

**General Instructions to candidates appearing for the interview for the post of
Manager & Assistant General Manager (Branch Operations) &
Manager (Centralised Operations)
(Post advertised in May 2009)**

1. The details of the venue, date and time of the Interview is given in the Call Letter, which can be generated from the Bank's website. The candidates are advised to go through and note the same carefully and accordingly report for the interview on the scheduled date & time.
2. The candidates should bring a copy as well as the original certificates/testimonials in support of the following:
 - (i) Educational qualification
 - Graduation (Marksheet & Degree Certificate)
 - Post Graduation (Marksheet & Degree certificate)
 - (ii) Date of Birth (School Leaving Certificate/Birth Certificate/10th Passing Certificate),
 - (iii) Caste Certificate/PH certificate from the competent authority (for SC/ST/OBC/PH candidates)
 - (iv) Experience Certificate from the past and current employers or Offer Letters, Relieving Letters clearly indicating the date of joining and date of relieving. Candidates appearing for the post of Manager – Centralised Operations, based on experience in Centralised Operations in a financial intermediary other than a commercial bank, should produce relevant documentary proof in support of actual experience in the area of centralized operations.
 - (vi) Any other documents which the candidate may like to produce.
3. Candidates may please note that they have been called for the selection process based on the information submitted by them. Candidates are, therefore, requested to ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, work experience, etc. as on May 1, 2009 in respect of the post applied i.e. **the experience upto & inclusive of April 30, 2009 only will be recognized/reckoned.**

**4. Brief eligibility criteria for the post is as under:
(As on May 1, 2009)**

For Manager & Assistant General Manager (Branch Operations)		
a.	Educational qualifications	Graduation from a recognized University. Additional qualifications such as CAIIB/ MBA/CFA/ICWA/CA would be preferred.
b.	Minimum work experience	<u>Asst.Gen.Manager</u> 5 years hands on direct experience as an officer with a Commercial Bank in Branch Banking. <u>Manager</u> 3 years hands on direct experience as an officer with a Commercial Bank in Branch Banking.
For Manager (Centralised Operations)		
a.	Educational qualifications	Graduation from a recognized University. Additional qualifications such as CAIIB/ MBA/CFA/ ICWA/CA would be preferred.
b.	Minimum work experience	<u>Manager</u> 3 years hands on direct experience as an officer with a Commercial Bank. Experience in centralized operations would be preferred. Officers with 3 years of relevant direct experience in Centralised Operations in Financial Intermediaries would also be considered. Candidates appearing for the post of Manager – Centralised Operations, based on experience in centralised operations in a financial intermediary other than a commercial bank, should produce relevant documentary proof in support of actual

		experience in the area of centralized operations at interview stage.
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The Maximum Age limit for the post of Manager & Assistant General Manager for General candidates is 32 years & 37 years respectively. SC/ST/OBC/Person With Disabilities (PWD)/Ex-Servicemen would be eligible for age relaxation as per Govt. of Guidelines, as mentioned in the detailed advertisement.

The candidates should have been employed directly with the organization in respect of which relevant experience is being reckoned. Employment through a third party vendor would not be considered eligible. It is essential to possess the relevant experience and the same should be full time and relevant to the post applied for and should be post qualification i.e. it will be counted from the date of acquiring the prescribed qualification and upto April 30, 2009.

The cut-off date would be May 1, 2009 for age, educational & experience criteria i.e. experience upto & inclusive of April 30, 2009 only will be recognized/reckoned. Candidates possessing the stipulated experience as mentioned above only may attend the Selection Process.

5. **The candidates have been called for selection process based on the information submitted by them. In case, it is found that the candidate is not satisfying the relevant eligibility criteria, the candidate would not be allowed to appear for the interview. Candidates are therefore advised to satisfy themselves regarding the eligibility criteria as already mentioned in para 4 above.**

6. The candidates are advised to bring self attested copies of certificates in support of age, educational qualifications, experience, caste/tribe (if any) and certificate in support of belonging to PWD or claiming any other age relaxation.

7. Please note to bring three copies of CV with photo affixed on the same. The CV should also contain a brief medical history of the candidate covering major illness/operations undergone in the past, as also three preferred states of posting.

8. Outstation SC/ST candidates will be reimbursed to and fro second class railway fare (by ordinary trains) for the journey undertaken by them for appearing for the personal interview from their place of residence to place of interview, from the rail link nearest to their place of residence by the shortest route, but no other allowance will be paid by the Bank (tickets to be produced). In case, they undertake the journey by bus, where bus is also available they will be paid bus fare (ticket to be produced) provided, it is less than or equal to the admissible train fare. **This concession will not be admissible to SC/ST candidates who are already in service in Central / State Govt. / Corporations / Public Undertakings/ Local Government/ Institutes and Panchayats.** Eligible claim/s would be remitted after completion of interview process.

9. In case, it is detected at any stage that the candidates do not fulfill the eligibility criteria and/or have furnished incorrect information or suppressed any material information, their candidature will be cancelled and, if appointed, their services may be summarily terminated without any compensation thereof.

10. In all matters regarding eligibility (in respect of age, educational qualification, experience), interview, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

11. The candidates will be permitted to reply the questions in the Interview in Hindi also.
12. Consequent to the interview, if found suitable, the candidates would be advised by the end of the day, to undergo requisite medical examination on the next day of the interview at specified/approved health centers. The candidates are, therefore, requested to make necessary stay/travel arrangements accordingly.
13. The candidates may please note that the call-letter issued to them should not be construed as an offer of employment/post. Please note the final selection would be based on their performance in the Interview (if qualified) and medical fitness.
14. If the candidates fail to comply with the above instructions, they will not be permitted to appear for the interview.

Wishing you all the best.
