



Advt No.: HRDD/ RECT/ / 2017

**RECRUITMENT OF FACULTY ON CONTRACT BASIS**

Indian Overseas Bank, a leading Public Sector Bank with headquarters in Chennai having geographical presence all over India and abroad, invites applications from eligible candidates, for **Recruitment to the post of faculty on contract basis**. Please read this advertisement carefully and ensure the eligibility before submitting online application.

**IMPORTANT DATES**

<b>Online Registration of Applications</b>	21.03.2018 to 31.03.2018
<b>Last Date for Online Registration</b>	<b>31.03.2018</b>

The Tentative date for the Personal Interview for the shortlisted candidates would be intimated in due course.

1. **ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS**

All the eligibility criteria (Qualification, Age, Work Experience etc.) for the post shall be computed as on 01.03.2018 (inclusive).

Age	Not exceeding 65 years														
Who can apply	Retired Bank Officers														
Qualification	Post Graduate with CAIIB														
Work of Experience	Candidates with Minimum 5 years of experience in specialization areas (as mentioned below) in banks.														
Remuneration	Rs.40000/- per month (relevant TDS will be deducted)														
Selection process	Personal Interview														
Posts	<table border="1"><thead><tr><th>Specialization Area</th><th>No of Vacancies</th></tr></thead><tbody><tr><td>Credit management</td><td>01</td></tr><tr><td>Foreign Exchange</td><td>01</td></tr><tr><td>Risk Management</td><td>01</td></tr><tr><td>Information Technology</td><td>01</td></tr><tr><td>Behavioural Science, Leadership and motivation</td><td>01</td></tr><tr><td><b>Total</b></td><td><b>05</b></td></tr></tbody></table>	Specialization Area	No of Vacancies	Credit management	01	Foreign Exchange	01	Risk Management	01	Information Technology	01	Behavioural Science, Leadership and motivation	01	<b>Total</b>	<b>05</b>
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<b>Total</b>	<b>05</b>														
Other facilities	In case of travel on outstation duty, eligible travelling, Halting allowance at par with Officers in SMG Scale V of our bank shall be paid.														
Contract	The term of office of the holder of the post shall be for 3 years, subject to annual performance review.														

	The contract can be terminated at 3 months' notice on either side or salary and allowances in lieu thereof.
Leave	<p>The official will be eligible for leave as follows:</p> <p>12 casual leave (CL) in a year at the rate of 1 CL for every month of service</p> <p>Privilege Leave (PL) computed at one day for 11 days of service on duty, provided that at the commencement of service no PL can be availed before completion of 6 months of service on duty.</p> <p>If the officer leaves the job during the contract period, Bank has the discretion to adjust the unavailed PL not exceeding 15 days per year against the notice period.</p> <p>There will be no provision for leave encashment.</p>
Working hours	The appointed candidate shall report at the bank/training college at the commencement of the working hours on all the working days. The working hours shall be the usual hours as applicable on all days except Sundays and holidays declared under N.I. Act.
Place of Posting	Staff College, Chennai
Other terms and conditions	<ul style="list-style-type: none"> <li>• Experience as a faculty member would be treated as an added advantage.</li> <li>• Should not have any major penalty proceedings during their tenure in the bank.</li> </ul>

**Note:**

- The appointment on contract is for a specified period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Bank.
- Apart from the Contract Amount & other details mentioned above, the appointed candidate is not entitled to any other Perquisites / Facilities etc.

**2. SELECTION METHODOLOGY:**

After scrutiny of the online applications received, only eligible candidates will be called for Personal Interview. The short-listing and call for interview will be on the basis of the details provided by the candidates (regarding educational qualification and work experience) in the online application. The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts.

Bank reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for Interview or for any other process as decided by the Bank.

The interview venue, time & date for Interview will be informed to the shortlisted candidates in the Interview call letter and candidates have to attend the same at their own cost. 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 or intimated by other means. Request for change of Centre will not be entertained. However, the Bank reserves its right to change / add / cancel the selection process & schedule at its discretion, under unforeseen circumstances, if any. Change, if any, will be announced in our Bank's website / by email. 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 Interview process will carry an aggregate of **100 Marks** and will be on aspects like 1) Subject Knowledge, 2) Communication Skills & 3) Presentation & Attitude. Final selection will be made on the basis of marks obtained by the candidates in the Interview process and will be according to the merit ranking. Candidates should make a brief presentation on the topic given to exhibit their communication skills.

### **3. HOW TO APPLY**

#### **3.1. 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 faculty**" in our website "[www.job.in](http://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.

#### **3.2 Intimation Charges :** No charges

**3.3. Online registration of application:** The registrations will be open from 21.03.2018 to 31.03.2018 (5.00 PM) inclusive of both dates

#### **3.4. Procedure for applying online**

- a) Candidates are first required to go to the Bank's website "[www.job.in](http://www.job.in)" and click on the "**Careers**" Page to open the link "**Recruitment of faculty on contract basis**" and then click on the respective **post link** to open the Online Application Form.
- b) Candidates will have to enter all the required details in the online application form.
- c) 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**).
- d) 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**" 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.

- e) On successful submission of the Online Application form, an acknowledgement with Registration Number will be generated. **Candidates should note this Unique Registration Number for future reference failing which they will not be able to proceed further.**
- f) 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.

#### **4. SUBMISSION OF REQUISITE DOCUMENTS DURING PERSONAL INTERVIEW**

The candidates will have to produce the following documents in original as well as attested photocopies during the time of **Personal Interview** failing which their candidature will be cancelled:

- Document evidencing date of birth such as Birth Certificate or School leaving Certificate/ SSC/HSC Certificate.
- Final Degree Certificate &/Consolidated mark sheet in respect of passing graduation, post graduation degree & Professional Course.
- Work Experience Certificates from their employers clearly stating the period and nature of Employment/ duties.

#### **5. GENERAL INSTRUCTIONS**

1. Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
2. Incomplete applications / Applications without supporting documents will be rejected outright.
3. All candidates will have to produce, if called for interview, originals as well as attested photocopies of documents in support of their eligibility such as age, educational qualification, workexperience or any other required certificate, failing which their candidature will be cancelled.
4. 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 might have obtained the desired level of qualification, experience etc., and have been called for Interview.
5. Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank.
6. Decision of the Bank in all matters regarding eligibility, selection etc. 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 cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
7. No representation/ correspondence or personal enquires shall be entertained by the Bank.
8. In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
9. Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
10. The Bank, may at its discretion, add/change the selection methodology.
11. Candidates uploading more than one application for any reason will be treated as ineligible.
12. Canvassing in any form will be treated as disqualification.

Candidates in their own interest are advised to submit their applications well in time before the last date for submission. The Bank does not assume any responsibility for late receipt of applications submitted by the candidates.

Note: 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 Bank's website "[www.iob.in](http://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.

**Place: Chennai**

**GENERAL MANAGER (HR)**

**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 colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- 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 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.
- 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
- 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.
- 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.

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