IDBI BANK

ADVERTISEMENT NO.2 /2019-20:

Admissions to Manipal School of Banking -2019-20

Last date for *submission* of ON-LINE applications is 03.07.2019

LAST DATE FOR PAYMENT OF FEE – 03.07.2019

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

IDBI Bank has entered into a MoU with Manipal Global Education Services Private Limited (MGES), Bengaluru 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 admissions to Manipal School of Banking, Bengaluru for 1 year Post Graduate Diploma in Banking and Finance (PGDBF) comprising of 9 months of classroom studies at MGES, Bengaluru and 3 months Internship at IDBI Bank's Branches. After the successful completion of the course, the candidates will be awarded PGDBF from Manipal University and will be inducted into IDBI Bank as Assistant Manager Grade 'A' subject to fulfillment of eligibility criteria as stated in this advertisement.

Candidates fulfilling required eligibility criteria may apply On-line 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.

Essential Qualification	Age (years) as on 01/06/2019	Date of online Test (Tentative)	Number of Seats	Reserved for								
				UR	SC	ST	EWS	OBC	PWD			
									VH	OH	HH	MD/ID
Graduation from a recognised university	Minimum 21 *Maximum 28	21.07.2019 **	600#	273	90	45	30	162	6	6	6	6

* Relaxation in maximum age to 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 the 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

The recruitment is being carried out for admission to the Manipal School of Banking, Bengaluru. The appointment of candidates in IDBI Bank as Assistant Managers is subject to their successfully completing the one year PGDBF course and fulfillment of other eligibility criteria of age and educational qualification.

1. **Eligibility criteria**
a. Cut off date: June 01, 2019
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.
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.
f. Those who are in the final year of their Graduation/ Semester may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before 01.06.2019

2. **Age (As on June 01, 2019)**:
    Minimum: 21 years Maximum: 28 years i.e. a candidate must have been born not earlier than 02.06.1991 and not later than 01.06.1998 (both dates inclusive)

Relaxation in Upper age limit

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	5 years

	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	
e	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
f	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 (f).

(ii) The maximum age limit specified is applicable to General Category 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 Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-serviceman status for the purpose of reemployment in Government ceases.

3. Non Refundable Application Fee And Postage Charges

Application Fees/ Intimation Charges (Payable from 23.06.2019 to 03.07.2019 (both dates inclusive)
- ₹150/- for SC/ST/PWD candidates
- ₹700/- 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 only online from 23.06.2019 to 03.07.2019 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 (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) APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

PAYMENT OF FEE -   ON LINE   :   23.06.2019 to 03.07.2019
                                                  (Both days inclusive)

CATEGORY	AMOUNT (₹)
SC/ST/PWD	₹150 (Intimation charges only)
FOR ALL OTHERS	₹700 (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 visit IDBI Bank's website www.idbibank.in and click on the "CAREERS" to open the link "Admissions to Manipal School of Banking-2019-20" and then click on the option "APPLY ONLINE" which will open a new screen.

II.   To register application, choose the button of "Registration", present on right hand side top of the screen.

III.   On clicking the "Registration" the user will be redirected to "Basic Registration" page.

IV.   Enter you basic details and Mobile No. beside Mobile No. field there will be a button for Send OTP. Click on Send OTP, clicking which an OTP will be send to the mobile number entered by you. Enter the OTP as received via SMS in the Enter OTP field and click on Verify OTP button for Mobile Number Verification.

V.   A Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & SMS indicating the Registration number and Password will also be sent.

VI.   Login with the Registration Number and Password provided by system and fill the details registration form.

VII.   On first login system will force user to change the password, i.e. change the system generated password to set your own new password.

VIII. Once change password is done user needs to read through the instructions displayed on the home page after login. In the end of instructions there will be undertaking as "I have fully read and understood the notification / advertisement and instructions for online application of Direct Recruitment for the post of Assistant Manager before filling the application form and I hereby accept all the rules and norms prescribed for the same." which user needs to undertake by clicking the undertaking check box and click on Continue button to proceed to detailed registration form.

IX.   Detailed Registration Form is divided into following pages/ tabs / sections:

a.   Personal Details

b.   Education & Experience Details

c. Photo Upload

d. Signature Upload

e. Preview

X. In case the candidate is unable to complete the detailed registration form in one go, he / she can save the data page wise and come back and enter the details in remaining pages or modify in already filled pages.

XI. 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.

XII. 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".

XIII. Prior to submission of the online application candidates are advised to view all the details carefully on Preview page, on preview page there will be Edit links to edit the entered details. Details provided can be edited until application form is submitted, once submitted application form cannot be modified.

XIV. Photo & Signature uploaded by candidates will also be displayed on preview page for verification. Photo and Signature can also be changed before final submission.

XV. 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.

XVI. 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 Proceed to Pay button on Preview page.

XVII. Modify details, by clicking on Edit link if required, and click on 'Proceed to Pay' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

XVIII. Click on "Proceed for Pay" on preview page, on clicking "Proceed to Pay" a warning message will be shown to the candidate saying that "Please ensure that everything has been filled correctly, before proceeding to payment. The data entered can't be changed once proceeded to payment. Hence, before proceeding further, the details already entered may be verified to ensure that they are correct. If entered details are correct, kindly proceed to make online payment towards application fees."

XIX. On confirming the final warning of application submission, Payment page will be displayed which will display the Application Fees to be paid by candidate to submit the Application Form.

XX. An application will be considered submitted only if Application Fees against the application is paid successfully.

XXI. Click on "Make Payment" button to proceed to selecting payment method.

B. PAYMENT OF FEES (ONLINE MODE ONLY)

I. Payment would be done via, SBIePay.

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

III.   Online Payment integration will be with SBIePay, payment can be made by options available on SBIePay.

IV.   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. On successful completion of the transaction, an application form & payment receipt will be generated. Application form & payment receipt will be available for download on Candidate Dashboard.

V.   Non-generation of 'Payment Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to initiate payment again to make a successful payment.

VI.   Only after receiving the payment success confirmation from the Payment Gateway, the application of the candidate will be considered as Submitted.

VII.   If the payment is not processed or reject response is received from Payment gateway then candidate will be allowed to make subsequent attempts for payment until success response is received.

VIII. If Candidate has already initiated a payment but didn't receive successful payment response, then in that case system will allow a user to re-initiate the payment only after 25 minutes from the time of initiation of first payment. This is to prevent duplicate payments.

IX.   Candidate will have an option to make the payment but will not be allowed to make any changes if candidate has proceeded to payment. It is advisable to make payment as soon as application form is filled and not wait for last moment to make payment. Payment will not be allowed after last date of application submission.

X.   Without confirmation of payment, candidates cannot take print out of application.

XI.   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.

XII.   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.

XIII. 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 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 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.

Important dates

Sl. No.	Activity	Date
1.	Opening and closing of payment Gateway	23.06.2019 to 03.07.2019
2.	Opening and closing of gateway for submission of on-line application	23.06.2019 to 03.07.2019
3.	Date of Online (Tentatively) Test at all centers	21.07.2019

6. **Selection Process**

   a. 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.

S.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	

   b. 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.

   c. 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.

d. 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.

e. 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 as stipulated in the advertisement.

f. The online test 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 three centers according to their preference from the above-mentioned centers and indicate the same in his or her application. The allocation of final center will be based on the response or number of applications for a particular center. 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 ON-LINE 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

g. 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/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

h. The candidates are advised to visit IDBI Bank's website tentatively after 13.07.2019 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.

i. 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.

j. 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
- 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.

7. Programme Fees

Programme fees for this Course will be ₹ 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.

8. Financing/LoanOptions

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 existing education loan scheme.

9. Career Prospects and Emoluments

Stipend (during the training): During the Training Period (9 Months) - ₹ 2,500/- per month 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 ₹ 23,700/- per month in the pay scale of ₹ 23700-980(7)-30560-1145(2)-32850-1310(7)-42020(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.

10. Terms of Appointment and Posting

Initial appointment for the post of Assistant Manager will be on probation for a period of one year from the date of joining (which can be extended at the discretion of the Bank). Candidate 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 candidate will also be liable to be transferred to any place in / outside India, as the Bank may decide from time to time in terms of the Bank's prevailing rules.

11. Service Bond

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 a notional amount of ₹2 lakh. In addition to the payment of ₹2 lakh, 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.

12. Reservation

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.

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.

13. Pre-Examination training (PET) for SC/ST/OBC applicants

(i) In compliance with Government Guidelines, IDBI Bank would arrange free non- residential pre-recruitment training for interested eligible SC/ST/OBC applicants for 6 consecutive days from 13.07.2019 to 18.07.2019 prior to the written 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 pre- recruitment training. Applicants who desire to avail of such training may indicate the same at the appropriate place in the application form. The applicants will have to make their own arrangements for travel and stay and meet all expenses. The pre examination training 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 pre- examination

training 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 they do not opt for the same in the application form.

14. General Instructions

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

i. Cut-off date: June 1, 2019.

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 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. **BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination

Please note: The biometric data and photograph will be captured / verified on the following occasions –

- Before the start of the Online examination it will be captured.
- At the end of Online examination before leaving the exam hall / lab.
- At the time of document verification / interview

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured.etc.), ensure to thoroughly wash them so that coating is completely removed before the exam /Interview / Document Verification day.

  - If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
  - Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
  - If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test center.

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.

DISCLAIMER

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: 21/06/2019   General Manager (HR)

Annexure – I

State /UT / NCR	Centre
Andhra Pradesh	Hyderabad
	Tirupati
	Vijaywada
	Vishakhapatam
Arunachal Pradesh	Itanagar
Assam	Guwahati
Bihar	Bhagalpur
	Darbhang
	Muzzafarpur
	Patna
	Purnea
Chandigarh	Chandigarh
Chhattisgarh	Bhilai
	Bilaspur
	Raipur
Dadra & Nagar Haveli	Surat
Daman & Diu	Jamnagar
Delhi - NCR	Bahadurgarh
	Delhi
	Faridabad
	Ghaziabad
	Greater
	Noida
	Gurgaon
Goa	Panaji
Gujarat	Ahmedabad
	Gandhinagar
	Rajkot
	Vadodara
Haryana	Ambala
	Panchkula
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu
	Srinagar
Jharkhand	Bokaro
	Dhanbad
	Jamshedpur
	Ranchi
Karnataka	Bengaluru
	Belgaum
	Dharwad
	Hubli
	Mangalore
Kerala	Kochi
	Kozhikode
	Thiruvananthpuram
Lakshwadweep	Kavarrati

Madhya Pradesh	Bhopal Gwalior Indore Jabalpur
Maharashtra	Aurangabad Mumbai / Navi Mumbai, Greater Mumbai/Thane Nagpur Nanded Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Berhampur(Ganjam) Bhubaneshwar Sambalpur
Puducherry	Puducherry
Punjab	Amritsar Ludhiana Mohali Patiala
Rajasthan	Ajmer Bikaner Jaipur Jodhpur Udaipur
Sikkim	Gangtok
Tamilnadu	Chennai Coimbatore Madurai Thiruchirapalli
Telangana	Hyderabad
Tripura	Agartala
Uttar Pradesh	Agra Allahabad Gorakhpur Kanpur Lucknow Meerut Varanasi
Uttarakhand	Dehradun Roorkee
West Bengal	Bardhaman Berhampur Durgapur Greater Kolkata 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

- 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 10 kb to 60 kb
- Ensure that the size of the scanned image is not more than 60kb. If the size of the file is more than 60 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image

- The candidate has to sign on white paper with Black Ink pen.
- The signature must be signed only by the candidate and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The candidate's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels(preferred)
- Size of file should be between 10kb –30kb
- Ensure that the size of the scanned image is not more than30kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

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.

- Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 60kb & 30kb respectively by using MS Paint or MS Office 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 60 kb (photograph) & 30 kb(signature) by using crop and then resize option (Please see point & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

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

- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

<u>Procedure for Uploading the Photograph and Signature</u>

- There will be two separate links on 2 separate pages for uploading Photograph and Signature
- Click on the respective link on respective pages to upload photo and signature
- Click on Choose File to browse and select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button to upload the photo / sign.
- Click on Continue button to move to next page.

Your Online Application will not be registered unless you upload your photograph and signature as specified.

<u>Note:</u>

- In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re- upload his/ her photograph or signature, prior to submitting the form.

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

- 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.

****