



**--- Vacancies for the post of Assistant Manager ---**

Candidates are advised to apply ON-LINE only through the Bank's website at [www.idbi.com/www.idbibank.com](http://www.idbi.com/www.idbibank.com) **from January 1, 2009 to January 15, 2009**, after carefully going through all the instructions contained in the Online Application Form and the general instructions given in the advertisement. **No other means/mode of application form/ Printout would be accepted.**

1. IDBI Bank Ltd., 'a new generation' fully computerized banking company under the Companies Act, 1956, having majority share holding by Government of India, engaged in providing entire range of banking services invites **online applications**, for the post mentioned below for the Bank's offices/branches located throughout India, from Indian citizens, subjects of Nepal and Bhutan, Tibetan refugees (who came over to India before 1st January 1962) and persons of Indian origin who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India.

Sr. No	Name of the Post	Post Code	No. of Posts	Age as on January 1, 2009 *
1.	Assistant Manager (AM)	AM-1	250	30 years

\* SC/ST/OBC/Person With Disabilities (PWD)/Ex-Servicemen would be eligible for age relaxation as per GOI guidelines which is mentioned at para 4 below.

**Note:**

- (i) Reservations/Relaxations will be extended to SC, ST, OBC & PWD as per Govt. of India guidelines (See para 3 below).
- (ii) The numbers of posts mentioned above are provisional and may vary depending on future requirements. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements. Offers could be issued in phases as per the Bank's requirement.
- (iii) Multiple applications will not be considered and would be liable to be rejected outright.

2. **Eligibility criteria (as on January 1, 2009):**

No.	Educational qualification	Minimum Experience	Job Description \$ -
1.	Graduation (full time regular course) in any discipline from a recognized University. Additional qualification of CA, MBA, CFA, JAIIB/CAIIB would be preferred.	Minimum <b>1 year</b> experience in a Bank, Financial services organization, etc. [Direct contractual experience with a Bank would also be considered].	Assignment/s would be in Bank's retail operations (assets/liabilities), corporate/priority sector/ SME lending, Central /Regional Processing Unit, and other areas of banking (i.e. MIS and administrative functions, etc.)

\$ The Bank may also assign such other related job/assignment as may be decided from time to time.

**NOTE:**

- a) Proficiency in computers is essential for all the posts mentioned above.
- b) Bank reserves the right to raise/modify the eligibility criteria in educational qualification (including percentage of marks secured at Graduation level) and/or work experience, etc.
- c) The cut-Off date would be January 1, 2009 for age, educational & experience criteria i.e. experience upto & inclusive of December 31, 2008 only will be recognized/reckoned.

### 3. **Reservations:**

3.01 Reservations for SC/ST/OBC candidates would be extended as per rules / guidelines of Government of India. Applicable reservation percentage is 15%, 7.5% & 27% for SC, ST & OBC respectively.

3.02 Reservation for Physically Handicapped (PH) or Person with disabilities (PWD) @ 3% of the identified posts would also be extended. The PH candidates should possess a latest certificate to the effect with Sub-category of disability i.e. VH & OH issued by the Board / countersigned by the Medical Superintendent / Chief Medical Officer / Head of Hospital of Government. Reservations for PWD is called horizontal reservations and these will be adjusted against the number of incumbent in the relevant reservation roster.

3.03 Relaxations/ Concessions would be extended to SC/ST/OBC/PH candidates as per the Govt. of India guidelines.

### 4. **Age Relaxation:**

SC/ST/OBC/PWD/Ex-Servicemen would be eligible for age relaxation as per Govt. of India guidelines which is as under:

- (i) By 3 years in upper age limit in the case of OBC candidates having certificate from the Competent authority with non-creamy layer clause.
- (ii) By 5 years in upper age limit in the case of:
  - a) SC/ ST candidates,
  - b) Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges,
  - c) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants 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,
  - d) 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,
  - e) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989,
  - f) For the Children/family members of those who have died in the 1984 riots.
- (iii) By 10 years in upper age limit for PWD (Gen.); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) candidates.
- (iv) As per recruitment practice of the Bank, the permanent Employees of IDBI Bank Ltd. are exempted from upper age limit.

#### **NOTE:**

- (i) Cumulative age relaxation will not be available either under the above items or in combination with other items.
- (ii) An ex-serviceman who has once joined a government job on the civil side (as an civilian) after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in the Bank ceases.

## 5. Pay and Other benefits:

The present pay scales for the post of **Assistant Manager** is Rs.11250-700-18950-EB-700-21750-750-22500. Candidates who have passed JAIIB/CAIIB will be eligible for one/two additional increments respectively. In addition to pay and allowances, the selected candidate/s will be eligible for benefits as per Bank's rules in the applicable grade/posts.

The Bank is currently in the process of reviewing its overall compensation package. The compensation/other terms prevailing at the time of issue of offer letter/joining would be applicable to the selected candidates.

## 6. Terms of Appointment & Posting

Initial appointment for all posts will be on probation for a period of 1 year from the date of joining (which can be extended at the discretion of the Bank). Candidate will be posted at the Bank's discretion, to any offices of the Bank or the departments/ offices/ business units / Bank's associate institutions. The candidate will also be liable to be transferred to any place in/outside India, as the Bank may decide from time to time in terms of Bank's prevailing rules.

## 7. Selection Process:

The Selection process will comprise of Written Test (WT) followed by personal interview of the candidates who have qualified in the WT. The WT will comprise of Objective Type Questions having four components viz. (a) Test of Reasoning, (b) Test of English Language, (c) Test of Quantitative Aptitude and (d) Test of General & Financial Awareness. Questions papers for 'WT' except the paper on 'Test of English Language', will be set in Hindi and in English. The number of candidates to be called for interview will be at the discretion of the Bank. Candidates may answer the questions at interview in Hindi or English, at their option. Candidate/s qualifying both in WT and interview would be considered for final selection and the same will be on the basis of performance in the WT and interview taken together.

**The WT would be held at the following centers i.e. Chennai (01), Guwahati (02), Kolkata (03), Mumbai (04) and New Delhi (05). (Number within the bracket indicates Centre Code).** Candidate can select any one center from the above-mentioned centers and indicate centre code in his/her application. Request for change of Centre will not be entertained. The Bank, however, reserves the right to change/cancel any of the Centres for WT depending on the response/number of applications for a particular centre. Candidates admitted to the 'WT' will be intimated the time and full address of the venue of 'WT' through ON-LINE Call Letters ('CL'). Candidates will not be admitted to the 'WT' without the 'CL'. The WT would be held on **February 1, 2009. In view of sending WT Call Letter online, no duplicate Call Letter would be issued to any candidate/s.**

The candidates are advised to visit the Bank's website in the third/fourth week of January 2009 to download their call letters from the Bank's website by entering their registration number and password. The call letters for the interview for those candidates who qualify in the written test would also be through online call letters.

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

## **8. Pre-recruitment training (PRT):**

In compliance with Government Guidelines, Bank would arrange free non-residential pre-recruitment training for interested eligible SC and ST candidates. **The training will be organized in Mumbai, New Delhi, Chennai, Kolkata and Guwahati in the last week of January 2009.** The Bank has discretion to add or delete the centers in respect of pre-recruitment training. Candidates who desire to avail of such training may indicate the same at the appropriate place in the application format. The candidates will have to make their own arrangements for travel and stay and meet all expenses. The pre-recruitment training will not confer on the candidate any right of recruitment in the Bank.

**Details regarding the time, date and address of the venue of the Pre-recruitment training for the interested eligible candidates would be put on the Bank's website. Provision will be made to issue Call Letter for PRT ON-LINE. Other instructions, if any, in this regard would also be displayed on the website. Candidates are, therefore, advised to visit the Bank's website at regular intervals for updates from around second/third week of January 2009.**

## **9. Non – Refundable Application Fees and Postage Charges :**

Rs.75/- (Rupees Seventy five only) towards postage is payable by SC/ST/ Persons With Disabilities (PWD) and Ex-Servicemen candidates and Rs.300/- (Rupees three hundred only) towards application fee and postage charges by all other categories (i.e. General & OBC). Candidates are required to make payment of the fees in cash at any of the branches of IDBI Bank Ltd. (IDBI) or State Bank of India (SBI). Proforma of the challans to be used for payment through IDBI/SBI are appended. Candidates may download the challans and approach the respective bank for making payments. **Please note that the challans would not be available in any of the branches of the banks.**

On payment of the requisite fees, the concerned branch of IDBI/SBI would generate a unique **14/10** digit code number **respectively**, which would be recorded on the counterfoil of the challan. A copy of the challan (candidate's copy) duly stamped would be returned to the candidate as proof of receipt of the fees. While the candidates paying the fee through IDBI would be required to pay the stipulated fee of Rs.75 or Rs.300 as stated above, the candidates paying the fee through SBI would need to pay an additional amount of Rs.50/- as service charge to SBI for remitting the fee to IDBI Account.

The payment of fees would be accepted only during the banking hours at the respective bank's branches from January 1, 2009 to January 15, 2009. The date would be the same even for candidates applying from far-flung areas. No other mode of payment of application fee would be acceptable. Fees once paid will not be refunded. The candidates who have made the payment of fees as above may thereafter apply online as indicated in Para 1 of this advertisement. The candidates would require to enter the **14/10** digit unique number in the online application to enable them to submit their application.

Even if the Bank extends the last date of Registration due to technical reasons, the valid dates during which the fee would need to be paid would be within that period only.

Eligible permanent employees of IDBI Bank Ltd. are exempted from the payment of any fees as per the Bank's recruitment practice.

## **10. General Instructions:**

**(Please read carefully before filling up the application form online)**

- i. The gateway for online application would be open from **January 1, 2009 to January 15, 2009**.
- ii. Application should be filled in English only. However, option for use of Hindi will be available at the time of WT/ Interview.

- iii. Before registering their applications on the web site, candidates should possess a valid e-mail id for filling the application. In case the candidate does not have a valid e-mail id, he/she can create a new e-mail id. This e-mail id should be valid for the duration of the recruitment.
- iv. **Before submitting the online application form, the candidate must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, work experience, etc. as on January 1, 2009 in respect of the post applied i.e. the experience upto & inclusive of December 31, 2008 only will be recognized/reckoned. Applications to be submitted only through the on-line mode through the Bank's website. No other form of application would be accepted.**
- v. No hard copy of the application should be sent to IDBI/IBPS.
- vi. The printout of the application should be downloaded, duly signed and should be produced at the time of the interview, if qualified in the written test, alongwith a photograph (duly pasted on the application), self attested copies of certificates in support of age, educational qualifications, experience, caste (if any) and certificate in support of belonging to PWD or claiming any other age relaxation. The candidate must retain the photocopy of the system generated application print out for further reference.
- vii. On submission of the online application, the candidate would receive a registration number and password which he needs to retain.
- viii. A recent passport size colour photograph (without dark glasses) should be firmly pasted on the system generated print out of the application at the prescribed place and should be signed across by the candidate. Sufficient copies of the same photograph should be retained for use at time of interview. Candidates are advised not to change their appearance till the entire recruitment process is over.
- ix. **Applications containing incorrect/misleading information will lead to the candidate being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment when it is detected anytime after the appointment.**
- x. All the candidates belonging to ST/SC/OBC/Ex-Serviceman/PWD should produce at the time of Interview, the attested copy of the caste certificate in a prescribed form from the Competent Authority empowered to issue such certificate . OBC certificate should be of a recent date with suitable mention about creamy layer. (Candidates with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per GoI guidelines). The candidate's appointment will remain provisional subject to caste/ tribe certificates being verified through proper channel and verification of testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his/her claim for belonging to SC/ST/OBC/PWD/Ex-Serviceman and other testimonials is false. The Bank also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false caste certificate.
- xi. **Before appearing for the WT, the candidates should ensure that they are eligible according to eligibility criteria stipulated in the Advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.**
- xii. All educational qualifications must have been obtained on or before the cut off date i.e. January 1, 2009 from recognized Universities/Institutions. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.
- xiii. Candidates already in service of Govt./Quasi-Govt. Organizations and Public Sector Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of GD/Interview. Before appointment in the Bank, a proper discharge certificate/Release Order from the employer will have to be produced.

- xiv. The Bank does not furnish the mark-sheet of selection process to candidates.
- xv. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- xvi. Canvassing in any form will be a disqualification.
- xvii. In all matters regarding eligibility, written test/interview, assessment, prescribing minimum qualifying standards in written test/interview, number of vacancies and communication of result, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- xviii. Appointment of the candidate in the Bank will also be subject to Medical fitness and satisfactory Reference check.
- xix. SC and ST candidates eligible for the selection process will be reimbursed, on production of requisite tickets, to and fro actual single Second Class railway fare by the shortest route from the place of their residence to the place of Interview. **This concession will not be admissible to SC/ST candidates who are already in service in Central/State Government/Corporations/ Public Undertakings/ Local Government/ Institutes and Panchayats.**
- xx. The candidate must retain the photocopy of the system generated application print out, for future reference.

11. **How to apply**

Eligible candidates are required to apply only 'online' through the Bank's website. No other means /mode of application will be acceptable. Application should be filled in English only. However, option for use of Hindi will be available at the time of WT/Interviews. Before registering their applications on the web site, candidates should possess the following:

- i) The candidate must possess a valid e-mail i.d. for filling the application. In case the candidate does not have a valid e mail id he/she can create a new e-mail i.d. This e-mail i.d. should be valid for the duration of the recruitment.
- ii) A non-refundable application/postage fee of Rs. 300/- for General & OBC candidates and Rs.75 for SC / ST / PWD and Ex-Servicemen candidates is payable by depositing the amount in any of the branches of IDBI Bank Ltd. Or State Bank of India. The amount must be paid only during January 1, 2009 to January 15, 2009.
- iii) No documents/application form should be sent to the Bank's office or to IBPS.

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