



INDIAN OVERSEAS BANK

(A Govt. of India Undertaking)

Central Office, 763, Anna Salai, Chennai – 600002

www.iob.in

Good People to Grow with

Advt. No.: HRDD/RECT/01/2023-24

Dated: 09.08.2023

RECRUITMENT OF FIRE OFFICERS (SPECIALIST) - IN JMG SCALE I - 2023-24

Indian Overseas Bank, a leading Public Sector Bank with headquarters in Chennai having geographical presence all over India and abroad invites online applications from qualified and experienced Fire officers (Specialist) for recruitment against **01 Vacancy for Fire Officers in JMG Scale I**.

Interested candidates who fulfil the eligibility criteria may apply online from 09.08.2023 to 25.08.2023 by visiting our website www.iob.in. No other mode of application will be accepted.

Before applying, candidates are advised to read this advertisement carefully and ensure that they fulfill the stipulated eligibility criteria. They should note that Application Fee / Intimation charges once deposited will neither be refunded nor be adjusted against any other recruitment process. Candidates are advised to fill their particulars Online by themselves correctly.

The important dates are as follows:

| ACTIVITIES | DATES |
|---|--------------------------|
| Payment of Application Fee / Intimation Charges | 09.08.2023 to 25.08.2023 |
| Opening Date of Online Registration | 09.08.2023 |
| Closing Date of Online Registration | 25.08.2023 |

A. DETAILS OF THE POSTS & RESERVATION

- Fire Officer post is not suitable for PWBD candidates, hence there is no reservation for PWBD candidates.
- The number of vacancies and the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.
- The selected candidates will be placed at Central Office, Chennai. However, they are liable to be transferred/ posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches/ Offices, anywhere in India from time to time and on such terms and conditions as may be decided by the Bank.

| POST CODE | POST NAME | GRADE | SC | ST | OBC | EWS | UR (GEN) | TOTAL |
|--------------|----------------------------------|--------|----|----|-----|-----|----------|-------|
| 01 | Assistant Manager – Fire Officer | JMGS-I | - | - | - | - | 1 | 1 |
| TOTAL | | | - | - | - | - | 1 | 1 |

SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **EWS** – Economically Weaker Section, **UR (Gen)** – Unreserved (General), **PWBD** - Persons with Benchmark Disabilities, **JMGS I** – Junior Management Grade Scale I.

B. ELIGIBILITY CRITERIA

i. NATIONALITY/CITIZENSHIP

A candidate 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 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 favor 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 Online Examination / Interview conducted by the Bank, may be provisionally selected, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, work experience, etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard.

Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which the candidate applied will be entertained.

ii. **EDUCATIONAL QUALIFICATION & POST QUALIFICATION WORK EXPERIENCE (AS ON 01.08.2023)**

Educational Qualifications, Post Qualification Work Experience, Skills required & Nature of Duties to be performed are detailed below.

| Post Code/ Name of the Post(s) | Vacancy | Nature of Duties to be performed | Educational Qualifications | Post Qualification Work Experience | Skills Required |
|---|---------|--|---|---|---|
| 01. Assistant Manager – Fire Officer | 1 | The Fire Officer shall: a. Maintain the firefighting equipment in good working condition at all times. b. Prepare fire orders and fire operational plans and get them promulgated. c. Impart regular training to the occupants of the buildings in the use of firefighting equipment provided on the premises and keep them informed about the fire emergency evacuation plan. d. Keep proper liaison with the city fire brigade e. Ensure that all fire precautionary measures are observed at all times. | a. B.E (Fire Engineering) from National Fire Services College, Nagpur or Divisional Officer Course from National Fire Service College, Nagpur. OR b. B.E (Fire Engineering)/ B.Tech (Safety & Fire Engineering/ B.Tech (Fire Technology & Safety Engineering) from a University / Institution recognized by Government of India. | a. If educational qualification is B.E (Fire Engineering) from National Fire Services College, Nagpur or Divisional Officer Course from National Fire Service College, Nagpur: No separate work experience is required. b. If educational qualification is B.E (Fire Engineering)/ B.Tech (Safety & Fire Engineering/ B.Tech (Fire Technology & Safety Engineering) from a University / Institution recognized by Government of India other than those specified in point 'a': Post qualification experience of minimum 2 years as a Station Officer or equivalent post in City Fire Brigade/ State Fire Service/ In-charge Fire Officer in Corporates/ Big Industrial Complex or as a Fire Officer in State/ Central Government/ PSUs, is required. | Candidate should have knowledge in, <ul style="list-style-type: none"> • Fire safety norms and state / central government rules and regulations in fire safety and security. • Fire Prevention and Protection System such as Hydrant System, Fire Detection System, Sprinkler System etc. • Evacuation problem and Fire Audit. |

Note: Required work experience should be full time, relevant to the post applied and should be **post qualification** i.e., from the date of acquiring the prescribed qualification till **01.08.2023 (inclusive)**.

iii. AGE (AS ON 01.08.2023)

All the eligibility criteria (**Age, Educational Qualification and Post Qualification Work Experience etc.**) shall be computed as on **01.08.2023** (inclusive). The required Minimum Age to apply for the post is 21 and Maximum Age is 33.

No age relaxation is applicable to SC/ST/OBC categories due to non-availability of vacancies in these reserved categories.

a. RELAXATION IN UPPER AGE LIMIT

| S. No. | CATEGORY | AGE RELAXATION |
|--------|--|----------------|
| 1 | Persons affected by 1984 riots | 5 years |
| 2 | 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 12 months from the date prescribed for closing of online registration) 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 government guidelines | 5 years |

- i) Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, candidates should submit a copy of the necessary/requisite Certificate(s) at the time of interview.
- ii) There is no reservation for Ex-servicemen in Officers' Cadre. However, age relaxation is applicable as per extant Government guidelines.

b. Definition OF Ex-Servicemen (EXSM):

- a) Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No. 36034/5/85 Est. (SCT) dated 27.10.1986 as amended from time to time.
- b) An ex- serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in Public Sector Undertaking ceases to enjoy Ex-serviceman status for further employment.

EWS (Economically Weaker Section)

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income 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 EWSs, irrespective of the family income:

- a. 5 acres of Agricultural Land and above;
- b. Residential flat of 1000 sq. ft. and above;
- c. Residential plot of 100 sq. yards and above in notified municipalities;
- d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

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

The **Competent Authority** for the issue of the certificate to SC / ST / OBC / Economically Weaker Section is as under (as notified by GOI from time to time):

i) For Scheduled Castes / Scheduled Tribes / Other Backward Classes:

(i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

ii) Economically Weaker Section:

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate, (iii) Revenue Officer not below the rank of Tahsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

Candidates belonging to SC, ST, OBC, EWS, categories must submit certificates in support of it at the time of interview.

a) EMOLUMENTS (As on 01.08.2023) AND RELEVANT POLICIES

i. PAY SCALE, ALLOWANCES AND PERQUISITIES

| Scale / Grade | Scale of Pay (In Rupees) |
|----------------------|--|
| JMGS I | 36,000 - 1,490/7 - 46,430 - 1,740/2 - 49,910 - 1,990/7 - 63,840 |

DA, HRA, CCA etc., will be as per rules in force from time to time.

ii. PROBATION PERIOD

Candidates selected will be on probation for a period of 2 years (active service) from the date of joining the Bank. Their confirmation in Bank's service will be as determined by the Bank in terms of Officers' Service Regulation (OSR).

iii. BOND AMOUNT

Candidates selected for appointment will be required to execute a Financial Service Indemnity Bond for Rs.1,00,000 (Rupees One lac) for rendering service for a minimum period of 3 years.

iv. POSTING, TRANSFER AND JOB ROTATION

The selected candidates will be placed at Central Office, Chennai. However, they are liable to be transferred/ posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches/ Offices, anywhere in India from time to time and on such terms and conditions as may be decided by the Bank.

v. LEAVE, TRAVEL ALLOWANCE

The leave and travel allowance will be as per Service Rules of the Bank applicable at the time of appointment.

vi. OTHER ALLOWANCES

Fire Officers (Specialist), being recruited for the said post i.e., in JMG Scale I, will be eligible for the following facilities during their probation period itself, as per the extant Bank's guidelines in force (as per the eligibility of respective Scales):

- a) 150 % House Rent Allowance can be claimed based on the eligibility
- b) Towards purchase of Mattresses and Curtains
- c) Residential Furniture allowance for officers
- d) Annual Medical Allowance

b) SELECTION PROCESS

Selection will be made based on an Online Examination followed by Interview. Candidates qualifying in the Online Examination would be called for personal Interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Online Examination or Interview.

The Bank reserves the right to call only the requisite number of candidates for the Online Examination and Interview after preliminary screening / short listing with reference to candidates' qualification, experience, profile vis-à-vis job requirements etc.,

Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final selected list will be published on the website.

The Bank reserves the right to change the selection procedure, if necessary.

Further, in line with the government guidelines, Bank will conduct pre-examination training (Physical /Virtual mode) for the candidates belonging to SC, ST and OBC categories, after preliminary screening / short listing with reference to candidates' qualification, experience, profile vis-à-vis job requirements etc., by the Bank. All the guidelines corresponding to the Pre – Examination Training will be communicated with the email ID mentioned by the candidates in their online application form.

The Pre-Examination Training will be conducted subject to the prevailing COVID guidelines issued by the Government of India and the State Government from time to time.

c) APPLICATION GUIDELINES

The candidates can apply for the post, subject to fulfilment of eligibility criteria. However, if candidates have applied multiple times for the same post, the last submitted application will only be considered. Candidates can apply through online only from **09.08.2023 to 25.08.2023** and no other mode of application will be accepted.

i. PRE-REQUISITES FOR APPLYING ONLINE

Before applying online, candidates should:

- a) Go through the detailed advertisement by clicking the **Advertisement (English)** available under the title “**RECRUITMENT OF FIRE OFFICERS (SPECIALIST) – IN JMG SCALE I - 2023-24**” in our website www.job.in under “**Careers**” page and ensure candidate's eligibility before applying for the said post.
- b) 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.
- c) Have a valid personal email ID, which should be kept active throughout the entire recruitment process. Bank may send call letters for the Interview/Final Selection 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 Online and must maintain that email account.

ii. **PROCEDURE FOR APPLYING ONLINE**

- a) Candidates are first required to go to the Bank's website "www.iob.in" and click on the "Careers" Page to open the link "**RECRUITMENT OF FIRE OFFICERS (SPECIALIST) – IN JMG SCALE I - 2023-24**" and select the post to be applied then click on the Register Online link.
- b) Candidate must First Register Online by clicking "Click here to Register Online"
- c) On successful registration, E-mail will be sent to the candidates along with the Registration Number and Password for applying Online. Candidates should note his/ her Unique Registration Number and Password for future reference failing which they will not be able to proceed further.
- d) Now, Candidates must Click the menu "Click here to Apply Online".
- e) Candidates will have to enter all the required details in the online application form.
- f) 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).
- g) Candidates should fill in the details in the Online Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify that every field is filled in the application using the "RECHECK"/ "PREVIEW" button. 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.
- h) On successful submission of the Online Application form, a message "Application Successfully Submitted" will be displayed.
- i) Next, click "Upload Relevant Documents" Menu to upload the Birth Certificate / Degree (UG / PG) / Work Experience Certificate (if applicable) / No Objection Certificate (if applicable) from Employer.
- j) Candidates should take a printout of the system generated submitted Online application form by clicking the "Print your Application" link & save the printed application form for future reference.
- k) **Application Fee / Intimation Charges (Non-Refundable)**

| Category of Applicant | Application Fee (inclusive of GST) |
|--------------------------------------|---|
| SC/ST (Only Intimation charges) | INR 100.00 (Rupees One Hundred Only) |
| For all others (Including OBC & EWS) | INR 500.00 (Rupees Five Hundred Only) |

- l) 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 adjusted against any other recruitment process.

Payment by Online Mode

Candidates who have submitted the Online Application successfully may proceed for payment of intimation charges through Online Mode. For making the payment candidates are required to click on "**Online Payment of Intimation Charge**" to navigate to the Online payment page. The payment can be made using Debit Card/ Credit Card or **Internet Banking** mode only. The candidates opting for Internet Banking would be provided with two options:

1. Payment through IOB Net Banking
2. Payment through Other Banks' net banking.

Candidates who have accounts with internet banking option in IOB may choose "IOB NET BANKING" option and others may choose the "Other Banks NET Banking Option". Bank Transaction charges for Online Payment of Intimation charges through internet banking payment facility of any Bank (other than IOB) will have to be borne by the candidates.

On successful completion of the transaction, **an e-receipt** will be generated. Candidates are required to take a printout of the e-receipt for future reference. Candidates can also reprint the E-receipt later by clicking on "**Reprinting E-receipt after payment of Intimation Charges**" link.

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.

Credit History: The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time.

iii. **LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)**

The following documents in **ORIGINAL** together with **A SELF-ATTESTED PHOTOCOPY** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/ her candidature from further participation in the recruitment process.

- i. Printout of the valid Interview Call Letter
- ii. Valid system generated printout of the online application form registered
- iii. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- iv. Photo Identify Proof such as Passport/ Aadhaar / e-Aadhaar Card / PAN Card/ Driving Licence/ Voter's Card.
- v. Consolidated Mark sheets & relevant certificates for educational qualifications.
- vi. Work Experience: Documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Relieving Letters, Pay or Salary Slips should be produced by the candidates to verify 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 liable for cancellation.
- vii. Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ EWS category candidates.
- viii. 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 date of interview if called for (**issued within one year prior to the date of interview if called for**). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- ix. 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.

- x. Candidates serving in Government / Quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce **original "No Objection Certificate"** from their employer at the time of interview, in the 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 "Persons affected by 1984 riots" must produce a certificate from the District Magistrate to the effect that 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, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.
- xii. Any other relevant documents in support of eligibility.
- xiii. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

iv. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION

After cut-off date, Bank will shortlist eligible candidates based on the prescribed criteria and call letter will be issued through e-mail, with details of Examination Centre, Examination Date etc., For examination, the candidates must bring one photo identity proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving Licence/ Voter's Card/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested photocopy thereof. The photocopy of identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt, the candidate will not be permitted to appear for the examination.

Ration Card will not be accepted as a valid id proof for this process.

v. EXAMINATION CENTRES

- i. The Examination will be conducted at various centers across in India. The list of Examination centers is available in Annexure I.
- ii. However, Bank reserves the right to delete any of the Examination Centers and/ or add some other Centers, depending upon the response, administrative feasibility, etc.
- iii. As far as possible candidates will be allotted to a center of his/her choice however Bank also reserves the right to allot the candidate to any of the Centre other than the one he/she has opted for.
- iv. Candidate will appear in the examination from an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- v. No request for change of centre for Examination shall be entertained.

d) INTERVIEW

The interview will be held at any Centre(s) across India, as desired by the Bank (Physical or Online Mode through video conference) and the same will be advised in the interview call letters.

Note:

- a) Request for change in Interview dates shall **NOT** be entertained.

b) Bank reserves the right to change/add/cancel the date, time, center, venue of the Interview and to call the candidates for the Interview at any other center or hold supplementary selection process for particular date/time/center/venue/set of candidates at its discretion, under any circumstances, if any. The change, if any, will be announced in our Bank's website / by email.

i. **CALL LETTERS FOR THE INTERVIEW**

The venue, time & date for Interview will be informed to the shortlisted candidates in the Interview call letter and candidates must attend the same. The call letter will be **sent by email only**. The details of shortlisted candidates for Interview or any other process will be hosted in our website. Request for change of Centre will not be entertained. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process. The shortlisted candidates must carry their documents during the interview process as mentioned while applying for the post.

Final selection will be made based on marks obtained by the candidates in the Interview process and Online examination and will be according to the merit ranking. **The Bank reserves the right to change the selection procedure, if necessary.**

ii. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of the Bank at any time, even after being selected and after joining Bank's service.

At the time of Interview, if a candidate is (or has been) found guilty of:

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview or taking away the documents from the venue, or
- iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- To be disqualified from the selection process for which he / she is a candidate.
- To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

iii. **GENERAL ELIGIBILITY**

Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically Fit as per requirements of the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Such appointment will

also be subject to the Service and Conduct Rules of the Bank. Till such time, their appointment will be provisional.

iv. **IMPORTANT GENERAL INSTRUCTIONS**

- a) Candidates are required to apply only 'ONLINE' through Bank's website. Any other form of application shall not be entertained.
- b) Candidates are advised to take a printout of their system generated online application form after submitting the application.
- c) Candidates should satisfy themselves about their eligibility for the post applied for.
- d) Incomplete applications / Applications without supporting documents will be rejected outright.
- e) In case of candidates uploading more than one application for any reason, the latest registered application will only be considered.
- f) **Only Candidates willing to serve in Central Office, Chennai, initially should apply. However, it may be noted that they are liable to be transferred anywhere in India at the discretion of Bank.**
- g) Before applying, the candidates must ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement and has in his/her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the Online application are true and correct in all respects.

Mere calling for applications for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Bank has the right to cancel candidature at any stage if found that he/she is not fulfilling the eligibility criteria and /or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings are detected even after appointment his/her services are liable to be terminated.

The Bank is free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidate. **No correspondence or personal queries in this regard shall be entertained by the Bank.**

- h) All candidates called for Interview, will have to produce originals as well as self-attested photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC Category are required to submit originals as well as self-attested photocopies of their caste certificate in addition to the other certificates in support of their eligibility criteria.
- i) In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under Government of India. The OBC certificate containing "**Non-Creamy Layer Clause**" in **Central Government format, should be valid as on the date of interview (issued within one year prior to the date of interview called for).**
- j) Candidates belonging to OBC category but coming under Creamy Layer are **not entitled for OBC reservation**. They should indicate their category as General in the online application form.
- k) Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalized Bank, Financial Institutions will be required to produce **Original "No Objection Certificate"** from the employer at the time of interview, failing which the candidature may not be considered.
- l) Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Interview call letter, whomsoever, shall not be permitted to attend the Interview, even though they have been called for Interview.

- m) The candidates will have to appear for interview at their own expense. However, outstation eligible SC/ST candidates who are not employed and attending the interview will be reimbursed to and fro second-class ordinary train fare by the shortest route on production of evidence of travel (as per extant Govt. Guidelines). The Bank will not be responsible for any injury / losses, etc. of any nature.
- n) Canvassing in any form will be a disqualification.
- o) Any request for change of address/ e-mail id for communication will **NOT** be entertained.
- p) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank.
- q) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- r) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
- s) 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 of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Bank reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.

v. **ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on our authorised website www.iob.in from time to time.

vi. **DISCLAIMER**

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 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. Decision of Bank in all matters regarding eligibility, conduct of written examination, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IOB in this regard. **The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit our Bank's website www.iob.in for detailed advertisement.**

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Sd/-
General Manager – HR
Central Office
763, Anna Salai
Chennai – 600 002

Guidelines for scanning and Upload of Photograph & Signature

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

Photograph Image:

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, 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)
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colors 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.**
- **The signature will be used to put on the Hall Ticket and wherever necessary.**
- **If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.**
- **Dimensions 140 x 60 pixels (preferred)**
- **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 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 & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu.**
- **Similar options are available in other photo editor also.**
- **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

- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- **Select the file and click on it**
- **Photo and signature will be uploaded automatically once you submit the online application.**

Scanning the documents for Uploading

Scan the following documents in **PDF format ONLY** with each document size **less than 200KB**

- **Birth Certificate / SSC Certificate for Proof of Date of Birth (Mandatory to upload)**
- **Final Degree Certificate / Consolidated Mark Sheet in respect of passing Graduation / PG / Professional Courses (as single PDF file in case of completion of multiple degrees) (Mandatory to upload)**
- **Work Experience Certificate (if applicable)**
- **No Objection Certificate from Employer, if applicable.**

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

Note:

(1) In case the face in the photograph or signature is unclear, the candidate's application may be rejected.

(2) After registering online, candidates are advised to take a printout of their system generated online application forms.

(3) In case if Documents uploaded are unclear the candidate's application may be rejected.

LIST OF IDENTIFIED EXAMINATION CENTRES:

- 1) New Delhi
- 2) Mumbai
- 3) Chennai
- 4) Kolkata
- 5) Hyderabad
- 6) Bangalore