



**ADVERTISEMENT NO. 1/2016-17: LAST DATE FOR PAYMENT OF FEE –30.11.2016**

**Last date for submission of ON-LINE applications is 30.11.2016**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE REMITTING THE FEE AND FILLING UP THE ONLINE APPLICATION**

IDBI Bank Ltd., a company within the meaning of the Companies Act, 2013, having majority share holding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients.

Recruitments in IDBI Bank are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

IDBI Bank invites applications from the eligible and suitable applicants for the following posts to be filled on contract basis at its different Branches and Offices.

Post	Essential Qualification	Age (years) as on October 01, 2016	Tentative Date of Written Test	Vacancies	Reserved for				
					SC	ST	OBC	PWD \$	
								VI	OH
Executive	A Graduate from a recognized university with minimum 60% marks (55% for SC/ST/PWD)*	Minimum - 20 Maximum- 25	06.01.2017**	500 #	85	40	130	19	7

\* If Grades/ CGPA are awarded instead of marks, only candidate securing CGPA/ Grade equivalent to 60%/ 55% in case ST/ST/PWD may apply. Calculation of percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester (s)/ year (s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any. This will be applicable for those university also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

\*\*Modification or change in the date of the Online test, if any, would be intimated through an advertisement and on the website of the Bank

#The number of posts mentioned above is provisional and may vary depending on future requirements. IDBI Bank reserves the right to empanel the applicants and consider these empanelled applicants(s) for future requirements. Offers could be issued in phases as per IDBI Bank's requirement. Adequate number of candidates in each category, as decided by the Bank will be placed under Merit List and Wait List.

*\$ In terms of the Government of India guidelines, these vacancies are not identified for persons in the Hearing Handicapped (HH) category.*

### 1. **Emoluments, Career prospects and Service Conditions**

(ii) The appointment of Executive will be on contractual basis. The contract would be initially for a period of 1 year and this may be reviewed for extension on year-to-year basis for a further period of 2 years, subject to satisfactory performance and availability of vacancies. **On successful completion of a period of 3 years of contractual service, such appointees may become eligible for appointment as Assistant Manager (Grade 'A') in IDBI Bank through a selection process that would be conducted by IDBI Bank.** The Executive will be paid a lump sum/fixed remuneration as per the following chart:

Consolidated remuneration	₹17,000 per month in the first year, ₹18,500 per month in the second year and ₹20,000 per month in the third year of service.
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Note: These executives shall not be entitled to draw any allowances such as DA, HRA, etc.

(iii) During the contractual period, the applicants can be posted at any branch or offices of the Bank as per the discretion and requirements of the Bank. Applicants could also be posted at IDBI Bank's discretion, to any offices of IDBI Bank or the departments or offices or business units of IDBI Bank's subsidiaries or associate institutions. The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. Also, appointee shall not be entitled for any gratuity and provident fund benefits. **However the Executives would be covered under IBLNPS Rules, 2011.** The contractual period of service would not be counted for any superannuation/ terminal benefits, in case, the appointee is considered for appointment in the services of IDBI Bank as a regular full time employee at a later stage.

#### 1. **Eligibility criteria**

(i) Age (as on October 01, 2016): Minimum: 20 Years Maximum 25 years.

i.e. the applicant must have been born not earlier than October 02, 1991 and not later than **October 01, 1996** (both dates inclusive)

(ii) Applicants must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally 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 applicant belonging to categories (b), (c), (d) or (e) above shall be a person in

whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by IDBI Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

(iii) Those who are in the final year of their Graduation / Semester may also apply provisionally subject to the condition that, if called for Document Verification and Pre Recruitment Medical test, they will have to produce proof of having passed the Graduation examination on or before 30.11.2016.

(iv) Maximum age limit for General Category applicants applying for the post is 25 years as on cut-off date. The SC, the ST, OBC, PWD and Ex-Servicemen applicants will be extended age relaxation as mentioned below in point no. 2.

(v) Applicants are expected to have proficiency in Computers.

(vi) IDBI Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification (including percentage of marks secured at Graduation) and/or work experience. Depending upon the requirement, IDBI Bank reserves the right to cancel or restrict or curtail or enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason therefor.

## 2. **Age relaxation**

The SC, the ST, OBC, PWD and Ex-Servicemen applicants would be eligible for age relaxation as per the Government of India guidelines, as under:

(i) By 3 years in upper age limit in the case of OBC applicants having certificate from the competent authority with non-creamy layer clause.

(ii) By 5 years in upper age limit in the case of:

- SC and ST applicants,
- Ex-servicemen (including Emergency Commissioned Officers or 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 from the last date of receipt of application) 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 or 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,
- Persons who had ordinarily been domiciled in the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989,

- For the Children or family members of those, who have died in the 1984 riots.
- (iii) By 10 years in upper age limit for PWD (General category), 13 years for PWD (OBC category) and 15 years for PWD (SC or ST category) applicants.

**Note:** *Cumulative age relaxation will not be available either under the above items or in combination with other items. 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, including a job in a Public Sector Bank ceases to enjoy ex-serviceman status for further employment.*

### 3. **Non-refundable application fee and Intimation charges**

Application Fees/ Intimation Charges [Payable from 16.11.2016 to 30.11.2016 (both dates inclusive)] shall be as follows –

- ₹150/- for SC/ST/PWD candidates
- ₹700/- for all others.

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

(a) The dates for payment of fee would be the same even for applicants applying from far-flung areas. No other mode of payment of application fee would be acceptable. Fee once paid will not be refunded or adjusted.

(b) Applicants are advised to go through the advertisement thoroughly and ensure that they fulfill all the eligibility criteria before making payment of fee and intimation charges as fee once paid will not be refunded or adjusted under any circumstances.

### 4. **How to apply**

#### **DETAILED GUIDELINES/PROCEDURES FOR**

##### **A. APPLICATION REGISTRATION**

##### **B. PAYMENT OF FEES**

Candidates can apply only online from 16.11.2016 to 30.11.2016 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 and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

- (ii) Have a valid personal email ID and mobile number., which should be kept active till the completion of this Recruitment Process. IDBI Bank may send call letters for the Examination and other information through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID/mobile number, he/she should create his/her new e-mail ID and mobile number. before applying on-line and must maintain that email account and mobile number. In case of non-reaching of the communication/information due to technical defect, error or failure, IDBI Bank shall not be responsible for the same.

(iii) **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

**PAYMENT OF FEE ON LINE** 16.11.2016 to 30.11.2016  
(Both days inclusive)

CATEGORY	AMOUNT (Rs.)
SC/ST/PWD	₹150.00 (INTIMATION CHARGES ONLY)
FOR ALL OTHERS	₹700.00 (APPLICATION FEE + INTIMATION CHARGES)

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

**A. Application Procedure**

- (i) Candidates to go to IDBI Bank’s website [www.idbi.com](http://www.idbi.com) and click on the ‘**CAREERS**’ to open the link “**Recruitment of Executives**” and then click on the option “**APPLY ONLINE**” which will open a new screen.
- (ii) 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.
- (iii) 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.
- (iv) 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 **FINAL SUBMIT BUTTON**.

- (v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- (vi) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vii) 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".
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (x) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (xi) Click on 'Payment' Tab and proceed for payment.
- (xii) Choose the Payment Mode ONLINE and click on 'Submit' button. NO CHANGE IS PERMITTED IN PAYMENT MODE ONCE CHOSEN.

**B. PAYMENT OF FEES (ONLINE MODE ONLY)**

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 by providing information as asked on the screen.
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. Please note that if the same cannot be generated online, transaction may not have been successful.
7. Preserve the hard copy of the system generated online Application form and e-Receipt for submission during the time of document verification & pre-recruitment medical test. The hard copy is not to be sent to the bank.
8. 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.
9. To ensure the security of your data, please close the browser window once your transaction is completed.

## **IMPORTANT INSTRUCTIONS**

Candidates applying for the post, after submission of the online application form, shall take a printout of system-generated hard copy of the application form and preserve the same for submission at the time of document verification & pre-recruitment medical test along with fee payment e-receipt and the documents required in support of the eligibility criteria as detailed below:

(a) **Age:** 10<sup>th</sup> or 12<sup>th</sup> standard mark sheet or school leaving certificate or birth certificate. The certificate or documentary evidence issued by the competent authority for age relaxation under any other clause.

(b) **Educational Qualifications:**

- Graduation
  - ❖ All semester-wise or year-wise individual mark sheets.
  - ❖ All mark sheets pertaining to improvement in the marks [i.e. if the candidates has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)]
  - ❖ Degree or provisional pass certificate.
- High School (Class 10<sup>th</sup>) and Intermediate (Class 12<sup>th</sup>)
  - ❖ Mark sheets and passing certificates

(c) **Work Experience:** If declared in the application form, all the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

(d) **Caste Certificate:** If declared, Copy of Caste or Tribe or Class Certificate for SC, ST and OBC category candidates.

(e) **Person with Disability (PWD) Certificate:** If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates

(f) Photo identity such as PAN card/ Driving Licence/ passport/ voters ID card/UID card/ Bank passbook with photograph/Photo identity Proof issued by Gazetted Officer or Peoples's representative (on the official letter head) / Identity Card issued by a recognized College or University/ Employee ID.

- (g) Print out of the online call letter for the written test with a recent passport size colour photograph (without dark glasses) firmly pasted at the prescribed place duly signed across by the applicant.

**Inability to produce any of the above mentioned documents (both original and attested copy) at the time of Document Verification and Pre Recruitment Medical Test will render the candidates ineligible for the selection. The candidates who do not produce the documents (both in original and attested copy) indicated above, would not be allowed to appear for Pre Recruitment Medical Test.**

(h) **Important Dates:-**

Sl. No.	Activity	Date
1.	Cut-off date for eligibility criteria (Age )	October 01, 2016
2.	Online Registration	16.11.2016 to 30.11.2016
3.	Payment of Application Fee/ Intimation Charges - Online	16.11.2016 to 30.11.2016
4.	Date of Pre-Examination training for the SC/ ST / OBC applicants at all centers	26.12.2016 to 31.12.2016
5.	Date of Online Test at all centers	06.01.2017

**5. Selection process**

- i. The selection process for the post of **Executive** will comprise of an Online Test.

The structure of the Examination is as follows:

Sr. No.	Name of Tests	No. of Qs	Maximum Marks	Duration
1	Test of Reasoning	50	50	Composite time of 90 minutes
2	Test of Working English Language	50	50	
3	Test of Quantitative Aptitude	50	50	
	Total	150	150	

The above tests except the Tests of English Language will be available bilingually, i.e. English and Hindi.

- ii. **Penalty for Wrong Answers** - For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.
- iii. The applicants will be called for the online test based on the information provided in the online application form submitted by them, subject to scrutiny at a later date.

- iv. The applicants, who are successful in the online test, would be called for a document verification and pre-recruitment medical test. The number of applicants called for document verification and pre-recruitment medical test will also be at the discretion of IDBI Bank. Applicants qualifying both in the online test and the pre-recruitment medical test shall be considered for final shortlisting. Reference for medical test does not imply final selection, which may please be noted.
- v. The final selection or offer of employment would be made based on applicant's marks in the online test, being found medically fit and subject to fulfillment of all other eligibility criteria as stipulated in the advertisement.
- vi. **The online test for the post of Executive would be held at the following centers i.e. Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai, Nagpur, New Delhi, Patna, Pune, Raipur, Rajkot, Ranchi, Thiruvananthapuram, Vijayawada and Vishakhapatnam.** Applicants may select any one center from the above-mentioned centers and indicate the same in his or her application. Request for change of Center will not be entertained. IDBI Bank, however, reserves the right to add or change or cancel any of the Centers for online test depending on the response or number of applications for a particular center. Applicants admitted to the online test will be intimated the time and full address of the venue of the online test through ON-LINE Call Letters **required to be downloaded from IDBI Bank's website [www.idbi.com](http://www.idbi.com).** Applicants will not be admitted to the online test without the Call Letter. **In view of online test Call letter making available online, no duplicate Call Letter would be issued to any applicant/s.**
- vii. **The applicants must bring the Original Photo Identity at the time of the document verification and pre-recruitment medical test such as the PAN Card or Driving License (with the photograph)/ Passport/ Voter ID/UID Card/ Bank passbook with photograph/Photo identity Proof issued by Gazetted Officer or People's representative (on the official letter head) / Identity Card issued by a recognized College/University/ Employee ID.**
- viii. The online test for the post of Executive would be held on 06.01.2017. Modification or change in the date of the online test, if any, would be intimated through an advertisement and on the website of the Bank.
- ix. **The applicants are advised to visit IDBI Bank's website after 27.12.2016 to download their call letters by entering their registration number and password.** The link for downloading the call letters for the Document Verification and Pre Recruitment Medical test (for those applicants who qualify in the online test) will also be made available on IDBI Bank's website. Applicants would have to visit the bank's website to download the online call letter for personal Document Verification and Pre

Recruitment Medical test also by entering their registration number and password. IDBI Bank reserves the right to decide the schedule & center of personal Document Verification and Pre Recruitment Medical test as per its convenience.

- x. The details regarding the time, date and address of the venue of the Online test, document verification and pre-recruitment medical test for the short listed eligible applicants would be put on IDBI Bank's website. No separate communication i.e. either by post or otherwise would be issued to the applicants. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit IDBI Bank's website at regular intervals.
- xi. Applicants should carry the print of online Call Letter, application form, e-receipt of payment and all supporting documents (proof in respect of age, education, experience and caste) in original along with a copy of same at the time of document verification and pre-recruitment medical test. Please note that actual scrutiny of the facts declared by the applicants in the application form will be done only on the day of the document verification. Applicants not qualifying the eligibility criteria, or failing to produce any required document on the day of the document verification would not be allowed to attend the pre-recruitment medical test and his or her candidature would stand cancelled. Applicants found prima-facie eligible only would be send for pre-recruitment medical test.

#### **6. Pre Examination Training (PET) for SC / ST /OBC applicants**

(i) In compliance with Government Guidelines, IDBI Bank would arrange free non-residential PET for interested eligible SC / ST /OBC applicants for 6 consecutive days from 26.12.2016 to 31.12.2016 prior to the online test. The PET will be organized at **Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai, Nagpur, New Delhi, Patna, Pune, Raipur, Rajkot, Ranchi, Thiruvananthapuram, Vijayawada and Vishakhapatnam.** IDBI Bank has discretion to add or delete the centers in respect of PET. Applicants, who desire to avail of such training, may indicate the same at the appropriate place in the application format. The applicants will have to make their own arrangements for travel and stay and meet all expenses. The PET will not confer on the applicants any right of recruitment in IDBI Bank.

(ii) Details regarding the time, date and address of the venue of the PET for the interested eligible applicants would be put on IDBI Bank's website. Provision will be made to issue Call Letter online for the PET. Applicants would have to visit IDBI Bank's website to download the online call letter by entering their registration number and password. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit IDBI Bank's website at regular intervals for updates.

(iii) **Applicants will not be called for the PET if they do not opt for the same in the application form.**

## 7. Reservation

- (i) Reservations for the SC, the ST and OBC candidates would be extended as per rules or guidelines of the Government of India. Applicable reservation percentage is 15% for SC category, 7.5% for ST category and 27% for OBC category.
- (ii) Reservation for Person with Disabilities (PWD) applicants @ 3% of the identified posts would also be extended. In terms of the Government of India guidelines, these vacancies are not identified for persons in the Hearing Handicapped (HH) category. The minimum disability in case of PWD candidates is moderate i.e. 40%. The maximum disability would be as per extant guidelines of Government of India. The PWD candidates should possess a latest certificate to the effect with sub-category of disability [visually handicapped and orthopaedically handicapped (OH) only] issued by the Board or countersigned by the Medical Superintendent or Chief Medical Officer or Head of Hospital of Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.

## 8. Definitions of Categories of disabilities:

### (i) Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

### (ii) Orthopaedically Challenged (OC)

Only those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R or L)

MW - Muscular weakness and limited physical endurance

### **Guidelines for Persons with Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. 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 may be from any academic stream.
- 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.
- **The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be candidate for the same online examination. If violation of the above is detected at any stage of the process, candidature for the examination of both the candidate and the scribe will be cancelled.**
- Applicants 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 favorably entertained.

### **Guidelines for candidates**

(i) with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour 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).

(ii) Visually Impaired candidates

A compensatory time of twenty minutes per hour shall be permitted for Visually Impaired candidates (who suffer from not less than 40% of disability) who opt to view the contents of the test in magnified font. This facility 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.

Please note the candidates not opting for scribe in the application form will not be allowed to use the facility of scribe.

## **9. General Instructions**

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

- i. Before submitting the online application form, the applicants must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, etc. as stated in the advertisement. If the applicants are not eligible, their candidature will be cancelled at any stage of the recruitment. If the applicant qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature

will be cancelled and if appointed, services would be terminated without any notice or compensation.

- ii. Applications should be submitted only through the on-line mode through the Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.
- iii. On submission of the online application, the applicants would receive a registration number and password, which he or she needs to retain for use in future.
- iv. Application should be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.
- v. **Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (complete) application will be retained and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance / appearances in the online examination and / Document Verification and Pre Recruitment Medical test will be summarily rejected / candidature cancelled.**
- vi. Request for change of center for Online examination or Document Verification and Pre Recruitment Medical tests will not be considered.  
However, the Bank reserves the right to cancel or add any center, depending upon the response in the centre.
- vii. All educational qualifications, which the applicant intends to indicate in the application form should have been obtained before the cut-off date, from recognized Universities or Institutions in India.
- viii. IDBI Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- ix. IDBI Bank may at its discretion, hold re-online test, wherever necessary in respect of a center or venue or specific applicants(s) and/or all centers or all applicants.
- x. Applicants would not be allowed for online test without the online call letter. No duplicate call letter would be issued to the applicants.
- xi. All applicants belonging to the ST, the SC, OBC, Ex-Serviceman and PWD category should produce at the time of Document Verification and Pre Recruitment Medical test, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate (as notified by GoI from time to time). The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Applicants with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD applicants shall possess a certificate of disability issued by the competent authority as per the Government of India guidelines.
- xii. The applicant's appointment will remain provisional subject to caste or tribe certificates

being verified through proper channel and verification of other testimonials. The applicant's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD and Ex- Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the applicants, as it may deem proper, for production of such false caste certificate/ testimonials.

- xiii. SC and ST applicants eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of Document Verification and Pre Recruitment Medical test. This concession will not be admissible to SC and ST applicants who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats.
- xiv. Applicants already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of Document Verification and Pre Recruitment Medical test. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- xv. IDBI Bank shall not furnish the mark-sheet of selection process to applicants.
- xvi. IDBI Bank shall not entertain requests from applicants seeking advice about their eligibility to apply nor from any eligible and not selected applicants.
- xvii. Canvassing in any form will be a disqualification.
- xviii. In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., IDBI Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.
- xix. Appointment of the applicants in IDBI Bank will also be subject to Medical fitness and satisfactory Reference check.
- xx. Applications with suppression or concealment of any information and containing incorrect or misleading information will lead to the applicants being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection anytime after appointment.
- xxi. The appointment of the applicants is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.
- xxii. Applicants are advised not to change their signature at any point of time during and after the recruitment process.

- xxiii. The possibility of occurrences 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 the conduct of another examination, if considered necessary.
- xxiv. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

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## Annexure – I

### GUIDELINES FOR SCANNING THE PHOTOGRAPH & 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.
- The picture should be in colour, 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 is 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.

#### **(ii) SIGNATURE IMAGE:**

- 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 Hall Ticket 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 Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

#### **(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- 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).
- 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.
- Applicants using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the ‘Image’ menu. Similar options are available in other photo editor also.

- (iv) **If the file size and format are not as prescribed, an error message will be displayed.**
- (v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.
- (vi) Procedure for Uploading the Photograph and Signature**
- (i) There will be two separate links for uploading Photograph and Signature
  - (ii) Click on the respective link "Upload Photograph / Signature"
  - (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
  - (iv) Select the file by clicking on it
  - (v) Click the 'Upload' button
- (vii) Your Online Application will not be registered unless you upload your photo and signature as specified.**

**Note:**

- (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (b) Applicants are advised to take a printout of their system generated online application forms after registering.
- (c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

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