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.: HRMD/SS/RECT/01/2022-23   Date: 27.05.2022

RECRUITMENT OF SECURITY GUARDS

Indian Overseas Bank, a leading Public Sector Bank invites online applications from eligible Ex-Servicemen for recruitment against **20 Vacancies of Security Guards for their Central Office in Chennai.**

Interested Ex-Servicemen who fulfil the eligibility criteria may apply online from 01.06.2022 to 15.06.2022 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 fulfil the stipulated eligibility criteria. Candidates are advised to fill their particulars Online by themselves correctly.

The important dates are as follows:

ACTIVITIES	DATES
Opening Date of Online Registration	01.06.2022
Closing Date of Online Registration	15.06.2022

1. **DETAILS OF VACANCIES & RESERVATION:**

POST	SC	ST	OBC	EWS	GEN	NO. OF VACANCIES
Security Guard	4	0	6	2	8	20

SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **EWS** – Economically Weaker Section, **GEN** – General.

Note: This post is not identified for reservation under Persons with Disabilities (PWD) category. The number of vacancies and the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank. The Bank reserves its right to increase/decrease the number of vacancies or not to fill up the vacancies in the category as per its requirements.

Candidates belonging to OBC category but coming in the "Creamy Layer" are not entitled to OBC reservation. They should indicate their category as General (GEN).

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

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 Tehsildar (iv) Sub-divisional officer of the Area where the candidate and /or his family normally resides.

For EWS:

(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 Tehsildar
(iv)Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

2. JOB PROFILE:

a. Perform Security Guard duties i.e. to watch or look after the premises or department for the purpose of its safety, security and guard against attack, or assault, or infiltration and against removal of the Bank's property by any unauthorized person and/or to watch and guard as above the movement of Bank's property from one place to another, whether inside or outside the Bank.
b. Operating gadgets like Electronic Alarm systems, CCTV systems, X-Ray machines, Door Frame Metal Detector (DFMD), Hand Held Metal Detector (HHMD), etc., for security of men and materials entering or exiting the Bank's premises.
c. Maintenance and Operation of Fire Alarm systems and Fire-fighting equipment.
d. Work in shifts including night shifts.
e. To perform other routine duties of the Subordinate cadre as required by the Management from time to time.

3. ELIGIBILITY CRITERIA:

A. 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 favour a certificate of eligibility has been issued by the Government of India before the date of this notification.

B. AGE

Age (as on **01.05.2022**) – Minimum 18 Years, Maximum 26 Years.

C. RELAXATION IN UPPER AGE LIMIT:

Category	Maximum Age Relaxation in age for Ex-Servicemen
General	26 Years + Actual period of service rendered in the defence forces + 3 Years subject to a maximum age limit of 45 Years.
SC/ST	26 Years + 5 Years + Actual period of service rendered in the defence forces + 3 Years subject to a maximum age limit of 45 Years.
OBC	26 Years + 3 Years + Actual period of service rendered in the defence forces + 3 Years subject to a maximum age limit of 45 Years.

Note:

i. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above.
ii. The maximum age limit specified for Ex-Servicemen, i.e. 45 years, is applicable to candidates belonging to Unreserved / General category.
iii. Persons with Disabilities (PwDs) as defined in "The Rights of Persons with Disabilities Act, 2016", Disabled Ex-Servicemen who were disabled during operation or otherwise and Dependants of Servicemen killed in action, **ARE NOT ELIGIBLE** to apply.
iv. Candidates seeking reservation / age relaxation will be required to submit necessary certificate(s) in original / copies at any stage of the recruitment process.
v. Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No. 36034 /5/85 Estt. (SCT) dated 27.10.1986, as amended from time to time.
vi. Ex-Servicemen candidates who have already secured employment under the Central Government in Group "C" & "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 on second occasion for Ex-Servicemen in Central Government jobs.
vii. An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him / her as an Ex-Servicemen for his/ her re-employment, his / her Ex-Servicemen status for the purposes of the re-employment in Government jobs ceases.
viii. Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category whose date of completion of specific period of engagement (SPE) is completed one year from the Cut-Off Date are eligible to apply.

D. EDUCATIONAL QUALIFICATION:

i. A pass in 10th standard or its equivalent examination but the candidate should not have passed Graduation examination or its equivalent.
ii. The candidate should be able to speak, read and write in local vernacular language.
iii. Character should be "EXEMPLARY" at the time of valid discharge from Armed Forces.

iv. The medical standards which the candidates must possess should be minimum SHAPE-1 or AYE, whichever is applicable, at the time of valid discharge from the Armed Forces.

v. Ex-Servicemen who do not possess the above civil examination qualifications should be matriculate Ex-Servicemen who have obtained the Army Special Certificate of Education or corresponding certificate in the Navy or Air Force after having completed not less than 15 years of service in the Armed Forces of the Union as on the Cut-off Date. Such certificates should be dated on or before the Cut-off Date.

Note:

a. All the educational qualifications mentioned should be from a Board recognized by Government of India/ approved by Government Regulatory Bodies and the final result should have been declared on or before the Cut-off date. Proper document from Board for having declared the result on or before the Cut-off date has to be submitted at the time of appearing for Physical Fitness Test.

b. The date of passing the eligibility examination will be the date appearing on the mark-sheet issued by Board.

c. In case the result of a particular examination is posted on the website of the Board and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the Board indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

E. OTHER CRITERIA:

a. Only Ex-Servicemen candidates can apply for the Post of Armed Guard.

b. Only a permanent resident of **STATE OF TAMILNADU**   is eligible to apply.

c. The eligible applicants to furnish proof of permanent residence or registration with concerned district Sainik Welfare Board as a proof of domicile.

d. The applicants intending to apply should ensure that they fulfil the eligibility criteria specified and possess the requisite documents / certificates before applying.

e. The selected candidate can be posted at any Branch / Office of the Bank at sole discretion of the Bank.

f. There is no application fee for this process.

4. PRE-EXAMINATION TRAINING:

Pre-Examination Training will be arranged by the Bank to applicants belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ Ex-Servicemen at Chennai, after cut-off date for receiving applications. All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centres. Depending on the response and administrative feasibility, the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements, is reserved. By merely attending the Pre-Examination Training no candidate acquires any right to be selected in the Bank. Dates of Pre-Examination Training shall be intimated separately.

5. PAY AND EMOLUMENTS:

a. Selected candidate will be placed in the under-mentioned pay scale in the Subordinate staff cadre, as per Bipartite Settlement.

Rs. 14500-500/4-16500-615/5-19575-740/4-22535-870/3-25145-1000/3-28145

b. However, Basic pay will be fixed based on the last drawn salary during their defence service. In addition, they are entitled for emoluments as per the Industry-wide Bipartite Settlement and as per the policies and rules of the Bank.

6.PROBATION:

The selected candidate will be on Probation for a period of six months of active service from the date of his joining the Bank and will be confirmed after successful completion of the same.

The cut-off date for eligibility such as age, educational qualification and work experience etc., is specified as the first date of the month in which the registration opens.

7.SELECTION PROCESS:
The mode of selection as follows:

(1) Objective type Test – Online.
(2) Physical Fitness Test.

(1) Objective type Test – Online

ASPECT	MAXIMUM MARKS
Knowledge of Local Language (Tamil)	20 Marks
Knowledge of English Language	20 Marks
Aptitude Test	20 Marks
Arithmetic Test	20 Marks
Psychometric Test	20 Marks
TOTAL	**100 Marks**

Cut-Off Marks - The Overall Cut-Off Scores for General and Reserved category candidates for the Online Test shall be decided by the Bank at an appropriate time depending upon the actual performance of the candidates. Bank reserves the right to change qualifying criteria depending on the vacancies available. Bank reserves the right to modify the structure of the Tests which will be intimated through its website.

Note:

a. Candidates will not be permitted to appear for the Tests without the following documents:
   i. Valid Call Letter for the respective date and session of Test;
   ii. Photo-Identity proof (as specified) in original bearing the same name as it appears on the call letter / application form; and
   iii. Photocopy of Photo-Identity proof as mentioned above
   iv. Original Ex-Servicemen Identity Card and photo copy of the same.
b. Candidates reporting late i.e. after the reporting time specified on the call letter for Test will not be permitted to take the Tests.

(2) Physical Fitness Test.

Candidates who qualify in the Online test and scored above the Cut-off scores and also otherwise satisfactorily meet the eligible criteria shall be subject to Physical Fitness Test, as under:

i. Physical Fitness Test, as detailed below, carrying total score of **100** shall be administered to assess the overall physical fitness of the candidates.

S.No	Sub-Tests	Components Assessed	Maximum Scores	Qualifying Score
A	Push-Ups	Strength. Upper body muscular endurance and trunk stability	30	20
B	Sit-Ups	Strength of the core body muscles	30	20
C	One kilometre Run	Lower body muscular strength, anaerobic power, speed, agility and coordination	40	20
	Grand Total		**100**	**60**

ii. Details of each of the Physical Fitness Tests are as under:

Particulars	Scoring Patten vis-à-vis performance			
A. Push-Ups				
Repetitions	30 & Above	21 to 30	15 to 20	14 or below
Scores	30	25	20	Fail
B. Sit-Ups				
Repetitions	30 & Above	16 to 29	15 to 19	14 or below
Scores	30	25	20	Fail
For the above two fitness tests, no time limit is specified and the same to be performed at a stretch without any break.				
C. One Kilometre Run				
Timing / Duration	<4 minutes	4m to 5m	5m to 6m	>6m
Scores	40	30	20	Fail

Note:

a. Prior to and for the purpose of undertaking the Physical Fitness tests, all the eligible candidates shall have to undergo a medical fitness examination to avoid any medical / legal complication. Candidates should submit medical fitness certificate from a medical practitioner with register number not below the rank of Civil Assistant Surgeon.

b. Candidates, irrespective of their reservation category, will have to compulsorily pass in each of the three physical fitness tests with minimum marks prescribed for each test.

c. The Physical Fitness Test will be conducted tentatively at IOB Central Office, Chennai where the vacancies are notified. Dates of Physical Fitness Test shall be intimated separately to the candidates qualifying in the Online Test.

d. Candidates will have to undertake the Physical Fitness Test at own risk and cost and the Bank shall not be held responsible for any untoward incident.

e. Candidates can make **ONLY ONE ATTEMPT** in each of the Physical Fitness Test and there shall not be any repeat attempts under any circumstances.

SELECTION CRITERIA:

Selection will be made on the basis of the reservation wise merit list. Merely satisfying the eligibility norms do not entitle a candidate to be called for Online Test or Physical Fitness Test.

The Bank reserves the right to call only the requisite number of candidates for the Online Test and Physical Fitness Test 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 select list will be published on the website.

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 SECURITY GUARDS"** in our website www.iob.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 Online Test/Fitness Test/Final Selection etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to any other person. In case a candidate does not have a valid personal e-mail ID, he should create his new e-mail ID before applying Online and must maintain that email account.

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 Security Guards**" and then click on the **"Apply Online"** 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 father 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 are required to upload their relevant documents as per the specifications given in the Guidelines for Scanning and Upload of documents (**Annexure I**).

g) 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.

h) **Candidates should ensure their eligibility before applying online.**

PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF ONLINE TEST

After cut-off date for application, 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 and **Ex Servicemen Identity Card**. 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.**

EXAMINATION CENTRES FOR CONDUCTING ONLINE TEST

i. Centre for online test will be advised separately.

ii. Candidate will appear in the examination at his own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF PHYSICAL FITNESS TEST (AS APPLICABLE)

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

i. Printout of the valid physical fitness test 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.   Mark sheets & certificates for educational qualifications.

vi.   Discharge Book

vii.   Ex-Servicemen Identity Card

viii.   Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/EWS category candidates.

ix.   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.

x.   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.

xi.   Any other relevant documents in support of eligibility.

xii.   Candidates will not be allowed to appear for the physical fitness test if he fails to produce the relevant eligibility documents as mentioned above.

PHYSICAL FITNESS TEST

The fitness test will be held at our Central Office, Chennai

Note:

a)   Request for change in Fitness Test dates shall **NOT** be entertained.

b)   Bank reserves the right to change/add/cancel the date, time, centre, venue of the Fitness Test and to call the candidates for the Fitness Test at any other centre or hold supplementary selection process for particular date/time/centre/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.

CALL LETTERS FOR THE PHYSICAL FITNESS TEST

The venue, time & date for Physical Fitness Test will be informed to the shortlisted candidates in the call letter and candidates have to attend the same. The call letter will be **sent by email only**. The details of shortlisted candidates for physical fitness test will be hosted in our website. Request for change of Centre/Date 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 have to carry their documents while appearing for the physical fitness test as mentioned while applying for the post.

Final selection will be made on the basis of marks obtained by the candidates in the Online Test and Physical Fitness Test and will be according to the reservation wise merit ranking. **The Bank reserves the right to change the selection procedure, if necessary.**

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 will not only be disqualified but he 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 Physical Fitness Test, 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 process or taking away the documents from the venue, or iv. Resorting to any irregular or improper means in connection with his candidature, including resorting to canvassing for his candidature, or obtaining support for his candidature, by any means, such a candidate may, in addition to rendering himself liable to criminal prosecution, shall also be liable:

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

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 by a Doctor or a panel of Doctors approved by IOB and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

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 work in shift basis (24*7*365) should apply.**

g) Before applying, the candidates must ensure that he fulfils all the eligibility criteria and other norms mentioned in the advertisement and has in his 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 Online Test 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 is not fulfilling the eligibility criteria and /or that he 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 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 Online Test, 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/EWS Category are required to submit originals as well as self-attested photocopies of their certificate issued by the competent authority, 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 last date of online registration i.e. 15.06.2022 (issued within one year prior to the last date for online registration).**_

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 Nationalised 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 belonging to reserved category, are free to apply for vacancies announced for General category, provided they fulfil all the eligibility criteria.

m) 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 Physical Fitness Test call letter, whomsoever, shall not be permitted to attend the physical fitness test, even though they have been called for the same.

n) The candidates will have to appear for online test/physical fitness test at their own expense. The Bank will not be responsible for any injury / losses, etc. of any nature.

o) Canvassing in any form will be a disqualification.

p) Any request for change of address/ e-mail id for communication will **NOT** be entertained.

q) 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.

r) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.

s) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.

t) 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 online test, 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.

ANNOUNCEMENTS

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

DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he has furnished any incorrect / false information or has suppressed any material fact(s), his candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his services are liable to be terminated. Decision of Bank in all matters regarding eligibility, conduct of online test, physical fitness test and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank 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

Annexure I

Guidelines for scanning and Upload of Photograph & Signature

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

(i)   Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- 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.

(ii)   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

(iii)   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.

Uploading Documents:

The following documents are to be uploaded by the candidate, in addition to Photograph and Signature:

i.   **EX-SERVICEMEN IDENTITY CARD**

The documents indicated in are to be compulsorily uploaded.

Please ensure that the scan / image is clear and legible.

The size of the document should not exceed 200 kb.

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

Note:

1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
2) In case the uploaded documents are not legible the candidate's application may be rejected.
3) After registering online, candidates are advised to take a printout of their system generated online application forms.