis				
11	Manger Digital Fraud	MMG/S-II	2	1	0
12	Manager - Security	MMG/S-II	3	1	6
13	Senior Manager - MSME Credit	MMG/S-III	1	0	2
14	Chief Manager - MSME Credit	SMG/S-IV	2	0	1
15	Senior Manager - Business Finance	MMG/S-III	1	0	0
16	Chief Manager - Internal Controls	SMG/S-IV	1	0	1
Total			**38**	**27**	**60**

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes

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

NOTE:

1. Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
2. Candidates belonging to OBC category but coming in the 'creamy layer' and/ or if their caste does not find place in the Central List are not entitled for OBC reservation and age relaxation. Hence, they are not eligible to apply for backlog vacancies.
3. Caste/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC category, while submitting their application/s.
4. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
5. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by Bank.
6. There is no reservation for Ex-Servicemen in Officers' Cadre.
7. Maximum age indicated is for General category candidates as on 01.07.2025. Relaxation in upper age limit will be available as detailed below.

3.1 Relaxation in Upper Age Limit:

S.N.	Category	Age Relaxation (Years)
1.	Scheduled Caste / Scheduled Tribe	5 years
2.	Other Backward Classes (Non-Creamy Layer)	3 years
3.	Persons with Disability	OBC – 13, SC/ST - 15
4.	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	OBC – 8, SC/ST – 10
5.	Persons affected by 1984 riots	5 years

Note: The relaxation in upper age limit to SC / ST / OBC applicants is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in point 3.1.3 to 3.1.5.

The aforesaid Relaxation of Upper Age is applicable as per the Reservation Points available for different positions as mentioned above

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4. **Application fees**:

- Rs.850/- (Inclusive of GST) + Payment Gateway Charges for OBC candidates
- Rs.175/- (Inclusive of GST) + Payment Gateway Charges for SC, ST, PWD, ESM/DESM & Women candidates

The candidate is required to pay the non-refundable application fee/Intimation charges irrespective of whether online test is conducted or not and even if the candidate is shortlisted or not for the interview.

5. **Location of Posting:**

The selected candidates are liable to be posted by the Bank at its absolute discretion to any of the Branches/ Offices of the Bank or to any place in India.

6. **Scale of Pay** (as amended from time to time):

MMG/S – II	64820	2340 1	67160	2680 10	93960
MMG/S – III	85920	2680 5	99320	2980 2	105280
SMG/S – IV	102300	2980 4	114220	3360 2	120940

7. **Credit History:**

The candidate applying for the above positions shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of **680 or above** at the time of joining. The minimum credit score will be as per the Bank's policy, amended from time to time. Candidates with record of default in repayment of loans/credit card dues and/or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment. The Bank reserves the right to disqualify candidates with an unsatisfactory credit profile.

8. **Probation Period:**

The selected candidate will be on probation **for a period of 12 months** (-1- year) of active service from the date of his/ her joining the Bank.

9. **Service Bond**

The candidates selected for the above positions will be required to mandatorily execute a Service Bond as under:

"Serve for a minimum period of -3- years in the Bank after joining the services or in lieu thereof an amount of Rs. 5.00 Lakhs"

10. **Eligibility Criteria**

Candidates, intending to apply for the said post should ensure that they fulfill the minimum eligibility criteria specified:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form at the time of interview and/or any subsequent stage of the recruitment process as required by the Bank. Please note that the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for the said post/ appearing for and being shortlisted in the Online examination and/or in the subsequent GD/interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.

Note:

a. All the educational qualifications mentioned should be from a recognized University/ Institute/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies. **Proper document from Board/ University / Regulatory Body has to be submitted at the time of application / interview / as and when called for by the Bank.** The date of passing the examination which is reckoned for eligibility will be the date of passing, appearing on the mark-sheet/ provisional certificate, issued by the 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 a certificate **in original** issued by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and for further process.

b. Candidates should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicate the same in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

c. Calculation of Percentage: The percentage of marks, unless mentioned by the University/ Board, shall be arrived at, by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any, multiplied by 100. This will be applicable for those Universities also where class/ grade is decided on the 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% and 54.99% will be treated as less than 55%.

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11. Nationality / Citizenship: (as on 01.07.2025)

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 1st January 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection, the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

12. Selection Procedure

- Selection will be based on short listing and subsequent round of Personal Interview (PI) and/or any other selection method.
- Psychometric Test/GD/ &/or PI shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- Bank may, at its discretion, consider conducting of Online Examination/Multiple Choice/Descriptive/ Psychometric Test / Group Discussion/Interviews or any other selection/shortlisting methodologies for the above positions.
- The Bank reserves its right to call candidates in a particular ratio, at its sole discretion, as per the Bank's requirement.
- Adequate number of candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- **The minimum qualifying marks/percentage of marks for GD/PI would be 55%**. However, the Bank reserves the right to change the minimum qualifying criteria at its sole discretion.
- A candidate should qualify in all the processes of selection i.e. Personal Interview and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- Bank reserves the right to consider the candidature of the candidate to any other position other than for which he/she has applied for, subject to the condition that the candidate fulfils the eligibility criteria prescribed for the position for which the candidate is considered for.
- Bank reserves the right to combine two or more similar position/s as one position, if necessitated.
- Candidates are advised to regularly keep in touch with the Bank's official website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination, GD and interview shall not be entertained.

12.1 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 interview or during any other selection procedure, if a candidate is (or has been) found guilty of:

i. Using unfair means or
ii. Impersonating or procuring impersonation by any person or
iii. Misbehaving in the interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
iv. Resorting to any irregular or improper means in connection with his/ her candidature or
v. Obtaining support for his/ her candidature by unfair means, or
vi. Carrying mobile phones or similar electronic devices of communication in the interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

    a. To be disqualified from the examination for which he/ she is a candidate
    b. To be debarred either permanently or for a specified period from any examination conducted by Bank
    c. For termination of service, if he/ she has already joined the Bank.

12.2 Identity Verification

Documents to be produced:

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing the same name as it appears on the call letter**) such as PAN Card/Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted**. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview. Ration Card will not be accepted as valid id proof for this project.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original, mentioning the changed name.

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12.3 List of Documents to be produced at various stages of the selection process (as applicable):

The following documents 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 interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview or as and when called by thr Bank will debar his candidature from further participation in the recruitment process.**

i. Printout of the valid GD/ Interview Call Letter
ii. Valid system generated printout of the online application form
iii. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
iv. Photo Identify Proof as indicated above.
v. Individual Semester/Year wise Mark sheets & certificates for educational qualifications including the final degree/diploma certificate. Proper document from Board/ University for having declared the result has to be submitted.
vi. 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. (***as enclosed in the Annexures)***
vii. 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 interview if called for (issued within one year as on the date of advertisement).
viii. **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
ix. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.
x. 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.
xi. Person eligible for age relaxation under para 3.1.5 must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
xii. Candidates serving in Government / Quasi Govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
xiii. Persons falling in categories (ii), (iii), (iv) and (v) of Point 11 should produce a certificate of eligibility issued by the Govt. of India.
xiv. Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
xv. Any other relevant documents in support of eligibility.

No documents should be directly sent to the Bank by candidates before or after the interview.

The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Benchmark Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

13. How to Apply:

i. **Candidates are required to apply Online through website www.bankofbaroda.in** under **Career section/web page → Current Opportunities. No other means/ mode of application will be accepted.**
ii. **Candidates are required to have a valid personal email ID and Contact Number.** It should be kept active till completion of this recruitment project. Bank may send call letters for Personal interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

a) Guidelines For Filling Online Application:

i. Candidates should visit Bank's website www.bankofbaroda.in/Career.htm and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking / UPI etc.
ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure II regarding scanning of photograph & signature and upload of documents.
iii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.
iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof (10th Marksheet or Certificate or Dob certificate),

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Graduation/Mandatory Qualification Certificate/s, Other Certifications, Experience Letter, Document showing Break up of CTC, Latest Salary Slips, etc. at the time of submitting the online application form.

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

b) Payment of Fees:

i. Application fees and Intimation Charges (Non-refundable) of Rs. 850/-for OBC candidates (inclusive of GST) plus applicable transaction charges and Rs.175/- (Intimation charges only) for SC/ ST/PWD/ ESM/DESM/ Women candidates (plus applicable transaction charges) will be applicable. Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.
ii. Fee payment will have to be made online through payment gateway available thereat.
iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
iv. The payment can be made by using Debit Card / Credit Card / Internet Banking / UPI etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
vi. If the online transaction is not successfully completed, please register again and make payment online.
vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) General Information:

i. The selected candidate will be required to sign an employment contract.
ii. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date as mentioned above and also ensure that the particulars furnished by him/her are correct in all respects.
iii. In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
iv. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview or as and when required by the Bank, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
v. In case it is detected at any stage of recruitment 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 candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice.
vi. Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
vii. Intimations, wherever required will be sent through website notification and/or email and/or SMS only to the email ID and/or mobile number registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the Bank's official website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities** for latest updates.
viii. 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 Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
ix. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
x. Any request for change of date, time and venue for online examination and interview will not be entertained.
xi. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the bank in future should be identical and **there should be no variation of any kind**.

14. Announcements

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on Bank's official website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project.

Mumbai
30.07.2025

Chief General Manager
(HRM & Marketing)

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ANNEXURE I

ROLES AND RESPONSIBILITIES & JOB SPECIFIC SKILLS

DEPARTMENT – CORPORATE & INSTITUTIONAL CREDIT
Positions : Manager - Forex Acquisition & Relationship and Senior Manager - Forex Acquisition & Relationship
Scrutiny/ Verification of Forex transactions as well as Inland trade transactions, in a centralized Trade Finance Establishment, to ensure that the transactions adhere to guidelines of RBI including FEMA and also Bank guidelines, policies and procedures as well the guidelines issued by International/ National Regulatory authorities like TBML, Sanctions, etc. and Any other work assigned from time to time.
Position : Manager - Credit Analyst & Senior Manager - Credit Analyst
• Credit Appraisal of the existing corporate proposal. • Credit appraisal of New Corporate proposals. • Coordinate with Relationship Manager for maintaining Relationship with Corporate Borrowers. • Supporting Relationship Managers in canvassing New to Bank Corporate Borrowers. • Supporting RM's in Cross Selling of Ancillary Business • Monitoring of Corporate Accounts. • Ensuring Compliances in Corporate accounts. • Any other work assigned from time to time.
Position : Senior Manager – C & IC Relationship & Chief Manager - C & IC Relationship
• Maintaining Relationship with Existing Corporate Clients. • Sourcing New to Bank Corporate Borrowers. • Cross Selling of Ancillary Business to Existing as well as New Corporate Customers. • Monitoring of Corporate Borrowers. • Ensuring compliances in the accounts. • Creating Account Plans for all Corporate Borrowers along with Opportunity Income Analysis. • Any other work assigned from time to time.
DEPARTMENT – RISK MANAGEMENT
Positions : Senior Manager -Project Finance – Infrastructure & ESG
• Formulation of Policy and Pricing along with Product development, research and risk profiling conforming to Bank's Internal Risk Appetite and Regulatory Expectations • Formulating policy and strategy to incorporate ESG/Business Sustainability parameters for evaluation of credit proposals in the Bank • Simplification of the Loan Appraisal Process/ Processing formats to improve TAT • Independent Credit Risk Evaluation of Loan Proposals, assessing the credit and financial strength of ETB/NTB Customers by performing fundamental credit analysis of counterparties using both quantitative and qualitative factors and providing recommendations • Accountability for ensuring best in class core credit risk analysis of applicable portfolio ensuring consistencies with industry leading practices and conforming to all internal credit procedures/policies, all related regulatory expectations based on Predictive Data Analytics (through combination of MIU data, EWS data, CREMON etc.) • Conducting Industry and Sector Analysis and providing report for the same to the Operational Units/Top Management periodically • Stressed Sector/ Borrowers identification and analysis of restructured/ SMA/ others to timely reduce exposures by way of planned exit strategy for risk reduction • Maintaining/Development on MIS and development of detailed reporting structure for analysis (including ESG analysis) conducted • To undertake risk-return evaluation of the Bank's loan portfolio from time to time for providing insight and feedback for policy formation and marketing efforts • Any other credit risk related activities related to Risk management Department • Any other work assigned from time to time.
Position : Senior Manager -MSME Credit Risk Management
• Formulation of Policy and Pricing along with Product development, research and risk profiling conforming to Bank's Internal Risk Appetite and Regulatory Expectations • To undertake risk-return evaluation of the Bank's loan portfolio from time to time for providing insight and feedback for policy formation and marketing efforts • Independent Credit Risk Evaluation of Loan Proposals, assessing the credit and financial strength of ETB/NTB Customers by performing fundamental credit analysis of counterparties using both quantitative and qualitative factors and providing recommendations • Accountability for ensuring best in class core credit risk analysis of applicable portfolio ensuring consistencies with industry leading practices and conforming to all internal credit procedures/policies, all related regulatory expectations based on Predictive Data Analytics (through combination of MIU data, EWS data, CREMON etc.) • Conducting Industry and Sector Analysis and providing report for the same to the Operational Units/Top Management periodically • Stressed Sector/ Borrowers identification and analysis of restructured/ SMA/ others to timely reduce exposures by way of planned exit strategy for risk reduction • To undertake risk-return evaluation of the Bank's loan portfolio from time to time for providing insight and feedback for policy formation and marketing efforts • Conducting Specific Stress Testing and Scenario Analysis for Capital Adequacy Assessment • Performance Monitoring based on the utilisation level of Credit Risk Capital allocated to the specific division • Any other credit risk related activities related to Risk management Department • Any other work assigned from time to time.
Position : Senior Manager - Enterprise and Operational Risk Management
• Overall development and oversight of the Bank's Enterprise wide Risk Management Framework and Policy. • Facilitating the articulation of the overall Risk Appetite and appropriate risk limits/caps, and the embedding of the Risk Appetite into the Bank's processes and culture including designing risk response plans. • Regular monitoring of the Bank's risks and the development and maintenance of a concise Board and senior management-level risk reporting. This includes the design and use of risk dashboards • Allocate regulatory capital and economic capital to Business units in consultation with the Business heads and Strategic Planning Department. • Design and implementation of Operational Risk Management Framework and all its components across the Bank, and for coordinating all the activities for

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the achievement of the stated goals and objectives
- Develop suitable policies/framework/methodology to ensure that operational risk management practices and their results are embedded in day to day business operations of the Bank.
- Design a methodology for Bank-wide capital computation (CRAR) and computation of Regulatory and Economic Capital of the Bank.
- Design and develop standards for identification and assessment of risks which are not covered or not fully covered in Pillar I including the ICAAP exercise.
- Review, assess and monitor operational risks in new products, activities, systems, etc., to ensure that risk in those activities is identified and managed before their launch or go-live into business operations.
- Prepare and publish disclosure as per Pillar lll and as per good governance practices on disclosures.
- Co-ordinate all the Risk management related activities of the Bank with all the departments and functions for the achievement of the stated goals and objectives.
- Regular monitoring of regulatory, industry, economical and any other development, analyze their impact and consider them in Bank's Risk Management processes including their reporting to various committees.
- Other credit risk related activities related to Risk management Department
- Any other work assigned from time to time.

Position : Senior Manager - Fraud Incidence and Root Cause Analysis

- Conduct Root Cause Analysis of Operational Risk with respect to Frauds and other risk events including Digital risks
- Conduct Root Cause Analysis of any complaints/grievances against which an order has been passed against the Bank by a Statutory Body
- Development of appropriate framework, policies and processes for management and reduction of such Operational Risk events
- Design & implement risk reviews, assessment methodologies & framework for conducting Root Cause Analysis
- Create and implement strategies targeting fraud incidences that occurred through multiple channels.
- Coordination with the Fraud Risk Management and Operational Risk teams to develop effective Operational risk controls
- Undertaking Loss Data Management and Incidence Management for ensuring that the Bank has robust data in line with the RBI guidelines on Operational Risk Management
- Facilitate end to end issue management for all risk incidents including developing & validating sustainability of action plans, root cause analysis and identify trends for proactive mitigation
- Providing a detailed report on the efficacy of controls and undertaking thematic study on various aspects to ensure controls are in place and are effective
- Create testing framework and sustainable working solutions for any new control related activities / requirements
- Timely reporting of the analysis of operational controls and fraud incidence analysis to the Top Management for enhanced decision making
- Periodic risk & controls reporting to leadership teams and other governance routines
- Develop and communicate insights and recommended actions to stakeholders to reduce fraud related activities
- Any other work assigned from time to time.

Position : Manager - Digital Fraud

- Identify fraud related activity and develop policies, strategies, processes in fraud tools.
- Work with teams and develop insights into fraud and customer impacts
- Sound technical and processing knowledge of Debit cards, Digital channels (Internet & Mobile Banking), IMPS & UPI (Unified Payments Interface).
- Proficient in developing & streamlining Fraud Prevention, Detection & Investigation strategies with ability to enhance operational effectiveness.
- Designing & fine tuning of triggers/rules based on fraud patterns & supporting customization
- Manage the creation of dashboards and reports using reporting tools.
- Implement Fraud scenarios basis fraud risk assessment to deploy surveillance environment ensuring effectiveness, efficiency and customer experience.
- Design, analyse, monitor fraud risk strategies for different digital loan products such as personal loans, auto loans, etc.
- Understand existing fraud rules, strategies and replicate them in business rules using SAS/SQL
- Experience with utilizing credit risk data marts using internal and third party data (CIBIL, Equifax, etc.)
- Ability to design the right KPIs for measuring strategy success
- Ability to communicate and present the results to business stakeholders
- Read logs of various systems and understand the activities performed to arrive at the conclusion of frauds / no-fraud.
- Investigative skills to find the patterns in digital fraud.
- Ability to perform Root Cause Analysis of the frauds and come up with strategies to mitigate the risks.
- Any other work assigned from time to time.

DEPARTMENT – SECURITY

Positions : Manager - Security

- To work under the direct supervision, direction & control of Regional Manager / any other authority as decided by the Bank and to report to the Zonal Security Officer (ZSO)/ Authority decided by the Bank on all technical matters.
- To oversee enforcement of all instructions, directions and regulations in respect of security in respect of safety and security arrangements issued by the Bank.
- To inspect prescribed Bank Premises under his jurisdiction as per periodicity fixed by the Bank.
- Any other work assigned from time to time.

DEPARTMENT – MSME BANKING

Positions : Senior Manager – MSME Credit

- Examine/pursue leads generated by sales team for financing.
- Follow up with sales officer/ Manager for required and additional documents.
- Scrutiny of applications vis-à-vis checklist provided.
- Conducting pre-sanction visit of new borrowers' unit & proposed securities and submission of report.
- Meeting with Promoters/financial controllers in case of professional management, along with Head – Credit and obtain in-principle approval for processing of proposal.
- Collection of missing links, additional information from the customer / operational data from the branch in case of existing group relationship or relationship in other business vertical and preparation of proposal.
- Co-ordination with Advocates, Valuers and TEV consultants.
- Verification of reports from the advocates for title clearance, valuers on valuation of properties.
- Preparation of credit proposals within approved TAT.
- Preparation of sanction letters.
- Maintenance of sanction records.

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- Conveying of sanction
- Any other work assigned from time to time.

Positions : Chief Manager – MSME Credit

- Interaction with Credit Officers and to provide guidance, wherever required.
- Coordinating with Credit Officers for visit to customers, sales officers in case of incomplete information as per the checklist provided.
- Coordinating with Advocates/valuer for their services in a time bound manner.
- Participation with Head– Sales, wherever needed at meetings with Industry Associations/SME meets.
- Monitoring the workflow of Credit team to ensure compliance of time norms for disposal of applications.
- Finalizing the appraisal note and Recommending cases to authority.
- Coordinating with Relationship Managers for disbursement.
- Associating in conducting pre-sanction visit of new borrowers' unit and submission of report, wherever required.
- Meeting with Promoters/financial controllers in case of professional management.
- Allocating proposals for processing by Credit Officers.
- Coordinating with various higher authorities for quick disposal of proposals and with branches for availment/ disbursement.
- Submit Performance Report at given periodicity or as required by authorities
- All Job roles of Credit Mid office including but not limited to Monitoring the workflow of Relationship and Monitoring team to ensure compliance of time norms for disposal of applications and collections received thereupon.
- Recommending cases to SME Branch in case of review/ RWI
- Coordinating with Relationship Managers for Collections and Monitoring of account.
- Associating in conducting pre-sanction visit of existing borrowers' unit as per frequency of Bank's Guidelines and submission of report accordingly
- Meeting with Promoters/financial controllers in case of professional management.
- Allocating accounts to Relationship Managers.
- Monitoring delinquency movement of the existing portfolio, composite and industry wise.
- Capturing the early warning signals in the account and taking corrective steps in consultation of Branch head and Zonal Head.
- Any other work assigned from time to time.

DEPARTMENT – FINANCE

Positions : Senior Manager – Business Finance

- Provide financial information for monitoring business performance
- Supporting Funds transfer pricing mechanism
- Performance Management:
  - Supports VP finance and Head Business Finance to Provide Business Heads with the financial management information necessary to monitor the performance of business.
  - Supports Funds Transfer Pricing (FTP) framework of the bank to optimise overall profitability of the bank and incentivise growth businesses to develop in line with strategic plan of the Bank
  - Ensure appropriate yield curves implemented for reflecting vertical performance is correctly captured using FTP
  - Supports respective businesses have a robust plan and budget and receive accurate timely monthly revenue, cost and Risk Weighted Assets (RWA) information (as necessary) to enable performance to be monitored against these plans.
  - Create and maintain a strategic and scalable Information Management Infrastructure to deliver quality MIS and Business analytics to support business growth.
  - Collaborate strongly with the business/ support units and provide them superior data / fact led analytical insights (business and external environment) that help them take critical business decisions
  - Capture and assimilate market intelligence and use analytics to provide relevant insights and financial modelling for business purpose
  - Driving and implementing capital budgeting decisions for any new projects in all business units.
- Cost Management and Control:
  - Support Development and maintenance of appropriate policies and procedures which ensure that cost budgets are rigorously adhered to, that resources under the direct control and influence of the Business are spent carefully, and only in support of approved plans and initiatives.
  - Ensure that service charges (allocated costs) are clearly understood, and help articulate cost drivers, so that Business Heads understand how it influences costs in these functions and can identify cost/ benefit alternatives for the business.
  - Ensure that costs of business programmes and projects are properly managed and accounted for, including effectively supporting the project investment process with proposals which are realistic, and articulate clearly costs and benefits in sufficient detail to enable the delivery of benefits to be tracked fully.
  - Set Granular level targets for effective financial management
- Balance Sheet Management:
  - Ensure capital usage and allocation is optimised across Business and drivers of capital usage are well understood.
  - Accounting Policy Support and Advisory:
  - Provide a source of genuine expertise on accounting policies, their applicability to the CB businesses, and their interpretation in the case of individual transactions.
  - Ensure that respective Business verticals maintains a full awareness of accounting policies as they are discussed and developed, and takes a pro-active approach in managing the implications of these for its business
- Any other work assigned from time to time.

Positions : Chief Manager – Internal Controls

- Supports in maintaining the Internal Controls Framework in the Bank, in line with laid down guidelines.
- Ensures appropriate policies and standard operating policies are maintained and updated in a timely fashion
- Ensures oversight of Internal Financial Controls (ICOFR) on Financial Reporting
- Ongoing maintenance of Governance Framework for Reconciliation of Office Accounts
- Review of GL from the perspective of eliminating possibility of revenue leakage, and ensure income recognition as per IRAC norms. Focus on ensuring any anomaly that is observed is rectified and dealt with appropriately.
- Liaising with business verticals about ensuring an effective and adequate Internal Control environment.
- Liaising with Statutory Auditors on Internal Financial Controls (IFC) audits
- Ensure Internal Control Framework is implemented across the institution.
- Any other work assigned from time to time.

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ANNEXURE II

GUIDELINES FOR UPLOADING THE PHOTOGRAPH, SIGNATURE & OTHER DOCUMENTS

The following documents are required to be uploaded by the candidate:

- Resume (PDF)
- DOB Proof: 10th marksheet/ certificate (PDF)
- Educational Certificates: Relevant Mark-Sheets/Certificate (PDF) (All Educational Certificates should be scanned in a single PDF file)
- Work experience certificates (PDF) if applicable (PDF)
- Caste/ Category Certificate (PDF) if applicable (PDF)
- PWD certificate, if applicable (PDF)

Before applying online, a candidate will be required to have scanned (digital) image of the above documents as per the specifications given below:-

- All Documents must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE:

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

(i) Photograph Image :-

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the file should be between 20kb – 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.

(ii) Signature Imaging :-

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

(iii) Guidelines for scanning of photograph, signature & documents :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. 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).
4. 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.
5. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
6. Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint 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.
7. If the file size and format are not as prescribed, an error message will be displayed.
8. While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

PROCEDURE FOR UPLOADING THE PHOTOGRAPH, SIGNATURE & DOCUMENTS :-

(i) There will be separate links for uploading Photograph, Signature & Documents.
(ii) Click on the respective link 'Upload'.
(iii) Browse and select the location where the scanned photograph, signature or document files has been saved.
(iv) Select the file by clicking on it & click the 'Upload' button.
(v) Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
(vi) Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.

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(vii) After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

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

Note :-

1. *In case the face in the photograph or signature or documents is unclear, the candidate's application may be rejected.*
2. *After registering online, candidates are advised to take a printout of their system generated online application forms.*

In case, the photograph or signature or documents is/ are not prominently visible, the candidate may edit his/her application and re-load his/ her photograph or signature or documents, prior to submitting the form.

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FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

1.This is to certify that Sri / Smt / Kum*_____ son / daughter* of_____ of village / town* _____ in District / Division*_____of the State / Union Territory*_____belongs to the _____Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :

* The Constitution (Scheduled Castes) Order, 1950 ;
* The Constitution (Scheduled Tribes) Order, 1950 ;
* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.],:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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 # 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____Father /Mother* of Sri / Smt / Kumari*_____-_____of village / town_____in District/Division*_____of the State/Union Territory*_____ who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.

3.Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of_____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place:
Date :

[With seal of Office]
State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari_____son/daughter of _____ of village/Town _____District/Division _____ in the State/ Union Territory_____ belongs to the _____community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____dated _____*. Shri/Smt./Kumari _____and/or his/her family ordinarily reside(s) in the _____District/Division of the _____State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated :

District Magistrate

Deputy Commissioner etc.

Seal

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* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

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FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : **Date :**

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) ____ ____ ____

Age _____ years, male/female Registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____District _____ State _____, whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of :

- **Iocomotor disability**
- **Blindness**

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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FORM - II

Disability Certificate

(In case of multiple disabilities)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : **Date :**

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Sh

_____ Date of Birth (DD / MM / YY) ____ ____ __

Age _____ years, male/female _____ Registration No. _____ permanent resident

House No._____ Ward/Village/Street _____ Po

Office _____District _____ State _____, whose photograph is affix

above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluat as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in t table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

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(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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FORM - III

Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. : **Date :**

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) ____ ____ ____ Age _____ years, male/female _____Registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

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- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.