ADVERTISEMENT NO.5 /2021-22:
Admissions to IDBI Bank PGDBF 2021-22
Last date for *submission* of ONLINE application is 22.08.2021
LAST DATE FOR PAYMENT OF FEE is 22.08.2021

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

IDBI Bank has entered into MoU with Manipal Global Education Services Private Limited (Manipal), Bengaluru and Nitte Education International Private Limited [Nitte] Greater Noida to provide training in Banking and Finance to prospective candidates aspiring to join IDBI Bank as Assistant Manager Grade 'A'. IDBI Bank invites applications from young, dynamic graduates for 1 Year Post Graduate Diploma in Banking and Finance (PGDBF) comprising of 9 months of classroom studies at campus and 3 months of internship at IDBI Bank's branches. After successful completion of the course, the candidates will be awarded PGDBF certificate and will be inducted into IDBI Bank as Assistant Manager Grade 'A' subject to fulfillment of eligibility criteria as stated in this advertisement.

The candidates from states falling under the Western and Southern Zones of the Bank will be inducted through Manipal, Bengaluru and candidates from states falling under the Eastern and Northern Zones of the Bank will be inducted through Nitte, Greater Noida. The allotment of candidates to the above noted institutes will depend on the number of candidates selected from the respective states. Further the allotment shall be done on a best effort basis only and would be strictly based on the state of domicile as indicated on the application form by the candidate.

Southern and Western Zones

Zone	States
Bengaluru	Kerala & Karnataka
Chennai	Tamil Nadu, Puducherry, Andaman & Nicobar
Hyderabad	Telangana and Andhra Pradesh
Mumbai	Maharashtra (Mumbai, Thane & Nashik)
Nagpur	Maharashtra (Ahmednagar, Aurangabad, Jalgaon, Nagpur & Solapur)
Pune	Maharashtra (Pune, Satara, Kolhapur) & Goa
Ahmedabad	Gujarat, Dadra & Nagar Haveli and Daman & Diu

Northern and Eastern Zones

Zone	States
Bhopal	Madhya Pradesh
Chandigarh	Chandigarh, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh (U.T.) & Punjab
Kolkata	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura & West Bengal
Bhubaneswar	Chhattisgarh & Odisha
Delhi	Delhi (UT - NCT), Rajasthan & NCR Region
Lucknow	Uttar Pradesh & Uttarakhand
Patna	Bihar & Jharkhand

Candidates please note the following specific criteria before applying for the post:

The recruitment is being carried out for admission to IDBI Bank-PGDBF through Manipal, Bengaluru and Nitte, Greater Noida. The appointment of candidates in IDBI Bank as Assistant Managers is subject to their successfully completing the 1 Year PGDBF course and fulfillment of other eligibility criteria of age and educational qualification.

Candidates fulfilling required eligibility criteria may apply Online through the link given in Bank's website. 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.

Vacancies

Essential Qualification	Age (years) as on 01/07/2021	Date of online Test (Tentative)	Number of Seats	Reserved for								
				UR	SC	ST	EWS	OBC	PWD			
									VI	OH	HI	MD/ID
A Graduate from a recognized university with minimum 60% marks (55% for SC/ST/PWD)*	Minimum 21 Maximum 28**	04.09.2021 ***	650#	265	97	48	65	175	7	6	7	6

*If Grades/ CGPA are awarded instead of marks, only candidate securing CGPA/ Grades equivalent to 60% (55% in case SC/ST/PWD) should 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 Universities 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%.

**Relaxation in maximum age for SC/ST/OBC/PWD/Ex-Servicemen as per Government guidelines

***Modification or change in the date of the Online Test, if any, would be intimated through an advertisement on the website of IDBI Bank.

The number of seats mentioned above is provisional and may vary depending on future requirements. IDBI Bank reserves the right to empanel the candidates and consider these empanelled candidates for future requirements. Offers could be issued in phases as per IDBI Bank's requirement.

1. **Eligibility criteria**

a. Cut off date: July 01, 2021

b. Applicant must be either (i) a citizen of India, or (ii) a subject of Nepal, or (iii) a subject of Bhutan, or (iv) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (v) a person

of Indian origin, who 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, Malwai, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that an applicant belonging to categories (ii), (iii), (iv) or (v) 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 participate in the selection process conducted by the 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.

c. Candidates are expected to have proficiency in computers.
d. Candidates should be Graduate from any discipline from a recognized university with minimum 60% marks (55% for SC/ST/PWD candidates). It may be mention that candidates should have the final year result declared on or before **July 01, 2021**
e. The IDBI Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification including percentage of marks secured at Graduation level. Depending upon the requirement, IDBI Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there off.

2. **Age (As on July 01, 2021)**

Minimum: 21 years Maximum: 28 years i.e. a candidate must have been born not earlier than 02.07.1993 and not later than 01.07.2000 (both dates inclusive)

S.N.	Category	Age Relaxation
a.	Scheduled Caste/Scheduled Tribe	5 years
b.	Other Backward Classes (Non-Creamy Layer)	3 years
c.	Persons With Disabilities	10 years
d.	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
e.	Persons affected by 1984 riots	5 years

NOTE:
(i) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 2 (c) to 2 (e).
(ii) The maximum age limit specified is applicable to General Category candidates and Economically Weaker (EWS) Candidates.
(iii) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original / copies at the time of Interview and at any subsequent stage of the recruitment process.
(iv) In case of an ex-serviceman who has once joined in a Government job on the civil side after availing the benefits given to him as ex-servicemen for his re-employment, his ex-serviceman status for the purpose of re-employment in

Government ceases.

3. Non-Refundable Application Fee and Postage Charges

Application Fees/ Intimation Charges (Payable from 10.08.2021 to 22.08.2021 (both dates inclusive)
- Rs. 200/- for SC/ST/PWD candidates
- Rs. 1000/- for all others
Bank Transaction charges / convenience charges for Online Payment of fees/ postal charges will have to be borne by the candidate.

4. How To Apply

DETAILED GUIDELINES/PROCEDURES FOR
A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
Candidates can apply online from 10.08.2021 to 22.08.2021 only 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, signature, left thumb impression and hand written declaration ensuring that all these documents adhere to the required specifications as given under Guideline for photograph & signature scan and upload (Annexure II).

(ii)   Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. IDBI Bank will 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 obtain 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)   Signature, left thumb impression and hand-written declaration Image:

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
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 only 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 and the hand written declaration should be of the applicant and not by any other person.

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.

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"

(iv)   APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

PAYMENT OF FEE -   ON LINE   :   10.08.2021 to 22.08.2021
(Both days inclusive)

CATEGORY	AMOUNT (Rs.)
SC/ST/PWD	Rs.200 (Intimation charges only)
FOR ALL OTHERS	Rs.1000 (Application fee + Intimation charges)

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

Application Registration Procedure

(i)   Candidates to visit IDBI Bank's website www.idbibank.in and click on the "CAREERS" to open the link "Recruitment for "IDBI Bank-PGDBF 2021-22" 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 COMPLETE REGISTRATION 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 "Annexure II".

(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 clicking on COMPLETE REGISTRATION.

(x)   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.

(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.

A.   PAYMENT OF FEES (ONLINE MODE ONLY)

(i)   The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(ii)   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.

(iii)   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

(iv)   On successful completion of the transaction, an e-Receipt will be generated.

(v)   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.

(vi)   Candidates should print online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.

(vii)   Preserve the hard copy of the system generated online Application form and e-Receipt for submission during the time of personnel interview, document verification & pre-recruitment medical test. The hard copy is not to be sent to the bank.

(viii)   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.

(ix)   To ensure the security of your data, please close the browser window once your transaction is completed.

5.   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 personal interview, along with fee payment e-receipt and the documents required in support of the eligibility criteria as detailed below (Candidates are also required to preserve a copy of application form and e-receipt for any future requirements):

(a) **Age**: 10th or 12th 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 Qualification:

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 10th) and Intermediate (Class 12th)
- Mark sheets and passing certificates

(c) **Work Experience:** All the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips <u>clearly</u> 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 and Income Certificate for EWS candidates issued by the competent Authority
- District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- Revenue Officer not below the rank of Tahsildar
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides

(e) **PWD Certificate:** If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates. Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case maybe.

(f) Photo identity such as PAN card/ Driving License/ passport/ voters ID card/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.

(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 self-attested copy) at the time of interview 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

interview.

7. **Important dates**

Sr. No.	Activity	Date
1.	Opening and closing of payment Gateway	10.08.2021 to 22.08.2021
2.	Opening and closing of gateway for submission of on-line application	10.08.2021 to 22.08.2021
3.	Date of Online Test at all Centers (Tentative)	04.09.2021

8. **Selection Process**

   (1) The selection process will comprise of Online Test followed by personal interview of the candidates, who have qualified in the online test. The online test will be objective in nature. The details of the same are furnished hereunder.

Sr.No.	Name of the Test	No. of Questions	Maximum Marks	Duration
1.	Logical Reasoning, Data Analysis & Interpretation	60	60	Composite time of 2 hours
2.	English Language	40	40	
3.	Quantitative Aptitude	40	40	
4.	General/Economy/Banking Awareness	60	60	

   (2) The applicants will be called for the Online Test based on the information provided by them in the online application form, subject to scrutiny at a later date.

   (3) **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.

   (4) The applicants, who are successful in the On-line test, would be called for a personal interview. While the number of candidates to be called for interview will be at the discretion of IDBI Bank, adequate number of candidates in each category, as decided by the Bank, will be called for Interview. During interview the candidates will have the option to answer the questions in Hindi or English. Applicants qualifying the personal interview shall be considered for final shortlisting.

   (5) The final selection or offer of employment would be made based on applicant's marks in the interview, Online test, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification and successful completion of the course and award of certificate by Manipal University/Nitte University as stipulated in the advertisement.

   (6) The online test for the IDBI Bank-PGDBF would be held at Ahmedabad, Amritsar, Bhopal, Bengaluru, Belgaum, Bhubaneswar, Coimbatore, Chennai, Chandigarh, Delhi – NCR, Guwahati, Gwalior, Hyderabad, Jaipur, Kanpur, Kolkata, Kochi, Lucknow, Madurai, Mangalore, Mumbai / Navi Mumbai / Greater Mumbai / Thane, Nagpur, Patna, Pune, Raipur, Rajkot, Ranchi, Thiruvananthapuram,

Vijayawada, Vishakhapatnam etc (refer to Annexure I). 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 written test will be intimated the time and address of the venue of the online test through ONLINE Call Letters required to be downloaded from IDBI Bank's website www.idbibank.in Applicants will not be admitted to the online test without the online Call Letter. In view of online test Call letter making available online, no duplicate Call Letter would be issued to any applicant/s.

(7) The applicants must bring the Original Photo Identity at the time of the interview such as the PAN Card or Driving License (with the photograph)/ Passport/ Voter ID/Aadhaar Card/ E aadhaar 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.

(8) The candidates are advised to visit IDBI Bank's website tentatively after 27.08.2021 to download their call letters by entering their registration number and password. Candidates qualifying in on-line test would have to visit IDBI Bank's website to download the call letter for personal interview by entering their registration number and password. IDBI Bank reserves the right to decide the schedule & center of personal interview as per its convenience.

(9) The details regarding the time, date and address of the venue of the online test and Interview for the short listed eligible candidates would be put on IDBI Bank's website. No separate communication 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 IDBI Bank's website at regular intervals.

(10) Candidates should carry the printout 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 interview. Please note that actual scrutiny of the facts declared by the candidates in the application form will be done only on the day of the interview. Candidates not qualifying the eligibility criteria, or failing to produce any required document on the day of the interview would not be allowed to attend the interview and his or her candidature would stand cancelled. Candidates found prima-facie eligible only would be allowed to attend the personal interview.

Action against Candidates Found Guilty of Misconduct/ Use of Unfair Means
Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.
At the time of Online Test, Interview, Document Verification, Pre-recruitment Medical Test or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- using unfair means or
- impersonating or procuring impersonation by any person or

- 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 whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

- resorting to any irregular or improper means in connection with his/ her candidature or

- obtaining support for his/ her candidature by unfair means, or

- carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
    a. to be disqualified from the examination for which he/ she is a candidate
    b. to be debarred either permanently or for a specified period from any examination conducted by the Bank
    c. for termination of service, if he/ she has already joined the Bank.

Important: Bank would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

9. **Programme Fees**

    Programme fees for this Course will be Rs.3,50,000/- (Rs. Three Lakh Fifty Thousand only) plus GST, as applicable, to be paid by the students in instalments as per a fixed schedule during the 1 year programme (inclusive of course fees, lodging, boarding and other fees, etc.).

    Apart from the above course fees, the exam fees for undergoing various Certification exams as mandated under the course will have to be borne additionally by the candidates, as per the fees charged by respective body/organizations from time to time for conducting these Certification exams.

10. **Financing/Loan Options**

    Selected candidates can finance the course fees by availing Education Loan, if they so desire, which will be granted by IDBI Bank as per its prevailing education loan scheme of IDBI Bank.

11. **Career Prospects and Emoluments**

    Stipend (during the training): During the Training Period (9 Months) - ₹ 2,500/- per month and during the Internship Period (3 Months) - ₹10,000/- per month.

    After joining the Bank's services as Assistant Manager Grade 'A' on successful completion of the course: The extant basic pay applicable to Assistant Managers in Grade A is Rs.36,000/- per month in the pay scale of 36000-1490(7)-46430-1740 (2) –49910–1990(7)-63840 (17 years). The pay scales, allowances, reimbursements, perquisites and other terms subsisting at the time of joining and as may be modified / amended / revised from time to time would be applicable as per rules in force from time

to time.

12. <u>Terms of Appointment and Posting</u>

Initial appointment in the post of Assistant Manager will be on probation for a period of one year from the date of joining the Bank (which can be extended at the discretion of the Bank). Candidates will be posted at Bank's discretion, to any offices of the Bank or the departments / offices / business units / the Bank's associate institutions. The candidates 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 the Bank's prevailing rules/policies.

13. <u>Service Bond</u>

All selected candidates, at the time of their joining the course itself, will have to execute a Service Bond for serving IDBI Bank for a minimum period of 3 years from the date of their joining IDBI Bank's service or shall have to pay an amount of ₹2 Lakh plus applicable GST. In addition to the payment of ₹2 Lakh plus applicable GST, in case any candidate leaves the services of IDBI Bank before 3 years of his/her joining, he/she will have to clear his/her outstanding educational loan dues at the applicable card rate, if he/she has opted for education loan from IDBI Bank.

14. <u>Reservation</u>

a. Reservations for the SC, 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.

b. Reservation for Economically Weaker Sections (EWSs) 10%: Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
   i. 5 acres of agricultural land and above;
   ii. Residential flat of 1000 sq. ft and above;
   iii. Residential plot of 100 sq. yards and above in notified municipalities;
   iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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

c. Reservation for Persons with Benchmark Disabilities

Reservation for Physically Handicapped (PH) candidates or Person with Disabilities (PWD) @ 4% of the identified posts would also be extended. Against the posts identified for each disabilities, of which one percent each shall be reserved for persons with benchmark disabilities under point (a), (b) and (c) and one percent, under point (d) and (e) mentioned below.
   a. Blindness and low vision;
   b. deaf and hard of hearing;
   c. locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
   d. autism, intellectual disability, specific learning disability and mental

illness;

  e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

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) Orthopedically handicapped (OH): Only those Orthopedically 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.

(III) Hearing Impairment: Means loss of Sixty decibels or more in the better ear in the conversational range of frequencies.

(IV) MD/ID - Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

a. "Specific Learning Disability" (SLD) means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

b. "Mental Illness" (MI) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

c. "Autism spectrum disorder" (ASD) means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviour.

d. "Multiple Disabilities" means multiple disabilities amongst OH, VI, HI, SLD, MI & ASD.

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.

15. Pre-Examination Training (PET) for SC/ST/OBC applicants

(i) For safety of the candidates during this period, PET may not be held due to COVID-19 pandemic or may be held through virtual mode. If Bank decides to hold the PET, it will not confer on the applicants any right of recruitment in IDBI Bank.

(ii) Details regarding the time, date, link of the PET (if held) for the interested eligible applicants would be put on IDBI Bank's website. Provision will be made to issue Call Letter online for the pre examination training. Applicants would have to visit IDBI Bank's website to download the online call letter for the PET 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 held) if they do not opt for the same in the application form.

16. **General Instructions**

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

i. Cut-off date: July 01, 2021.

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 this 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 fulfil 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 IDBI 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 candidates would receive a registration number and password, which they need to retain for use in future.

iv. Application should be filled only in English.

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 / interview will be summarily rejected / candidature cancelled.

vi. Request for change of center for online examination or interviews will not be considered. However, IDBI Bank reserves the right to cancel or add any center depending upon the response in that center.

vii. All educational qualifications, which the applicant intends to indicate in the application form, should have been obtained on or 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-written test and/or re-interview, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.

x. Applicants would not be allowed for online test and personal interview without the online call letter. No duplicate call letter would be issued to the applicants.

xi. All applicants belonging to the SC, ST, OBC, Ex-Serviceman, EWS and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. 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. EWS certificate should be issued by competent authority.

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, EWS and Ex-Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.

xiii. SC/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 interview. This concession will not be admissible to SC/ST candidates 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 interview. 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 candidates 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, satisfactory Reference / background check and the outcome of the writ petition.

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 any time 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 if 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. **IRIS SCAN/BIOMETRIC DATA – Capturing and Verification**

Bank, at various stages, may capture thumb impression or IRIS of candidates in digital

format for biometric verification of genuineness of the candidates. Candidate will ensure that correct thumb impression or IRIS is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands or wear contact lenses.

xxv. 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.

<u>DISCLAIMER</u>

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

Place:
Mumbai
Date: 04/08/2021   General Manager (HR)

State	City Name
Andaman & Nicobar Island	Port Blair
Andhra Pradesh	Chirala
	Chittoor
	Eluru
	Guntur
	Kadapa
	Kakinada
	Kurnool
	Nellore
	Ongole
	Rajahmundry
	Srikakulam
	Tirupati
	Vijaywada
	Vishakhapatnam
	Vizianagaram
Arunachal Pradesh	Naharlagun
Assam	Dibrugarh
	Guwahati
	Jorhat
	Silchar
	Tezpur
Bihar	Arrah
	Aurangabad(Bihar)
	Bhagalpur
	Darbhanga
	Gaya
	Muzaffarpur
	Patna
	Purnea
Chandigarh	Chandigarh
Chhattisgarh	Bhilai Nagar
	Bilaspur
	Raipur
Delhi NCR	Delhi & New Delhi
Goa	Panaji
Gujarat	Ahmedabad
	Anand
	Gandhinagar
	Himmatnagar
	Jamnagar
	Mehsana
	Rajkot
	Surat
	Varodara
Haryana	Ambala
	Faridabad

State	City
	Gurugram
	Hisar
	Karnal
	Kurukshetra
	Panipat
	Yamuna Nagar
Himachal Pradesh	Bilaspur
	Hamirpur
	Kangra
	Kullu
	Mandi
	Shimla
	Solan
	Una
Jammu & Kashmir	Jammu
	Samba
	Srinagar
Jharkhand	Bokaro steel city
	Dhanbad
	Hazaribagh
	Jamshedpur
	Ranchi
Karnataka	Bengaluru
	Belgaum
	Bidar
	Davangere
	Dharwad
	Gulbarga
	Hassan
	Hubli
	Mandya
	Mangalore
	Mysore
	Shimoga
	Udupi
Kerala	Alappuzha
	Kannur
	Kochi
	Kollam
	Kottayam
	Kozhikode
	Malappuram
	Palakkad
	Thiruvananthpuram
	Thrichur
Lakshadweep	Kavaratti
Madhya Pradesh	Bhopal
	Gwalior
	Indore

	Jabalpur
	Sagar
	Satna
	Ujjain
Maharashtra	Amravati
	Aurangabad(Maharashtra)
	Chandrapur
	Dhule
	Jalgaon
	Kolhapur
	Latur
	Mumbai/Thane/Navi Mumbai
	Nagpur
	Nanded
	Nashik
	Pune
	Ratnagiri
	Solapur
Manipur	Imphal
Meghalaya	Shilong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Balasore
	Berhampur(Ganjam)
	Bhubaneshwar
	Cuttack
	Dhenkanal
	Rourkela
	Sambalpur
Puducherry	Puducherry
Punjab	Amritsar
	Bhatinda
	Fategarh Sahib
	Jalandhar
	Ludhiana
	Mohali
	Pathankot
	Patiala
	Sangrur
Rajasthan	Ajmer
	Alwar
	Bikaner
	Jaipur
	Jodhpur
	Kota
	Sikar
	Udaipur
Sikkim	Bardang
	Gangtok
Tamilnadu	Chennai

	Coimbatore
	Erode
	Madurai
	Nagercoil
	Salem
	Thanjavur
	Thiruchirapalli
	Tirunelvelli
	Vellore
	Virudhunagar
Telangana	Hyderabad
	Karimnagar
	Khammam
	Warangal
Tripura	Agartala
Uttar Pradesh	Agra
	Aligarh
	Prayagraj (Allahabad)
	Banda
	Bareilly
	Faizabad
	Ghaziabad
	Gonda
	Gorakhpur
	Jhansi
	Kanpur
	Lucknow
	Mathura
	Meerut
	Moradabad
	Muzaffarnagar
	Noida / Greater Noida
	Sitapur
	Varanasi
Uttarakhand	Dehradun
	Haldwani
	Roorkee
West Bengal	Asansol
	Durgapur
	Greater Kolkata
	Hooghly
	Kalyani
	Siliguri

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

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

Photograph Image: (4.5cm × 3.5cm)
☐ Photograph must be a recent passport style colour picture.
☐ Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
☐ Look straight at the camera with a relaxed face
☐ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
☐ If you have to use flash, ensure there's no "red-eye"
☐ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
☐ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
☐ Dimensions 200 x 230 pixels (preferred)
☐ Size of file should be between 20kb –50kb
☐ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 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:

☐ The applicant has to sign on white paper with Black Ink pen.
o Dimensions 140 x 60 pixels (preferred)
o Size of file should be between 10kb – 20kb
o 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.
o File type: jpg / jpeg
o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
o File Size: 20 KB – 50 KB
☐ The applicant has to write the declaration in English only clearly on a white paper with black ink.
o File type: jpg / jpeg
o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
o File Size: 50 KB – 100 KB
☐ The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
☐ 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:

o Set the scanner resolution to a minimum of 200 dpi (dots per inch)
o Set Colour to True Colour
o File Size as specified above
o 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).

o 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.

o 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

o 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

o Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

o Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.

o Select the file by clicking on it

o Click the 'Open/Upload'

o If the file size and format are not as prescribed, an error message will be displayed.

o 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.

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 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, 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.

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