



## RECRUITMENT OF 192 SPECIALIST OFFICERS - 2013-14

Corporation Bank invites On-line applications for the Various Specialist Officers cadre posts, from Indian citizens as per the eligibility criteria furnished in the following paragraphs directly from the market.

### Schedule of Events

Online Registration (including for candidates from far-flung areas)	20.12.2013 to 06.01.2014
Payment of Application Fees (Online)	20.12.2013 to 06.01.2014
Payment of Application Fees (Offline)	23.12.2013 to 10.01.2014
Download of Call letter for Examination	After 07.02.2014
Date of Online Examination (Tentative)	22.02.2014

Details of vacancies for specialist officers directly from market. The mode of selection is written online examination & Group Discussion and/or Interview. The eligibility criteria is as on 01.11.2013.

Post Code	Post	Scale	No. of Vacancies	Age (Min)	Age (Max)
1.	Company Secretary	III	2	21	45
2.	Fire Officer	II	1	21	35
3.	Marketing Officer	II	100	21	35
4.	Foreign Exchange Manager	II	33	21	35
5.	Security Manager	II	14	21	40
6.	Information Security Auditor	II	12	21	35
7.	Risk Manager	II	10	21	35
8.	HR Manager	II	8	21	35
9.	Economist	II	8	21	35
10.	Industrial Relations Manager	II	3	21	35
11.	Librarian	I	1	21	45
	<b>TOTAL</b>		<b>192</b>		

- Note: 1) Reservation of posts for SC/ST/OBC/PWD available as per government guidelines.  
2) The number of vacancies are provisional & may vary according to actual requirements of the bank. Bank reserves its right of re-assessing the manpower requirement depending upon the needs of the organization & to make upward revision accordingly.  
3) Candidates can apply for only one post. Multiple applications will be summarily rejected.

### SCALE OF PAY:

For Scale I : ₹14,500- 600/7-18700- 700/2- 20100- 800/7- 25700.

For Scale II : ₹19400- 700/1- 20100- 800/10- 28100.

For Scale III : ₹25700- 800/5- 29700- 900/2- 31500.

Apart from the above, the officer is entitled for other perks/ fringe benefits like reimbursement of rent for leased quarters, New Pension Scheme, CCA if applicable, reimbursement towards conveyance expenses, Telephone expenses, newspaper, Entertainment Expenses, Medical expenses, Hospitalization Expenses, Furniture allowance, Leave Fare Concession, Gratuity, Paid leaves (Casual, Privilege, Sick, Maternity leaves etc.) and other staff welfare measures like scholarship to meritorious children, medical check up, Group Insurance etc.

**PROBATION PERIOD:** Two years for all officers under Scale I and one year for all officers under scale II & III. During the period of probation, the Bank will conduct periodic tests to ascertain the level of acquisition of banking skills by the probationary Specialist Officers. Bank reserves the right to terminate the services of the probationer for unsatisfactory performance in the test/ skill acquisition. During the period of probation it is expected of the candidate to acquire such skills as are required on confirmation in the service. As such, the probationer will be required to work at 2-3 branches during the probation period.

**REQUIREMENT OF DEPOSIT:** Candidates if finally selected for appointment, shall furnish to the Bank a fixed deposit of our Bank in the name of the candidate for a period of two years for Rs. 50,000.00 and assign the same to the Bank. They will also execute an agreement to serve the Bank for a minimum period of 2 years after joining, failing which the Specialist Officer shall forfeit the said amount of deposit. Three month's notice should be given in case any candidate opts to resign after joining the Bank.

**POSTINGS:** Candidates selected are liable to be posted anywhere in India. Notwithstanding anything contained in the internal guidelines or any other rules in force in that behalf, candidates selected are transferable all over India at any time without assigning any reason there for. The postings will be commensurate with the requirement of the Bank.

### ELIGIBILITY CRITERIA (AS ON 01.11.2013)

Candidate intending to appear for online examination should ensure that they fulfill the minimum eligibility criteria specified by the Bank before applying.

#### 1. NATIONALITY/CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) 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 has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

#### 2. EDUCATIONAL QUALIFICATION and POST QUALIFICATION EXPERIENCE:

Post Code	Post	Educational Qualification	Post Qualification Minimum Experience
1	Company Secretary Scale III	A qualified Company Secretary - ACS / FCS with valid membership of ICSI, New Delhi. Those also having degree of LL.B. will be given preference.	Minimum 8 years experience as Company Secretary and for at least three years should have handled Secretarial Department independently.
<p><b>Essentials:</b> Candidates should have excellent communication &amp; drafting skills. Adequate working experience in service industry/PSBs/PSUs/Reputed Private Sector Companies, which are listed entities. Expert knowledge of the Companies Act, SEBI, RBI, FIMMDA, IRDA, CAG, Listing Agreement Requirements and their Regulations, Rules and Guidelines thereof, etc.</p> <p>Adequate experience/knowledge in conducting Board/Committee meeting of the Board/meetings of shareholders including electronic means of holding these meetings.</p> <p>The knowledge of e-filing in the electronic era, exposure in handling payment of Dividend related matters, handling of Investor Relation Services, Investors Grievances Services, various compliances under related applicable laws, guidelines, regulations, Stock Exchange requirements, MCA &amp; ROC requirements etc.</p> <p>The knowledge of handling various means of raising of capital including IPO, FPO, QIP issues, Bonds, Issue of Preference Shares, Preferential Allotment, and other innovative instrument used for raising of Capital etc. including its planning thereof.</p> <p>Adaptable to handle Secretarial Department/ Board Secretariat independently with accuracy and knowledge of operation of computers is a must, including Maintenance of records digitally. There should be experience in dealing with Share Transfer Agents &amp; Depositories.</p> <p>Knowledge of co-relation and overriding effect thereof between Banking Laws, Securities Laws and other Corporate Laws such as the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 including Scheme and Regulations thereof, the Banking Regulation Act 1949, The Companies Act and various Securities Laws etc. Willing to take extra responsibility and willing to do work, other Banking functions, as a career path to grow in the service industry.</p>			
2	Fire Officer Scale II	Graduate of the Institute of Fire Engineers (India/U.K.) or should have completed Divisional Officers Course at the National Fire Service College (NFSC), Nagpur or should be B.E. (Fire) from NFSC.	Candidate should have intimate knowledge of Hydrant system, fire detection system, sprinkler systems and evacuation problems and also have a minimum seven years' experience as Station Officer or equivalent post in a City Fire Brigade or in State Fire Service or In-charge Fire Officer in big industrial complex. Practical experience of five years is essential in case of candidate possessing B.E. (Fire) degree from National Fire Service College, Nagpur.

Post Code	Post	Educational Qualification	Post Qualification Minimum Experience
3	Marketing Officer Scale II	Full Time MBA or Post Graduate Degree/ Diploma (2 years course) in Management with Marketing as a specialized subject from a recognized University/ Institute of repute with minimum of 60% marks or an equivalent Cumulative Grade Point Average. Working knowledge of Computers (M S Office - Word, Excel & Power Point) is desirable. The candidate should have flair for sales and outdoor work.	2 years experience as a Marketing Officer/Sales Officer/Relationship Manager in Public Sector/ Private Sector Banks/Financial Institutions.
4	Foreign Exchange Manager Scale II	Graduate/ Post Graduate with 50% marks in any discipline from a recognized University. Desirable: CAIIB or Certificate in Trade Finance or Diploma in International Banking and Finance.	2 years experience in officer/ equivalent cadre in handling foreign exchange business in a Public Sector/ Private Sector Banks/Foreign Banks.
5	Security Manager Scale II	A Graduate from a recognized University	5 years service as a commissioned officer either in Army/Navy/Air Force not below the rank of Captain in Army or its equivalent in Navy/ Air Force or an officer of identical rank in Paramilitary Forces/ Central Armed Police Forces with minimum 5 years service as Assistant Commandant.
6	Information Security Auditor Scale II	Graduate from a recognized University with CISA (Certified Information System Auditor) and/or CISSP (Certified Information System Security Professional) certificate.	3 years in information System Audit. Candidates with similar experience in Public Sector/ Private Sector Banks/ Financial Institutions will be preferred.
7	Risk Manager Scale II	MBA (finance) from a reputed institute or M.Sc. (Stat) or ICWA or Graduation with FRM or Graduation with CFA (US) or CA	2 years of experience in Risk Management/ Credit/ Inspection of Public Sector/ Private Sector Bank or Reputed Consultancy firm or company in India or abroad.
8	HR Manager Scale II	Two years full time post graduate degree/PG DM with specialization in HRM or MBA with relevant specialization from a recognised University/ Institution with minimum 55% marks. Degree /Diploma in Training & Development is desirable.	Minimum 2 years experience in Human Resource Development in Public sector/Private sector Banks or Central/State Government or in a Public sector undertaking or large sized Private sector organization.
9	Economist Scale II	A graduate from a recognized university with minimum 50% marks & a Post Graduate in Economics/Econometrics/ Masters in Business Economics, with minimum 50% mark. Preferably should have Certificate of Proficiency in Computer Programming/Database Management/ MS Office and/or demonstrated experience in using PC Applications.	Minimum 2 years experience in Scale I or above in Public Sector/Private Sector Banks / Financial Institutions/Economic Research Institutions/ Organisations (in post equivalent to Scale I or above in Banks) (Research experience, if any would not be counted as experience) The candidate is expected to work on Economic Research, Banking and Financial Sector Data and Budgeting and Forecasting. Prior knowledge of such areas would be preferred.
10	Industrial Relations Manager Scale II	Two years full time post graduate degree/PG DM with specialization in PM/IR/Labour Laws or Master of Social Work (MSW) with relevant specialization or MBA with relevant specialization from a recognised University/Institution with minimum 55% marks. Degree in Law/Diploma in Labour Laws is preferable.	Minimum 2 years experience in Handling employee grievances, Industrial Disputes, negotiation with Unions; handling cases before Tribunal/Courts concerning service matters; handling disciplinary matters, statutory compliance; liaison with government agencies/ departments.
11	Librarian Scale I	i) Master's degree in Library & Information Science from a recognized university with at least 55% marks. ii) M.Phil in Library & Information Science from a recognized University. iii) Computer knowledge is desirable.	At least 3 years post qualification experience as Librarian/ Asst. Librarian in an institution of repute. Experience as Librarian in Public Sector Bank (either on regular or contract basis) is preferable.

Note: Relaxation in marks for the Candidates belonging to SC/ST/PWD is 5%. All educational qualifications should be from a recognized university/Board

### 3. RELAXATION IN UPPER AGE LIMIT:

Sl.No.	Category	Age Relaxation
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Classes	3 years
3.	Persons with Disability	10 years
4.	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 invalidation.	5 years
5.	Employees of Corporation Bank for posts in MMGS II & MMGS III	3 years
6.	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1.1.80 to 31.12.89	5 years
7.	Persons affected by 1984 riots	5 years

NOTE: (i) In case of a candidate who is eligible for relaxation under more than one of the above categories the age relaxation will be available on a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above subject to a maximum of 50 years. (ii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview. (iii) An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases.

### DEFINITION OF PERSONS WITH DISABILITIES

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Government. Accordingly candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of Interview conducted by the Bank. Persons with Disabilities will have to work in Branches/Offices as identified by the Bank.



**(i) Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely a) Total absence of sight, b) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses, c) 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) Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech.  
Hearing impairment means loss of six decibels or more in the better ear in the conversational range of frequencies.

**(iii) Orthopaedically Challenged (OC)**

Those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum 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) – Impaired reach, weakness of grip, ataxia; OL – One leg affected (R or L); MW Muscular weakness and limited physical endurance.

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

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost
- The scribe may be from an academic stream different from that of the candidate
- Both the candidates as well as scribes 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 written examination.
- Those candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the examination.

**Guidelines for candidates with locomotor disability and cerebral palsy**

An extra 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). However, no scribe shall be permitted to such candidates.

**4. RESERVATIONS:**

A. Reservation for SC/ST/OBC/VN/OC candidates will be provided as per Government guidelines. Caste Certificate must be in Government approved format issued by competent authority. Caste mentioned in the certificate should conform to the caste as appearing in the Central Government list/ notification. Caste Certificate even with the slightest discrepancy in the name, spelling of the caste etc. will not be accepted.

B. Persons with Disabilities:

As the reservation for Persons with Disabilities is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/ GEN) to which they belong.

C. There is no reservation for Ex-servicemen candidates in the Specialist Officer cadre.

**5. APPLICATION FEE (INCLUDING OUT OF POCKET/INTIMATION CHARGES) NON-REFUNDABLE:**

Category of candidates	Application Fees
SC/ST/PWD	₹ 100/-
All others	₹ 600/-

Requisite Application Fee may be paid:

- Offline: Through CBS at any of the Branches of Corporation Bank.
- Online

**NOTE:** (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., will not be accepted. (ii) Offline: The payment towards application fee can be made between 23.12.2013 and 10.01.2014. (iii) Online: The payment towards application fee can be made between 20.12.2013 and 06.01.2014. (iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

**6. SELECTION PROCEDURE:**

Online written examination and Group discussion and/or interview.

A. **Online Written Examination:** The structure of written examination for all the 11 categories of Specialist Officers will be conducted online as follows:

Sl.No.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	Reasoning	50	50	120 Minutes
2.	English Language	50	25	
3.	Quantitative Aptitude	50	50	
4.	Professional Knowledge	50	75	
	<b>Total</b>	<b>200</b>	<b>200</b>	

The above tests except the Test of English Language will be available bilingually, i.e. English & Hindi. Other detailed information regarding the written examination will be given in Information Handout, which will be made available for the candidates to download along with the call letters from the Bank's website.

B. **Penalty for Wrong Answers:** There will be penalty for wrong answers marked in the Objective Tests. 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.

C. **Cutoff Score:** Each candidate will have to secure a minimum score in each of the tests as well as on the Total considered to be called for Group Discussion and/or Interview. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of merit to be called for Group Discussion and/or interview. A candidate should qualify in the written examination, Group Discussion and/or Interview for being considered for appointment in vacancies announced.

D. **Examination Centers:** The examination will be conducted online in various centers in State Capitals.

**E. GROUP DISCUSSION AND/OR INTERVIEW:**

Selection of Specialist Officers

Depending upon the number of vacancies, the Bank reserves right to call only those candidates who have sufficiently high score in the stipulated written examination for Group discussion and/or interview.

The total marks for interview will be 100. Candidates have to obtain 40 marks (35 marks for SC/ST/OBC/VN/ HI/ OC candidates) to qualify in the interview. **Selection of the Specialist officer will be made on the basis of merit ranking after adding the marks obtained in the Written examination and Group discussion and/or interview.**

**7. GROUP DISCUSSION AND/OR INTERVIEW CENTRES:**

The Interview will be held at different centres and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

Note: (i) Request for change of Centre of Interview shall NOT be entertained. (ii) Bank reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility, etc.

**8. HOW TO APPLY:**

Candidates can apply online only from 20.12.2013 to 06.01.2014 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should—

- scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure I to this Advertisement.
- if desiring to make online payment of application fees/ intimation charges keep the necessary details/documents ready (In case of Offline Payment i.e. CBS candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/ intimation charges).
- have a valid personal email ID, which should be kept active till the declaration of results of this selection process. Bank may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to /of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Application Fees/ Intimation Charges [Payable from 20.12.2013 to 06.01.2014 (Online payment) and 23.12.2013 to 10.01.2014 (Offline payment) both dates inclusive]

- ₹ 100/- for SC/ST/PWD candidates.

- ₹ 600/- for all others

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

**Procedure for applying online**

- Candidates are first required to go to the Banks' website [www.corpbank.com](http://www.corpbank.com) and click on the Home Page to open the link "Careers" and then click on the option "CLICK HERE TO APPLY ONLINE FOR Recruitment of Specialist Officer 2013-14" to open the On-Line Application Form.
- Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure I).

**Mode of Payment**

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

**(1) Payment of fees/ intimation charges via the ONLINE MODE**

- Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his/her father/husband etc. should be spelled correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- In case candidates wish to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- If the online transaction has not been successfully completed then the following message is displayed "Your online transaction was unsuccessful. Please register again" Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- On successful completion of the transaction, an e-receipt will be generated.
- Candidates are required to take a printout of the e-receipt.

Note:

- 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
- For Credit Card users: All prices 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

**(2) Payment of fees/ intimation charges via OFFLINE MODE (at counters of specified Bank branches):**

Payment of fee/ intimation charges through the offline mode can be made through the CBS branches of the Bank. Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his/her father/husband etc. should be spelled correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature. A Provisional 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 Provisional Registration number and Password will also be sent.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission.

The registration at this stage is provisional.

**Fee Payment:** Fee payment will be accepted at the CBS branches of the banks from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 27.12.2013 then he/she will be able to deposit the fee from 29.12.2013 to 31.12.2013.)

Once fee has been paid, the registration process is completed.

**Note:** There is also a provision to reprint the submitted application containing fee details, three days after fee payment.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form three days after fee payment, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the BANK's website on account of heavy load on internet/website jam.

BANK does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the BANK. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

**9. GENERAL INSTRUCTIONS:**

- Candidates will have to submit the examination call letter and a photocopy of photo-identity proof at the time of examination.
  - Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.
- Merely satisfying the eligibility norm does not entitle a candidate to be called for Group Discussion and/or Interview. The Bank reserves the right to call only the requisite number of candidates for the Group Discussion and/or Interview. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Group Discussion and/or Interview.
- In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- Candidate will be free to reject any application, at any stage of the process, if the candidate is found ineligible as per the stipulated eligibility criteria.
  - Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as "Gen" or "Gen Persons with Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying "CREAMY LAYER" clause based on income issued recently (i.e., issued on or after 01.01.2013) should be submitted at the time of interview.
  - Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.





**A Premier Public Sector Bank**

(f) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of Group Discussion and/or Interview, in the absence of which their candidature may not be considered.

(g) The candidates will have to appear for Group Discussion and/or Interview at their own expense. However, **unemployed** eligible SC/ST/VH/OC outstation candidates attending the Interview will be reimbursed to and from second class ordinary train/bus fare by the shortest route on production of evidence of travel, in case the distance between interview venue and normal place of residence/ from which they actually perform the journey, whichever is nearer, in case the same exceeds 30 k. m. The Bank will not be responsible for any injury/ losses, etc of any nature.

(h) **Only candidates willing to serve anywhere in India should apply.**

(i) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mangalore.

(j) In case any dispute arises on account of interpretation of version other than English, English version will prevail.

(k) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

(l) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

(m) Canvassing in any form will be a disqualification.

(n) Any request for change of address will not be entertained.

(o) The possibility for 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.

(p) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Specialist Officers, recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.

(q) All Candidates must submit the self attested xerox copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste. The candidates belonging to SC/ST/OBC/ VH/OC Category are required to submit self attested copy of their caste certificate/certificate of handicap issued by the competent authority. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.

(r) Use of Mobile Phones, pagers or any other communication devices and calculators are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature.

(s) **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 examination 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 :
  - to be disqualified from the examination for which he/ she is a candidate
  - to be debarred either permanently or for a specified period from any examination conducted by the Bank
  - for termination of service, if he/ she has already joined the Bank.

**Important:**

Bank would be analysing 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 and the result of such candidates (disqualified) will be withheld.

**10. CALL LETTERS FOR ONLINE WRITTEN EXAMINATION**

The date and time of Examination shall be intimated in the Call Letter ALONGWITH THE Centre/Venue address.

An eligible candidate should download his/her call letter from Bank's website [www.corpbank.com](http://www.corpbank.com). The information Handout will also be available on Bank's website and a candidate may download the same. No hard copy of the call letter/information handout will be sent by post/ courier.

A candidate has to bring his/her Examination call letter along with his/her photo identity proof in original as well as a photocopy while attending the examination and will have to submit the Examination call letter and photocopy of photo-identity proof in the examination hall.

**Identity Verification**

In the examination hall, the call letter along with a photocopy of the candidate's photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph/ Aadhar card with a photograph/Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her

details on the call letter and in the Attendance List. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Note:** Candidates have to submit photocopy of the photo identity proof along with Examination Call Letter while attending the examination, without which they will not be allowed to take up the examination.

- This advertisement is also available on Bank's website [address www.corpbank.com](http://address www.corpbank.com)
- Candidates are advised to remain in touch with Bank's website for any information which may be posted for further guidance.
- Decision of the Bank in respect of all matters pertaining to this examination would be final and binding on all candidates.

Please note that candidates will not be permitted to appear for the Written Examination without the following documents:

- Call Letter for Examination
- Photo-identity proof (as specified) in original and
- Photocopy of photo-identity proof (as mentioned in (2) above) Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

**11. CALL LETTERS FOR THE GROUP DISCUSSION AND/OR INTERVIEW**

Call letters for the Group Discussion and/or Interview will be sent by E-Mail to the shortlisted/ eligible candidates. No separate communication by post will be sent. Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Group Discussion and/or Interview without which they will not be allowed to take up the Group Discussion and/or Interview.

Date: 20.12.2013

Place: Mangalore

GENERAL MANAGER

(Human Resource Management)

**Annexure I**

**GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE**

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

**(i) Photograph Image:**

- Photograph must be a recent passport style colour picture.
- 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 the 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 50Kb, then adjust the settings of the scanner such as the DPI

resolution, no of colours etc during the process of scanning.

**(ii) Signature Imaging:**

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the call letter, the applicant will be disqualified.
- Dimensions 140 x 80 pixels (preferred)
- Size of the file should be between 10Kb – 20Kb.
- Ensure that the size of the scanned image is not more than 20Kb.

**Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set the colour to True Colour
- 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/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50Kb and 20Kb 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 50Kb (photograph) & 20Kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.**

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 photograph and signature.

**Procedure for uploading the Photograph and Signature:**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link 'Upload Photograph/ Signature'.
- 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.

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

**Note:**

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