



Indian Overseas Bank
Central Office
763 , Anna Salai
Chennai 600002

www.iob.in

Good People to Grow with

**APPLICATIONS ARE INVITED
FOR THE POSITION OF
MANAGER - IT MMGS II
FOR INFORMATION TECHNOLOGY DEPARTMENT
CENTRAL OFFICE, CHENNAI.**

IMPORTANT DATES

Opening date for online registration	03.02.2010
Closing date for online registration	02.03.2010
Last Date for receipt of Print out of online Registered Application.	10.03.2010

1. Details of Vacancies:

POST CODE	NAME OF THE POST	SCALE	NUMBER OF VACANCIES
01	MANAGER- INFORMATION TECHNOLOGY	MMGS - II	25

2. Details of Reservation

CATEGORY/ SCALE	SC	ST	OBC	GEN	TOTAL NUMBE OF VACANCIES	Of which
						PWD
MMGS - II	3	2	6	14	25	1

**SC – SCHEDULED CASTE, ST – SCHEDULED TRIBE, OBC – OTHER BACKWARD CLASSES, GEN – GENERAL,
PWD - PERSONS WITH DISABILITY- MMGS – II - MIDDLE MANAGEMENT GRADE SCALE - II**

1. As the reservation for Persons with Disability is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GENERAL) to which they belong.
2. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.
3. It is clarified that it may not be possible to employ Persons with Disability candidates in all offices/branches of the Bank and they, in case of selection have to work in the post identified by the Bank as suitable for them.
4. The selected candidates are liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's Branches/Offices, anywhere in India.
5. The identified vacancies are in Information Technology Department Central Office, Chennai and the selected candidates have to serve at this place for a minimum period of 5 years and no request for posting to other places will be entertained for any reason. However, Bank reserves its right to post officers depending upon the requirement that may arise from time to time.

3. Eligibility Criteria

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 &/ or interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate.

A. Educational Qualifications: (As on 01.01.2010):

B.Tech Degree (Computer Science/Information Technology/ Electronics & Communication/Computer Technology/Tele-communication Engineering) / B.E Degree (Computer Science/Information Technology/ Electronics & Communication/Computer Technology/Tele-communication Engineering) /MCA

- Please note that Candidates should have passed B.Tech/B.E/MCA through full time course.
- Candidates who have passed B.Tech/B.E/MCA through Part time/ Correspondence/Distance learning courses are not eligible to apply

Percentage of Marks:

Minimum First Class i.e. **60%Marks** or its equivalent grade (**5%Marks** Relaxation for SC/ST/PWD Category)

NOTE:

- The educational qualification prescribed is the minimum. Candidates must possess the educational qualifications as on 01.01.2010 (inclusive) and must attach proof of having acquired the qualifications on or before 01.01.2010 to the application.
- Degree Certificate issued by the university during the convocation shall be enclosed to the application. In case the said certificate is not available, the Provisional Certificate issued by the University, clearly indicating there in the month and year of passing the qualifying the examination.
- Year-wise/Semester-wise mark sheets of each year/semester in respect of qualifying examination from the University concerned should be enclosed. Since reverse side of the mark sheets contain the instructions, photocopies of both sides of the mark sheets should be enclosed.
- Candidates must specifically indicate the class/division and percentage of Marks obtained calculated to be indicated up to **two decimals** in the relevant column of the application. Where no percentage of marks is awarded by the University, but only **CGPA/OGPA** is awarded, the same should be converted into the percentage, besides indicating the **CGPA/OGPA** in the application.

B. AGE: (As on 01.01.2010): Minimum: 21 Years and Maximum: 30 Years

The candidates who have completed the age of 21 years as on 01.01.2010 and not completed 30 years as on 01.01.2010 are eligible to apply. Relaxation in maximum age for SC/ST/OBC/PWD//Ex Servicemen will be as per Government Guidelines.

Relaxation in Upper Age Limit for Candidates with Experience:

For Candidates having experience in Information Technology Department of a Bank as officer, relaxation in upper age limit to the extent of their number of years of experience would be considered subject to maximum of five years.

This relaxation is apart from age relaxation permissible as per Government Guidelines for reserved category

RELAXATION IN UPPER AGE LIMIT

Sl	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	In the case of Ex- service 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 for 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.	5 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
6	Persons with Disability	10 years

Note:

1. The relaxation in upper age limit is cumulative as per Government guidelines.
2. 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 the Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
3. All persons eligible for age relaxation under S. No. 4 above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
4. 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, reserved category candidates should submit a copy of the Community Certificate/ Relevant Certificate at the time of interview.

Definition : Persons with Disability (PWD) –

Definition of Categories of Disabilities:

An Orthopaedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Center/ State Govt) would be eligible for reservation in services/ posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

- (a) **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 sixty decibels or more in the better ear in the conversational range of frequencies.
- (b) **Visually Impaired (VI)**: The visually impaired persons are those suffering from blindness or low vision.

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

- (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 an angle of 20 degree or worse.

Person with 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 or execution of a task with appropriate assistive device.

4. Application Fee:(Non Refundable):

a)For SC/ST/PWD - Candidates - NIL

b)For all other Candidates - Rs. 400/-

Candidates other than those belonging to SC/ST/PWD, are requested to remit the requisite fee by Demand Draft favouring " Indian Overseas Bank Recruitment Project - 2010 " payable at Chennai only.

NOTE:

(i) Cheques ,Money orders,Postal Orders, Banker's Cheques, postal stamps etc., will not be accepted. Demand Draft Payable outside Chennai will not be accepted.

(ii) Demand drafts should have been purchased on or after **03.02.2010** and before the last date for online registration indicated herein above i.e. **02.03.2010**.

(iii)On the reverse of the Demand Draft, the candidates should write thier name , Registration No , and the date of Birth as given in the application

(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.

5. How to apply

Eligible candidates are required to apply 'ONLINE' only through our website www.iob.in. Candidates are advised to follow the following sequence of steps while applying online.

1. Log on to our Bank's website www.iob.in and click "Career" column (available at the top of the bank's website), then the Career page will open.
2. Go through the detailed advertisement by clicking the **Advertisement (English) or Advertisement (Hindi)** available in the Career Page and ensure candidate's eligibility to apply for the said post.
3. Click **apply online**. Then online application will open. Fill up all the details required in the application and ensure correctness of all the details that are filled and then click "Submit" button available at the bottom of the online application and your online application will be registered. A Registration Number and Date of Birth Password will appear for your online registration immediately on the screen. Please take note of the Registration Number and Date of Birth which is necessary for taking printout of the online application registered by the candidates.
4. **A recent, passport size photograph should be firmly pasted on the printout of online registered application and should be signed across by the candidate.**
5. The print out of online registered application along with **a) Demand Draft (if applicable), b) duly self attested copies of certificates pertaining to age (SSLC/X Class Certificate/Marks Card Containing Date of Birth, c) educational qualification (Degree Certificate, Year-wise/Semester-wise sheets of each year/semester Marks), d) work experience if any e) Copies of the Relevant Certificates in the prescribed format stipulated by Government of India in the case of candidates belonging to SC/ST/OBC/PWD/XS** should be sent only by Ordinary Post in a Closed Envelope Superscribed "Application for the Post of Manager Information Technology- MMG Scale II" to the following address:

Indian Overseas Bank
Recruitment Project -2010
Post Bag No 5203
Anna Road Head Post Office
Chennai - 600 002
Tamil Nadu

The Bank will not be responsible for loss of application in transit or for rejection of application because of non-receipt of application on or before the stipulated date.

6. Emoluments for the post of Manager Information Technology – MMG Scale - II:

Pay Scale - Rs.13820-500/1-14320-560/10-19920

7. Selection Process:

Through Group Discussion and/ or Interview.

The Bank reserves the right to call only requisite number of candidates out of those who fulfill the eligibility criteria, suitability etc., for the Interview. The Selection will be made on the basis of performance in the interview.

The Bank reserves the right to adopt the methodology as it deems fit for shortlisting the candidates.

Interview

A personal interview for 50 marks shall be conducted to assess the candidates' academic record, power of expression, clarity of thought, qualities of leadership, extracurricular activities, hobbies, general demeanor, behaviour, communication skills etc. The minimum qualifying marks for personal interview would be 50% marks (i.e.) 25.00 marks for General Candidates and 45% marks (i.e.) 22.50 marks for the Reserved Category candidates.

Final selection will be made on the basis of marks obtained by the candidates in the Interview and will be strictly according to the merit ranking.

Mere eligibility shall not vest any right in a candidate for being called for Personal Interview.

8 . Action against candidates found guilty of misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/testimonials. At the time of interview or at any stage even after appointment if a candidate is (or has been) found guilty of:

- (i) Impersonating or procuring impersonation by any person or
- (ii) Resorting to any irregular or improper means in connection with his/her candidature for selection or Obtaining support for his/her candidature by any means, such a candidate may himself/herself liable to criminal prosecution ,be liable

for termination of the service , if he/she has already joined the Bank.

9. Important General Instructions: -

- a. Candidates are required to apply only 'ONLINE'. through our website www.iob.in
- b. Before applying, the candidates should ensure that he/she fulfils the eligibility criteria mentioned in this advertisement. 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.
- c. Only candidates willing to serve anywhere in India need apply
- d. Mere online registration would not suffice and Candidates have to send by Ordinary Post the print out of online registration application along with **a)Demand Draft (if applicable) , b)duly self attested copies of certificates pertaining to age(SSLC/X Class Certificate/Marks Card Containing Date of Birth, c)educational qualification(Degree Certificate, Year-wise/Semester-wise sheets of each year/semester Marks) , d)work experience if any e) Copies of the Relevant Certificates in the prescribed format stipulated by Government of India in the case of candidates belonging to SC/ST/OBC/PWD /XS** to the following address:

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Recruitment Project -2010
Post Bag No 5203
Anna Road Head Post Office
Chennai - 600 002
Tamil Nadu

- e. The print out of online registered application not accompanied by **a)Demand Draft (if applicable) , b)duly self attested copies of certificates pertaining to age(SSLC/X Class Certificate/Marks Card Containing Date of Birth, c)educational qualification(Degree Certificate, Year-wise/Semester-wise sheets of each year/semester Marks) , d)work experience if any e) Copies of the Relevant Certificates in the prescribed format stipulated by Government of India in the case of candidates belonging to SC/ST/OBC/PWD /XS** will not be entertained. Mere online registration would not suffice.
- f. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
- g. Canvassing in any form will be a disqualification.
- h. All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational and experience certificates as well as caste certificate, proof of age, certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled.
- i. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong "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" should be based on income for the financial year 2008-09 and issued on or after 01.04.2009.
- j. Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalised Bank and Financial Institutions will be required to submit "No Objection Certificate" from the employer at the time of interview failing which the candidature may not be considered.
- k. The candidates will have to appear for interview at their own expense. However, eligible (as per extant government guidelines) SC/ST/PWD 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.
- l. Any request for change of address for communication will not be entertained.
- m. In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- n. Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will be also be subject to the Service and Conduct Rules of the Bank. Candidates selected for appointment will be required to execute a Financial Service Bond for rendering service for a minimum period of **5 years**. The amount of the Financial Service Bond presently is **Rs.3, 00,000/-**.
- o. The bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

10. The Competent Authority for the issue of the Certificate to SC/ST/OBC/PWD is as under:

(a) For SC/ST/OBC candidates

- (i) District Magistrate/ Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class Stipendiary Magistrate/Sub-Division 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 Tehsildar
- (iv) Sub – Divisional Officer of the area where the candidate and/or his family normally resides

(b) For Persons with Disability

Authorised Certifying Authority will be Medical Board duly constituted by the Central Or the State Government consisting of atleast three members out of which atleast one shall be a specialist in the particular field of disability form which the person is suffering.

Note: The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supercede any other versions for all purposes. Accordingly, the candidates are advised to logon to 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.

GENERAL MANAGER
(HRD)