

Advt No. : RECT/2015-16/01

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SPECIAL DRIVE FOR RECRUITMENT OF SPECIALIST OFFICERS UNDER BACKLOG VACANCIES
(BACKLOG RECRUITMENT PROJECT - 2014-15)

Recruitment of 12 (Twelve) Specialist Officers: 10 Manager (IT) in MMG Scale-II & 02 Senior Manager (Credit) in MMG Scale-III through Special Drive for filling up of backlog vacancies reserved for SC/ST/OBC candidates

Allahabad Bank invites **ON-LINE** Applications for recruitment in the posts of **12 Specialist Officers [10 Manager IT in MMG Scale-II & 02 Senior Manager (Credit) in MMG Scale-III]** through Special Drive for filling up of backlog vacancies reserved for SC/ST/OBC. Candidates are required to apply on-line through Bank's website www.allahabadbank.in (where full advertisement is available).

EVENTS	IMPORTANT DATES
Relevant date for Age / Qualification/Work experience reckoned as on	31.03.2015
Payment of application fee for each post	10.06.2015 to 09.07.2015 (Both dates inclusive)
Opening Date for ON-LINE Registration of Application on bank's website	10.06.2015
Closing Date for ON-LINE Registration of Application on bank's website (For all applicants including those from far flung areas.)	09.07.2015
Tentative Date of Online Test (if required)	02.08.2015

Note: Application Form by post /courier/ hand/e-mail/any other mode will not be accepted.

Number of backlog vacancies:

Post Code No.	Name of Post	Grade/Scale	Number of Vacancies				AGE IN years (AS ON 31.03.2015) [Max. as under] Relaxation in upper age limit as per Govt. guidelines
			SC	ST	OBC	Total	
01	Manager IT	MMG, Scale - II	-	08	02	10	For ST: 40 and for OBC: 38
02	Senior Manager (Credit)	MMG, Scale -III	01	-	01	02	For SC: 45 and for OBC: 43

Abbreviations stand for - SC – Scheduled Caste, ST – Scheduled Tribe, OBC– Other Backward Classes– Non Creamy Layer category.

Note:

- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
- Candidates belonging to and applying for a post under the Reserved OBC Category are required to submit a certificate regarding his/her "Community" in the prescribed format, i.e. **"FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER**

THE GOVERNMENT OF INDIA” (Format available on Bank’s website along with this Notification) and the certificate should clearly contain the **“NON-CREAMY LAYER CLAUSE” based on the income for the Financial Year ending 31.03.2015.**

The certificates should have been issued on or after 01.04.2015. Candidates not producing the above certificate will not be considered under the OBC category.

SALARY AND EMOLUMENTS:

A. MMG Scale-II: Pay Scale: 19400-700/1-20100-800/10-28100 (subject to revision)

B. MMG Scale-III: Pay Scale: 25700-800/5-29700-900/2-31500 (subject to revision)

DA, HRA, CCA etc. will be paid as per Bank’s rules in force from time to time depending upon place of posting. Medical, LTC, Defined Contributory Retirement Benefit, Gratuity etc will be admissible as per prevailing Bank’s rules.

1. Eligibility Criteria:

The applicants intending to apply should ensure that they fulfill the eligibility criteria specified herein before applying. It should be noted that the eligibility criteria specified herein are the basic criteria for applying for the posts. However, merely applying for / appearing for and /or qualifying at any stage of selection process for the posts does not imply that a candidate will necessarily be eligible for employment/confer right on him/her for appointment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.

(A) **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. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

(B) **Age, Minimum Educational Qualification & Experience (As on 31.03.2015)**

Manager (IT):

Age: Minimum - 20 years, Maximum-For ST: 40 and for OBC: 38 (Other relaxation in upper age limit is as per Government guidelines).

Educational qualification:

4year Engineering Degree in Computer Science/Computer Applications/ Information Technology/ Electronics/Electronics & Telecommunications/ Electronics & Communication/ Electronics& Instrumentation.

OR

Post Graduate Degree in Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation/ Computer Science/ Information Technology/Computer Applications.

OR

Graduate having passed DOEACC ‘B’ level.

Minimum Work Experience (Post qualification): 2 years in IT field in a Scheduled Commercial Bank.

Senior Manager (Credit):

Age: Minimum - 21 years, Maximum- For SC: 45 and for OBC: 43 (Other relaxation in upper age limit is as per Government guidelines).

Educational qualifications:

CA/ICWA/MBA (Finance)/MMS (Finance)/ MFC (Finance) from a recognized University/Institution with recognition from AICTE with basic knowledge of computer operation. Preference will be given to those candidates who have passed both parts of CAIIB.

Minimum Work Experience (Post qualification):

Minimum 3(three) years' experience in Officer Cadre in area of Finance out of which minimum 2 (two) years' experience in the area of Credit Appraisal of big/medium industrial projects in any Scheduled Commercial Bank.

(Experience in Audit/ Sales/Marketing/Accounts /Teaching/Brokerage firm will not be considered). Experience must be as a full time employee not on adhoc /temporary basis. Candidates working with any Public/Private Sector Bank must have minimum 1 years of service in MMG Scale-II or equivalent scale.

Candidates are required to submit self undertaking regarding handling of big proposals alongwith certificate of experience issued by the head office/corporate office of the organization.

Note: The cut-off date for ascertaining eligibility regarding age, educational qualification and work experience is **31.03.2015**.

Note: The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the Mark Sheet or Provisional Certificate.

All Educational Qualifications should be from a recognized Board/ University/ Institute. The Educational Qualifications prescribed for the posts are the minimum requirements for eligibility.

Candidates should ensure that he/she fulfils the eligibility criteria & other norms including being in possession of documents specified in this notification before applying for the post.

(C) **Other Relaxation in Upper Age Limit:**

SL	CATEGORY	AGE
1	In the case of Ex- servicemen commissioned Officers, including ECOs/ 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 the next one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, subject to ceiling as per Govt. guidelines. (subject to maximum age limit 50 years)	5 years
2	Person With Disability (PWD)	10 years
3	Persons ordinarily domiciled in the State of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
4	Person affected by 1984 riots	5 years

Note:

- (i) The relaxation in upper age limit is allowed on cumulative basis with only one of the categories for which age relaxation is permitted as mentioned above in point 1 to 4 of above table. However, it is subject to a maximum upper age limit of 50 years. The applicants, who are coming under creamy layer, are not entitled to the benefits of OBC reservation and such applicants are not eligible to apply.
- (ii) The Ex-servicemen applicants, who have already secured employment under the Central Government in Group 'C' and 'D' will be permitted the benefit of age relaxation as prescribed for Ex-servicemen for securing another employment in a higher grade or cadre in group 'C'/D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen.

An Ex-serviceman, who has once joined in a Government job on the civil side after availing the benefits given to him/her as an Ex-Serviceman for his / her re-employment, his / her Ex-serviceman status for the purpose of re-employment in Government job ceases. There is no reservation for Ex-servicemen in the vacancies in Officers' Cadre.

(D)1. Definition of Persons With Disabilities

Under Section 33 of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1985 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 constituted by the Central / State Govt. Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 29/07/2013). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of on-line submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview / at any stage of the recruitment process. Persons With Disabilities will have to work in Branches/ Offices as identified by the Bank.

Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely;

(i) 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.

Deaf & Hearing Impaired (HI)

The deaf are those persons on 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 sixty decibels or more in the better ear in the conversational range of frequencies.

Orthopaedically Challenged (OC)

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

BL-Both legs affected but not arms

OA-One arm affected (R or L)

(a) Impaired reach

(b) Weakness of grip

(c) ataxia

OL-One leg affected (R and or L)

MW-Muscular weakness and limited physical endurance.

(D) 2. Guidelines for Person 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 should be from an academic stream different from that stipulated for the post.
- 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 fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the CRP.
- 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 a candidate for the examination. If violation of the above is detected at any

stage of the process, candidature for examination of both the candidate and the scribe will be cancelled.

Candidates 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 favourably 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.

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.

The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

2. Probation Period for post codes 01 &02: One Year.

The candidates will remain initially on probation for the period of one (1) year from the date of joining in the bank's service which may be extended at the Bank's discretion. The confirmation to the Bank's establishment will be considered as applicable in terms of service regulations provided the work, conduct, general ability are found to be of the standards required by the Bank. Confirmation in the service of the Bank may also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste/community verification and other compliances.

3. Financial cum Surety Bond of Rs. 2,00,000/- for rendering service to the Bank for minimum period of three years:

Candidates selected for appointment in the Bank will be required to furnish a "Financial cum Surety Bond" of Rs.2,00,000/- with one "Surety" acceptable to the Bank in the specified proforma before joining the Bank on his/her selection for rendering service for a minimum period of three years from the date of joining the Bank and in the event of resignation/termination from the post before the end of the specified period, he/she/Surety shall be liable to pay to the Bank the said amount of the Bond together with interest.

4. Selection Procedure:

All eligible candidates should apply On Line within the last date for registering the applications. Eligible candidates will be considered for selection process as under:

Post Code	Selection Process
01	Online test/Group Discussion and Interview or only Interview
02	Online test/Group Discussion and Interview or only Interview

Note: **Selection process may vary depending upon the number of response received against each post at the discretion of the Bank.**

Merely satisfying the eligibility norms does not entitle a candidate to be called for **Online test/Group Discussion/ Interview**. The Bank also reserves the right to shortlist candidates to be considered for interview on the basis of qualification, work experience, age or any other suitable criteria. The Bank reserves the rights to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection.

(A) **Online Test:** The test will be conducted online if it is held.

(i) The test will comprise of Objective Tests on (i) Test of Reasoning, (ii) Test of English Language , (iii) Test of Quantitative Aptitude (iv) Test of Professional Knowledge.

S.No	Name of tests	Number of questions	Marks	Duration
1	Test of Reasoning	50	50	Composite time of 2 hours
2	Test of English Language	50	25	
3	Test of Quantitative Aptitude	50	50	
4	Test of Professional Knowledge.	50	75	
TOTAL		200	200	

(ii) The minimum qualifying marks in each sections of the online test for merit ranking will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each section to a minimum required level. The SC/ST/OBC candidates are required to score a minimum 35% marks (Relaxed standards for reserved category candidates) in aggregate to be considered for being called for interview. Bank reserves the right to vary cut-off marks.

Note: There may be negative marks for the wrong answers in the Objective tests.

(B) Interview:

Depending upon the number of vacancies only a certain number of candidates from among those who qualify by ranking sufficiently high in merit on the basis of aggregate marks in the online test or Group Discussion (if applicable) will be called for the interview. The candidate has to secure minimum passing marks in the interview.

© Final selection will be made on the basis of aggregate marks obtained by the candidates in the online test and/or Group Discussion (if applicable) & Interview taken together and will be strictly according to the merit.

5. Online Test:

Post Code (01 & 02)	Tentative Date: 02.08.2015
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- (i) Date of examination is tentative. The exact date will be communicated to the candidates through website/call letter for each examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.
- (ii) The online tests will be held at the following Centres and the address of the venue will be advised in the call letter.

Centre Code No	Name of Centre	Centre Code No	Name of Centre
11	Bengaluru	12	Bhopal
13	Bhubaneswar	14	Chennai
15	Chandigarh	16	Hyderabad
17	Jaipur	18	Kolkata
19	Lucknow	20	N.Delhi
21	Mumbai		

Request for change of Centre of Examination shall not be entertained. The Bank, however, reserves the right to cancel any of the Centres and/or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate at any centre other than the one he/she has opted for and to waive any of the criteria looking at the requirement and exigencies.

Note: Looking to the requirement and exigencies, Bank may 1) waive / adopt any of the procedures for selection of candidates, 2) relax / increase the cut-offs and / or fix the ratio of the candidates to be called for interview. 3) Hold supplementary selection process, if necessary.

6. How to apply:

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply only online from **10.06.2015 to 09.07.2015** and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION:

Before applying online, candidates should:

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- (iii) **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

PAYMENT OF FEE ON LINE : 10.06.2015 to 09.07.2015
(both days inclusive)

CATEGORY	AMOUNT (Rs.)
SC/ST/PWD	Rs. 100.00 (INTIMATION CHARGES ONLY)
OBC	Rs. 600.00 (APPLICATION FEE + INTIMATION CHARGES)

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

A. Application Procedure

- (i) Candidates to go to the **Recruitment Link on the Bank's website** www.allahabadbank.in and click on **Special Drive for Recruitment of Specialist Officers (Backlog Recruitment Project - 2014-15)** and then click on the option "APPLY ONLINE" which will direct you to online application form.
- (ii) To register application choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" button prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

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

B. PAYMENT OF FEES (ONLINE MODE ONLY)

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, **an e-Receipt** will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required **to take a printout of the e-Receipt** and online Application Form. Please note that if the same cannot be generated online transaction may not have been successful.
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.

C.GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE:

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

SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

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 uploaded it or 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: image 01 .jpg or image 01 .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 50KB & 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 & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

7. General Instructions:

- (i) Candidates are advised to keep a copy of the print-out of the online application form and e-receipt of payment for their record.
- (ii) Candidates serving in Government/Public Sector Undertakings (including Banks and Financial Institutions) are advised to obtain prior permission from their employer for applying for the post and to submit “**No Objection Certificate**” from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any admissible, will not be reimbursed.
- (iii) Candidates should ensure that he/she has met with the eligibility criteria and complied with the requirements and adhered to the instructions and terms and conditions contained in this notification. Candidates are therefore advised to carefully read the Notification and complete ON-LINE Application Form and submit the same as per the instructions given in this regard.
- (iv) Only candidates willing to serve anywhere should apply.
- (v) No candidate is permitted to carry or use calculators, mobile phones, pagers or any other gadgets/instruments in the Interview /on-line examination hall.
- (vi) Canvassing in any form will be a disqualification.
- (vii) The Bank would be free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose or 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 in this behalf.
- (viii) All candidates will have to produce, if called for Group Discussion/ interview, originals as well as attested photocopies of their educational and experience certificates as well as caste certificate, certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled instantly.
In case of candidates belonging to OBC category, the certificate should be 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 Creamy Layer section excluded from the benefits of reservation for OBCs in Civil posts and services under Govt. of India i.e. carrying CREAMY LAYER clause based on income for the financial year 2014-15 issued on or after 01.04.2015 should be submitted by the applicant at the time of interview. The OBC certificate should certify that he/she does not belong to the persons/sections (Creamy Layer) on the closing date for online registration. Candidates belonging to OBC category but coming in the “CREAMY LAYER” are not entitled to the benefits of OBC reservation. They should indicate their category as ‘GENERAL’ while making On-Line registration.
- (ix) Candidates will have to appear for the Online Test/Group Discussion and / Interview at their own expenses and risks and the Bank will not be responsible for any injury/ losses etc. of any nature. However, SC/ST unemployed candidates attending the interview will be reimbursed 2nd class to & fro rail/ bus fare by the shortest route on production of evidence of travel as per Government guidelines.
- (x) Any request for change of address /email ID will not be entertained.
- (xi) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (xii) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- (xiii) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue of a candidate(s).
- (xiv) Appointment of selected candidates is subject to his/ her being found eligible, medically fit, satisfactory character & antecedents reports along with police and caste certificate verification as per the requirement of the Bank. Such appointments will also be subject to the Service & Conduct Rules of the Bank.
- (xv) Candidate’s admission to the Online test/Group Discussion (if held) /and Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Bank.
- (xvi) Candidates should ensure that the signatures appended by them in all the places, viz. in their call letter, attendance sheet etc. and in all correspondences with the Bank in future, are identical and there should be no variation of any kind.

- (xvii) The candidates must affix their recent coloured passport size photograph from the same negative at the places indicated in the call letter and must sign across the photograph after it is affixed so that a part of the signature spreads over the call letter beyond the photograph. They should also keep some copies of the same photograph for future, if required. **Please note that Black & White photograph will not be accepted and call letters containing such photograph will be rejected.**
- (xviii) In all the matters regarding reservation, relaxation in respect of SC/ST/OBC etc the Government guidelines from time to time will be applicable.
- (xix) Competent Authority for Issue of Certificate to SC/ST/OBC is as under:
For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner / Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendary 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/ her family normally resides.

8. Action Against Candidates Found Guilty of Misconduct:

The candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of Online examination/Group Discussion/Interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any other person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- (a) To be disqualified from the Interview / Group Discussion (on-line examination, if held) for which he/ she is a candidate.
- (b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by Allahabad Bank.
- (c) For termination of service, if he/ she has already joined the Bank.

The Bank would be analysing the responses of a candidate with other candidates to detect patterns of similarity, if as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves right to cancel his/her candidature.

9. Call Letters for Group Discussion/Interview (on-line examination, if conducted):

All eligible candidates will be required to download their call letter from the Bank's website.

10. List of documents to be produced at the time of Group Discussion/Personal Interview (As applicable)

The following documents in original together with a self-attested photograph in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview/ group discussion, failing which the candidate may not be permitted to appear in the Interview/ Group Discussion. Non submission of requisite documents by the candidate at the time of Interview / Group Discussion will debar his candidature from further participation in the Recruitment Process.

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the on-line application form for registration.
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std X Certificate with DOB)
- (iv) Photo identity Proof as mentioned in point no 11.
- (v) Mark sheets & Certificates for educational qualifications, proper document from Board / University for having declared the result on or before **31.03.2015** has to be submitted.
- (vi) Caste Certificate issued by Competent Authority in the prescribed format as stipulated by Government of India in case of SC/ST/OBC category candidates.
- (vii) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for other Backward Classes in Civil Post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the last date of on-

line registration i.e. **09.07.2015** (issued on or after 01.04.2015) Caste name mentioned in certificate should tally letter by letter with Central Government list/ notification.

Candidates belonging to OBC category but coming under creamy layer and /or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

- (viii) Disability certificate in prescribed format issued by the District Medical Board in case of Person With Disability category. If the candidate has used the services of a Scribe at the time of online examination the duly filled in details of the Scribe should be furnished.
- (ix) An Ex-serviceman candidate has to produce a copy of the discharge Certificate / Pension Payment Order and documentary proof of rank list / presently held (substantive as well as acting) at the time of Interview/ Group Discussion.
- (x) Candidates serving in Government / Quasi Govt.Offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their Employer at the time of Interview / Group Discussion in absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (xi) Persons eligible for age relaxation under point no- 1 (C) (3) must produce the domicile certificate at the time of Interview / at any stage of the subsequent process from the District Jurisdiction where he/ she had ordinarily resided or any other Authority designated in this regard by the Government of Jammu and Kashmir to the effect that the candidate had ordinarily domiciled in the Kashmir Division of the State of J& K during the period from 01/01/1980 to 31/12/1989.
- (xii) Persons eligible for age relaxation under point no- 1 (C) (4) must produce a certificate from the District Magistrate to the effect they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Department of Financial services communication No.F No. 9/21/2006-IR dated 27/07/2007.

11. Identity Verification:

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/Passport/Driving Licence/Voter's Card/Bank's Passbook with photograph/Photo identity proof issued by a Gazetted Officer/people's Representative along with a photograph/Identity Card issued by a recognized college/university/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, in the attendance list and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/interview. Ration Card and E-Aadhar card will not be accepted as valid id proof for this project.

Note: It is reiterated that applicants are advised to keep themselves regularly updated about the alerts/communication regarding the selection process through the Bank's website www.allahabadbank.in

The above advertisement is also displayed in the Bank's website www.allahabadbank.in Candidates who have applied are requested to visit 'Recruitment' link on Bank's website for updates (including date/s for online test/Group discussion/Interview, results etc.) which may be put up for information.

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 affect.

Place : Kolkata
Date: 10/06/2015

General Manager (HR)