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इंडिया पोस्ट पेमेन्ट्स बैंक | India Post Payments Bank

(A Government of India Undertaking)
Corporate Office, Speed Post Centre Building, Bhai Veer Sing Marg, New Delhi -110001

Engagement of Grameen Dak Sevaks to IPPB

Advertisement No.: IPPB/HR/CO/REC/2022-23/01

India Post Payments Bank Limited (IPPB) has been setup under the Department of Posts, Ministry of Communications with 100% equity owned by Government of India. IPPB is leading the next revolution of Banking and Financial literacy and this new model is paving the way for India's largest Banking network to reach each and every corner of the nation.

IPPB is having 650 Branches all over the India which aims to utilize and leverage the field network of Department of Posts through its approximate 1,55,015 post offices as access points and approximate 3 Lakh postmen and Grameen Dak Sevaks (GDS) to provide doorstep banking services.

IPPB, as an organization has been designed to carry out its Sales and Operations through the network of DoP. IPPB is responsible for designing products and services, defining the technology and service delivery platforms, undertaking marketing and third-party tie-ups, setting and monitoring the service quality standards, handling customer grievances, managing the risks of the banking operations, and dealing with statutory and regulatory compliances, etc.

IPPB requires 650 Grameen Dak Sevaks on engagement from the DoP to perform direct sales and related activities at various offices of the Bank as per the requirements of the Bank. The GDS on engagement to IPPB will play a key role in lead generation, direct sales, coordination and generation of business through the Business Correspondent arrangement between DoP and IPPB.

Interested Gramin Dak Sevaks who fulfil the eligibility criteria may apply online from 10.05.2022 to 20.05.2022 by visiting our website www.ippbonline.com . No other mode of application will be accepted.

Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria otherwise their application will be summarily rejected.

The important dates (Tentative):

S. No.	Activity	Dates
1.	On-line registration including Edit/ Modification of Application by candidates	10th May 2022 to 20th May 2022
2.	Online Payment of Application Fees	10th May 2022 to 20th May 2022
3.	Last Date of Final Submission of Application along with Fee Payment	20th May 2022
4.	Download of Admit cards for online examination	7-10 days after last date of submission of application

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5.	Date of Online Examination (tentative)	June 2022 (will be informed to the candidate through call letter)
6.	Declaration of the Result (tentative)	June 2022 (on Bank's website)

NOTE:

(i) Detailed instructions may be referred at the time of applying online application.
(ii) Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are not able to submit their applications due to last time rush.

This advertisement contains the following details:

A	Posts	Name of Post for which engagement is desired, along with number of vacancies
B	Pay and Allowances	Pay and Allowances admissible to the GDS on engagement to IPPB.
C	Tenure	Tenure of Engagement with IPPB
D	Place of Posting	Place of Posting of GDS on engagement
E	Job Profile	Details on roles of posts for which engagement is desired.
F	Job Specifications	Details on the eligibility criteria such as age and experience have been provided.
G	Selection Procedure	Brief on Selection Procedure that shall be followed.
H	Examination Guidelines	Details on the examination dates, process, online examination topics, guidelines on scribe
I	General Instructions	Various other instructions to be followed by the candidates throughout the entire process
Annexure-I	Terms of Engagement	Detailed Terms for GDS joining IPPB on Engagement.
Annexure-II	Application Guidelines	Guidelines on application submission, application fees, uploading photo and

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		signature and other general instructions.
Annexure-III	Examination Centres	Tentative list of centres for written examination.
Annexure-IV	Scribe	Format to be obtained for Scribe

General Information:

1. The registered Corporate Office of India Post Payments Bank is in New Delhi.
2. Detailed terms & conditions for GDSs from Department of Posts joining IPPB on engagement have been provided in Annexure-I
3. The period of engagement would be for 2 years for and the same may be extended for another one year, depending upon the business requirements of the Bank.
4. The engagement with IPPB shall commence only after completion of mandatory formalities pertaining to their relieving process as stipulated by their parent organization.
5. Total number of GDSs required on engagement is 650.
6. All applicants shall go through a selection process conducted by IPPB.
7. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria otherwise their application will be summarily rejected.
8. Candidates can apply online only and no other mode of application will be accepted.
9. Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are unable to submit their application due to last time rush and network issues.
10. For the purpose of posting engaged GDS to various circles, the Bank shall draw a circle-wise merit list.

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A. POSTS

Scale	Designation	No. of vacancies	Location	Selection Pool
No Scale	Executive	650	IPPB Offices	GDS engaged with Department of Posts as 10.05.2022

CIRCLE/STATE-WISE BREAK-UP OF 650 VACANCIES

Circle Name	Vacancies
ANDHRA PRADESH	34
ASSAM	25
BIHAR	76
CHHATTISGARH	20
DELHI	4
GUJARAT	31
HARYANA	12
HIMACHAL PRADESH	9
JAMMU AND KASHMIR	5
JHARKHAND	8
KARNATAKA	42
KERALA	7
MADHYA PRADESH	32
MAHARASHTRA	71
ODISHA	20
PUNJAB	18
RAJASTHAN	35
TAMIL NADU	45
TELANGANA	21
UTTAR PRADESH	84
UTTARAKHAND	3
WEST BENGAL	33
NORTH EAST	15
Grand Total	**650**

15 vacancies in North East Circle have been bifurcated state-wise as follows:

NORTH EAST	
Meghalaya	2
Tripura	3
Mizoram	1
Manipur	4
Nagaland	3
Arunachal Pradesh	2
Total	**15**

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B. PAY AND ALLOWANCES

1. Pay

1.1. The Bank shall pay a lump sum amount of INR 30,000/- per month inclusive of statutory deductions & contributions as applicable to the GDSs engaged to IPPB as Executives.

1.2. Tax deductions will be done as per IT Act as amended from time to time.

2. Allowances

2.1. Annual increment of lump-sum pay and incentives based on performance in business acquisition/sales activities as decided by the Competent Authority.

2.2. Further, it is clarified that no other pay/allowances/Bonus etc. shall be paid except those mentioned in above point number 1 and 2.

C. TENURE OF ENGAGEMENT

1. The tenure of engagement shall be for two (2) years and further extendable by one (1) year, subject to satisfactory performance, if required, as per the Bank's business requirements and in the exigencies of public services.

2. Business Performance shall be reviewed every six months. In case Performance is found dis-satisfactory over two consecutive reviews, the engaged GDS may be repatriated after serving one-month notice.

D. PLACE OF POSTING

1. Unless otherwise requested, GDS on engagement with IPPB shall be posted in the same circle in which they are currently engaged as GDS with Department of Posts.

2. However, if the candidate wishes to apply for any other circle, then the same to be selected from the list provided in the application form. In all such cases place of posting will be in the circle he/she has chosen while applying for the said post and not the circle where is currently engaged as GDS at Department of Posts.

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E. JOB PROFILE

Sr. No.	Scale	Designation	Job Profile
1.	**No Scale**	**Executive**	• Achievement of Monthly revenue targets through direct sales of Bank's products. • Support in organizing customer acquisition events and run campaigns in the area under Branch/ Office jurisdiction to increase financial literacy. • Conduct periodic training and education sessions for GDS on IPPB products and services. • Operate seamlessly with DoP Inspectors (Sub-division) and Postmasters to drive IPPB and 3rd Party sales. • Assist GDS in acquiring new customers for IPPB and its Partner Organisations. • Assist IPPB Manager in Operations. • Acquire, grow and retain customer relationships by organizing customer events and run campaigns in the area to increase financial literacy. • Develop and manage the strategic relationship with all channel partners to drive sales and disseminate marketing information, events, training and promotions which will facilitate meeting the Bank's business goals. • Any other duties assigned by the Bank from time to time.

F. ELIGIBILITY CRITERIA

Sr. No	Scale	Designation	Eligibility Criteria		
			Age Limit	**Educational Qualification**	**Minimum Experience**
1.	No Scale	Executive	20 to 35 years [as on 30th April 2022] [Candidates should have been born not earlier than 30/04/1987 and not later than 30/04/2002 (Both dates Included)]	Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body	Minimum 2 years of experience as a **GDS**. **IMPORTANT NOTE:** The applicant should have no vigilance/ disciplinary case pending against him/her and should also not be serving punishment at the time of applying.

G. SELECTION PROCEDURE

Selection will be done based on online written examination. However, the Bank reserves the right to conduct Language proficiency test, if needed.

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H. EXAMINATION DETAILS

1. EXAMINATION DATE

1.1. The examination date will be intimated to the candidates through Call Letters/ later stage of process

2. EXAMINATION CENTERS

2.1. The examination will be conducted online at venues given in the respective call letters.

2.2. No request for change of centre/venue for examination shall be entertained.

2.3. IPPB, however, reserves the right to cancel any of the examination centres and/or add some other centres, at its discretion, depending upon the response, administrative feasibility, etc.

2.4. IPPB also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

2.5. Choice of centre once exercised by the candidate will be final.

2.6. Candidate will appear for the examination at an examination centre at his/her own risk and expenses and IPPB will not be responsible for any injury or losses etc. of any nature.

2.7. Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/disqualification from future exams conducted by IPPB.

2.8. If sufficient number of candidates does not opt for a particular centre for "Online" examination, IPPB reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, IPPB reserves the right to allot any other centre to the candidate.

3. ONLINE EXAMINATION

The structure of the examinations which will be conducted online are as follows:

TOPIC	QUESTIONS	MARKS
Awareness about IPPB products	20	20
Basic Banking/Payment Banks Awareness	20	20
General Awareness	15	15
Computer Awareness, Digital Payments/ Banking and Telecom awareness	20	20
Numerical Ability	20	20
Reasoning Ability	15	15
English Language	10	10
TOTAL	**120**	**120**

- There shall be NO NEGATIVE MARKING in the exam.
- Minimum qualifying percentage of marks in the exam will be 40.

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- The duration of the exam shall be 90 minutes.
- All tests except for test of English language shall be in English and Hindi.

IPPB reserves the right to modify the structure of the examination which will be intimated through Bank's website.

Please note that candidates will not be permitted to appear for the Examination without the following documents:
1. Valid Admit Card for the respective date and session of Examination
2. Photo-identity proof (as specified) in original bearing the same name as it appears on the Admit Card/ application form in Original.
3. Photocopy of photo-identity proof [as mentioned in (2) above]

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 90 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

4. ADMIT CARDS FOR EXAMINATION

The candidates should download the admit card and an "information handout" booklet by entering their registration number and password / date of birth from IPPB's authorized website.

NO HARD COPY OF THE ADMIT CARD / INFORMATION HANDOUT WILL BE SENT BY POST.

5. WAITING LIST

5.1. A waiting list would be drawn up in all circles. The candidates from the waiting list would be called for prospectively if and when vacancy arises due to non-relieving from the parent organization or unwillingness of the merit list candidate to join.

5.2. The waiting list shall remain in force for twelve months or till the date of initiation of the next engagement process, whichever is earlier

5.3. The engagement with IPPB, in respect of wait list candidates, shall take effect from the date of declaration of their selection from the waiting list for all purposes.

6. IDENTITY VERIFICATION

6.1. DOCUMENTS TO BE PRODUCED

In the examination hall, the admit card along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the admit card**) such as PAN Card/ Passport/ e-Aadhar card/ Permanent Driving License/ Voter's Card/ bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph /

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Identity Card issued by a recognised 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 admit card, 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.**

Ration Card and Learners Driving License will not be accepted as valid id proof.

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.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ admit card and submit photocopy of the photo identity proof along with Examination admit card while attending the examination, without which they will not be allowed to take up the examination.

7. GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

i. The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However, for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature

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- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

ii. Guidelines for Candidates with locomotor disability and cerebral palsy

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

iii. Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

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

NOTE: 'During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

8.1. 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 examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i. using unfair means or

ii. impersonating or procuring impersonation by any person or

iii. misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in

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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. suppression of any fact

vii. furnishing of false/tampered/fabricated/incorrect/misleading fact and/or information

viii. carrying mobile phones or similar electronic devices of communication in the examination hall

8.2. In the happening of any event as mentioned above in point number i to viii, 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 immediate repatriation of service, if he/ she has already joined the Bank

8.3. Following items are not allowed inside the examination centre:

i. Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.

ii. Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

iii. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.

iv. All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.

v. Any watch/Wrist Watch, Camera, etc.

vi. Any metallic item Any eatable item opened or packed, water bottle etc.

vii. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

9. OTHER CONDITIONS

9.1. No change in the data already registered by the candidate in the online application form is possible.

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9.2. In the event of two or more candidates having obtained the same score, merit order shall be decided as per date of birth (the candidate senior in age shall be placed before/above the candidate junior in age), as per the prevailing practice.

9.3. Issuance of offer of engagement including terms and conditions, formalities for verification, joining etc. is solely the decision of IPPB and shall be final and binding.

9.4. IPPB reserves the right to cancel, reallot roles/change the process depending upon exigencies or otherwise.

I. GENERAL INSTRUCTIONS

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 IPPB would admit to the test 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 only after merit listing.

3. 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.

4. IPPB 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 IPPB.

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. Multiple attendance/ appearance by a candidate in examination will be summarily rejected/ candidature cancelled.

6. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. admit cards/ correspondence etc.

7. Candidates will have to invariably produce and submit the requisite documents such as valid admit card, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination.

8. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.

9. A Candidate's admission to the examination and subsequent processes is strictly provisional. The mere fact that the admit card has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IPPB. IPPB would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no

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further representation in this regard will be entertained. If any of these shortcomings is/are detected after engagement in IPPB, his/her services are liable to be summarily terminated.

10. Decision of IPPB in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, verification etc. and any other matter relating to the process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IPPB in this behalf.

11. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

12. Any request for change of address, details mentioned in the online application form will not be entertained.

13. Any request for change of date, time and venue for online examination will not be entertained.

14. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on the authorized website shall prevail.

15. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her admit card, attendance sheet etc. and in all correspondence with IPPB in future should be identical and there should be no variation of any kind.

16. A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

17. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of IPPB. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

18. IPPB shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

19. IPPB reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.

20. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form.

21. IPPB shall not be responsible if the information/ intimations does not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IPPB and candidates are advised to keep a close watch on the authorised website for latest updates.

22. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IPPB recruitment/engagement process in

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the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

23. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one sessions are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

24. IPPB would be analysing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IPPB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IPPB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

J. ANNOUNCEMENTS

All correspondence/announcements with respect to above engagement process shall be done through e-mail/notices on IPPB official website http://www.ippbonline.com from time to time. Important information regarding engagement will be available in IPPB website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/ Call Letters. Company will not be responsible for any loss of email sent, due to invalid/ wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.

K. JURISDICTION

Any dispute with regard to this engagement advertisement/process will be settled within the jurisdiction of Delhi only.

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Annexure-I

TERMS & CONDITIONS OF ENGAGEMENT OF GDS

1. POSTS & SELECTION POOL

	Scale	Designation	No. of Vacancies	Place of Posting	Selection Pool	Mandatory Experience
1.	No Scale	Executive	650	IPPB Offices	GDS engaged with DoP as on 10.05.2022	Minimum 2 years of regular service

2. PAY & ALLOWANCES

2.1 Pay

i. The Bank shall pay a lump sum amount of INR 30,000/- per month inclusive of statutory deductions & contributions as applicable to the GDSs engaged to IPPB as Executives.

ii. Tax deductions will be done as per IT Act as amended from time to time.

2.2 Allowances

i. Annual increment of lump-sum pay and incentives based on performance in business acquisition/sales activities as decided by the Competent Authority.

ii. Further, it is clarified that no other pay/allowances/Bonus etc. shall be paid except those mentioned in above point number 2.1 and 2.2 (i).

3. TENURE

i. The tenure of engagement shall be for two (2) years and further extendable by one (1) year, subject to satisfactory performance, if required, as per the Bank's business requirements and in the exigencies of public services.

ii. Performance will be reviewed every six months to ensure satisfactory performance. If the performance is found dis-satisfactory over two consecutive reviews, the engaged GDSs may be repatriated after serving one-month notice.

iii. In case any engaged GDS is found to be indulged in indiscipline, misconduct, insubordination, unruly /violent behaviour, he/she will be immediately repatriated to his/her parent organization.

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4. PLACE OF POSTING

Unless otherwise requested, GDS on engagement with IPPB shall be posted in the same circle in which they are currently engaged as GDS with Department of Posts.

However, if the candidate wishes to apply for any other circle, then the same to be selected from the list provided in the application form. In all such cases place of posting will be in the circle he/she has chosen while applying for the said post and not the circle where is currently engaged as GDS at Department of Posts.

5. AGE LIMIT

20 to 35 years [as on 30th April 2022]

[Candidates should have been born not earlier than 30/04/1987 and not later than 30/04/2002 (Both dates Included)]

6. SELECTION PROCEDURE

6.1 Bank will conduct an online examination through IBPS and post online examination, a circle-wise merit list shall be prepared for those candidates who clear the online examination.

6.2 The candidates placed in Merit List will be called for Document Verification.

6.3 During Document Verification, candidates will have to furnish the following:

6.3.1 Statement giving details of Major/Minor penalties, imposed upon the Employee, if any during the last five (5) years.

6.3.2 Vigilance Clearance Certificate from the Divisional Head.

6.3.3 The engagement with IPPB shall commence only after completion of mandatory formalities pertaining to their relieving process as stipulated by their parent organization.

6.4 Those candidates who successfully complete the Document Verification formalities will join the Bank as Executives.

7. WAITING LIST

7.1 A waiting list would be drawn up in all circles. The candidates from the waiting list would be called for prospectively if and when vacancy arises due to non-relieving from the parent organization or unwillingness of the merit list candidate to join.

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7.2 The waiting list shall remain in force for twelve months or till the date of initiation of the next engagement process, whichever is earlier.

7.3 The engagement with IPPB, in respect of wait list candidates, shall take effect from the date of declaration of their selection from the waiting list for all purposes.

8. LEAVES:

8.1 GDS as Executive at IPPB shall be guided by the existing Leave Rules provided in the GDS Conduct & Engagement Rules, 2020. However, due payment of leave period shall be made by IPPB.

8.2 GDS on engagement to IPPB will be treated on duty for his/her entire period of ad hoc engagement in IPPB. The ad hoc engagement with IPPB will be counted as service rendered in GDS post for the purpose of seniority, annual increase and determining discharge benefits in the GDS post. The GDS selected for engagement with IPPB may handover the BO accommodation to the provisional appointee till his/her period of engagement with IPPB.

9. CODE OF CONDUCT:

9.1 A GDS engaged shall continue to be governed by the GDS (Conduct and Engagement Rules) 2020. In case a GDS engages in misconduct during his/her tenure at IPPB, IPPB will raise the issue with concerned authority at DoP and suitable action, including repatriation, may be undertaken as per applicable rules.

9.2 In cases where repatriation is done on account of indiscipline, misconduct, insubordination, unruly /violent behaviour, IPPB shall transfer all records and evidence of the erring GDS (if any) to the parent organization.

9.3 This engagement shall be for a fixed tenure, as stipulated in Para 3 above, and the candidates shall not be eligible for regular absorption in IPPB.

9.4 IPPB shall reimburse the proportionate discharge benefits including DoP subscription to NPS etc. to DoP for the period for which the GDS serves at IPPB. This reimbursement shall be made every year on the last date of financial year i.e. 31st March.

10. OTHER TERMS & CONDITIONS

Any other terms and conditions pertaining to engagement of GDS shall be governed by the guidelines issued by the Bank in this regard from time to time.

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Annexure-II

DETAILED GUIDELINES/PROCEDURES FOR ONLINE APPLICATION

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 10.05.2022 to 20.05.2022 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) **scan their:**
- **photograph (4.5cm × 3.5cm)**
- **signature (with black ink)**
- **left thumb impression (on white paper with black or blue ink)**
- **a hand written declaration (on a white paper with black ink) (text given below)**

Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) **Signature in CAPITAL LETTERS will NOT be accepted.**

(iii) **The left thumb impression should be properly scanned and not smudged. (**If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) **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."

(v) **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (**In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the recent Resume (in PDF Format) ready.

(vii) **Keep the necessary details/documents ready to make** Online Payment **of the requisite application fee/ intimation charges**

(viii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IPPB may send intimation about various**

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steps/procedures through the registered e-mail ID. 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 email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: 10.05.2022 to 20.05.2022- 700/- (Inclusive of GST)

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

A. <u>Application Registration</u>

1. Candidates to go to the IPPB Ltd. website : https://ippbonline.com/web/ippb/current-openings 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 Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
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/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

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10. 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.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. **PAYMENT OF FEES**

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

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

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.

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

Signature, left thumb impression and hand-written declaration Image and Resume:

- The applicant has to sign on white paper with Black Ink pen.
    - Dimensions 140 x 60 pixels (preferred)
    - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
    - Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
    - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
    - File type: jpg / jpeg
    - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (Width * Height)
    - File Size: 50 KB – 100 KB
- The signature, left thumb impression, the hand written declaration and the Resume should be of the applicant and not by any other person.

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- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

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Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and files have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written 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 hand written declaration or Resume, prior to submitting the form.

(3) 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 to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

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

After registering online candidates are advised to take a printout of their system generated online application forms.

Also, please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after

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submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IPPB 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.

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Annexure-III

TENTATIVE LIST OF EXAM CENTRES

State	City
Andaman and Nicobar	Port Blair
Andhra Pradesh	Ananatpur
Andhra Pradesh	Chirala
Andhra Pradesh	Chittoor
Andhra Pradesh	ELURU
Andhra Pradesh	GUNTUR
Andhra Pradesh	Kadapa
Andhra Pradesh	Kakinada
Andhra Pradesh	Kurnool
Andhra Pradesh	Nellore
Andhra Pradesh	Rajahmundry
Andhra Pradesh	Srikakulam
Andhra Pradesh	Tirupathi
Andhra Pradesh	Vijayawada
Andhra Pradesh	Visakhapatnam
Andhra Pradesh	Vizianagaram
Arunachal Pradesh	Naharlagun
Assam	Dibrugarh
Assam	Guwahati
Assam	Jorhat
Assam	Silchar
Assam	Tezpur
Bihar	ARRAH
Bihar	AURANGABAD BH
Bihar	BHAGALPUR
Bihar	DARBHANGA
Bihar	GAYA
Bihar	MUZAFFARPUR
Bihar	Patna
Bihar	PURNEA
Chandigarh	Chandigarh-Mohali
Chhattisgarh	Bhilai Nagar/ Durg
Chhattisgarh	Bilaspur CH
Chhattisgarh	Raipur

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Delhi	New Delhi
Goa	Panaji/ Madgaon/ Mapusa
Gujarat	AHMEDABAD
Gujarat	ANAND
Gujarat	GANDHINAGAR
Gujarat	Himatnagar
Gujarat	Jamnagar
Gujarat	MEHSANA
Gujarat	Rajkot
Gujarat	Surat
Gujarat	VADODARA
Haryana	Ambala
Haryana	Faridabad
Haryana	Gurugram
Haryana	Hisar
Haryana	Kurukshetra
Himachal Pradesh	Bilaspur HP
Himachal Pradesh	Hamirpur
Himachal Pradesh	Kangra
Himachal Pradesh	Kullu
Himachal Pradesh	Mandi
Himachal Pradesh	Shimla
Himachal Pradesh	Solan
Himachal Pradesh	Una
Jammu and Kashmir	Jammu
Jammu and Kashmir	Samba
Jammu and Kashmir	Srinagar
Jharkhand	Bokaro Steel City
Jharkhand	Dhanbad
Jharkhand	Hazaribagh
Jharkhand	Jamshedpur
Jharkhand	Ranchi
Karnataka	Belagavi(Belgaum)
Karnataka	Bengaluru
Karnataka	Bidar
Karnataka	Davanagere
Karnataka	Dharwad
Karnataka	Hassan

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Karnataka	Hubballi(Hubli)
Karnataka	Kalaburagi(Gulbarga)
Karnataka	Mandya
Karnataka	Mangaluru(Mangalore)
Karnataka	Mysuru(Mysore)
Karnataka	Shivamogga(Shimoga)
Karnataka	Udupi
Kerala	Alappuzha
Kerala	Ernakulam
Kerala	Kannur
Kerala	Kollam
Kerala	Kottayam
Kerala	Kozhikode
Kerala	Malappuram
Kerala	Palakkad
Kerala	Thrissur
Kerala	Trivandrum
Madhya Pradesh	Bhopal
Madhya Pradesh	Gwalior
Madhya Pradesh	Indore
Madhya Pradesh	Jabalpur
Madhya Pradesh	Sagar
Madhya Pradesh	Satna
Madhya Pradesh	Ujjain
Maharashtra	Amravati
Maharashtra	Aurangabad MH
Maharashtra	Chandrapur
Maharashtra	Dhule
Maharashtra	Jalgaon
Maharashtra	Kolhapur
Maharashtra	Latur
Maharashtra	MUMBAI/THANE/NAVI MUMBAI
Maharashtra	Nagpur
Maharashtra	Nanded
Maharashtra	Nashik
Maharashtra	Pune
Manipur	Churachandpur
Manipur	Imphal

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Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Dimapur
Nagaland	Kohima
Odisha	BALASORE
Odisha	BERHAMPUR-GANJAM
Odisha	BHUBANESWAR
Odisha	CUTTACK
Odisha	DHENKANAL
Odisha	ROURKELA
Odisha	SAMBALPUR
Puducherry	PUDUCHERRY
Punjab	Amritsar
Punjab	Bhatinda
Punjab	Jalandhar
Punjab	Ludhiana
Punjab	Mohali
Punjab	Patiala
Rajasthan	Ajmer
Rajasthan	Alwar
Rajasthan	Bikaner
Rajasthan	Jaipur
Rajasthan	Jodhpur
Rajasthan	Kota
Rajasthan	Sikar
Rajasthan	Udaipur
Sikkim	Gangtok
Tamil Nadu	Chennai
Tamil Nadu	COIMBATORE
Tamil Nadu	Cuddalore
Tamil Nadu	ERODE
Tamil Nadu	MADURAI
Tamil Nadu	NAGERCOIL
Tamil Nadu	Salem
Tamil Nadu	Thanjavur
Tamil Nadu	Tiruchirappalli
Tamil Nadu	Tirunelveli
Tamil Nadu	Vellore

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Tamil Nadu	Virudhunagar
Telangana	Hyderabad
Telangana	Karimnagar
Telangana	Khammam
Telangana	Warangal
Tripura	Agartala
Uttar Pradesh	Agra
Uttar Pradesh	Aligarh
Uttar Pradesh	Bareilly
Uttar Pradesh	Faizabad
Uttar Pradesh	Ghaziabad
Uttar Pradesh	Gonda
Uttar Pradesh	Gorakhpur
Uttar Pradesh	Greater Noida
Uttar Pradesh	Jhansi
Uttar Pradesh	Kanpur
Uttar Pradesh	Lucknow
Uttar Pradesh	Mathura
Uttar Pradesh	Meerut
Uttar Pradesh	Noida
Uttar Pradesh	Moradabad
Uttar Pradesh	Muzaffarnagar
Uttar Pradesh	Prayagraj
Uttar Pradesh	Sitapur
Uttar Pradesh	Varanasi
Uttarakhand	Dehradun
Uttarakhand	Haldwani
Uttarakhand	Roorkee
West Bengal	Asansol
West Bengal	Burdwan
West Bengal	Durgapur
West Bengal	Hooghly
West Bengal	Kalyani
West Bengal	Kolkata
West Bengal	Siliguri

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Annexure-IV

SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH BENCHMARK DISABILITIES

USING THE SERVICES OF A SCRIBE

(This form will be collected during the examination)

The facility of Scribe / Reader would be allowed to candidates who have disability of 40 % or more and who are eligible to use the services of scribe and opted for the same in their online application form. The facility of scribe is meant for only those candidates with disabilities who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Please ensure that you are eligible to use the services of scribe as per Govt. of India guidelines governing the recruitment of Persons with Benchmark Disabilities.
- The candidate will have to arrange his/ her own scribe at his/ her own cost.
- The scribe can be from any academic discipline.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that the candidate/scribe did not fulfill any of the laid down eligibility criteria or has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test/ examination.
- Candidates who have disability of 40 % or more and physical limitation to write including that of speed shall be allowed compensatory time of 20 minutes per hour, if they have opted for the same in their online application form, whether availing the facility of scribe or not.
- The scribe arranged by the candidate should not be a candidate for the online examination. If violation is detected at any stage of the process, candidature for both, the candidate and the scribe will be cancelled.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/ she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the examination shall be disqualified to participate further in the recruitment process. Any candidate who is using services of scribe should ensure that he/she is eligible to use the services of scribe in the examination as per the above guidelines. Any candidate using the services of a scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if has already joined the Bank/Organization.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

Please fill up the DECLARATION and submit along with the call-letter.

DECLARATION

We, the undersigned, Shri/Smt./Kum. _____ **eligible candidate** for the Online Examination for the Post of _____ in **_____(Name of the bank/organization)** to be held on **__.__.2021** at _____

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(Time) and Shri/Smt./Kum _____ **eligible writer (scribe)** for the eligible candidate, do hereby declare that:-

1. The scribe is identified by the candidate at his/her cost and as per own choice.
2. The candidate has physical limitation to write including that of speed and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Persons with Benchmark Disability.
3. Candidates who have disability of 40 % or more and physical limitation to write including that of speed shall be allowed compensatory time of 20 minutes per hour, if they have opted for the same in their online application form, whether availing the facility of scribe or not.
4. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Bank that there was necessity for use of a scribe as he/she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding persons with benchmark disability using the services of a scribe.
5. The candidate has ensured that the scribe is not a candidate for this online recruitment exam.
6. The scribe has ensured that he/she has not appeared/ is not appearing as a candidate in this online recruitment exam
7. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, _____ the candidate, certify that I am eligible to use the services of a scribe as per the Govt.
(Name of the candidate) Guidelines for Recruitment of Persons with Benchmark Disability.

I, _____ the candidate for this recruitment certify that I have ensured that the
(Name of the candidate) above scribe has not appeared/ is not appearing for this online recruitment exam.

I, _____ (Scribe) certify that I am not a candidate for this online recruitment exam.
(Name of the Scribe) I will not solve the questions on behalf of the candidate.

Given under are our signature and details:-

| **Details of the candidate:** | | |

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Address 1

Address 2

City:

State:

Pincode:

Highest Educational Qualification:

Mobile No.:

Scribe's ID Type: (Tick appropriate box) Aadhar Card [ ] Driving License [ ] PAN Card [ ] Passport [ ] Voter ID Card [ ] Other ID_____(Enter details of any one below and attach the copy)

ID Number :

Signature:

_____

(Signature of Invigilator)