

**BANK OF BARODA – RECRUITMENT OF 167 SPECIALIST OFFICERS – PROJECT 2011**

We are looking for talented professionals with winning attitude to be partners in the growth of the Bank through shouldering the responsibility, as Specialists Officers in the following Disciplines:

Post Code	Post	Scale	No. of vacancies	Age (As on 01.05.2011)
01	Manager (Finance) Chartered Accountants	II	17	Min. 21 & Max. 37
02	Manager (Tech.)– Mech. / Electrical / Chem. / Civil	II	30	Min. 21 & Max. 37
03	Manager (Finance) - Credit	II	23	Min. 21 & Max. 37
04	Manager (Finance) – SME	II	04	Min. 21 & Max. 37
05	Manager (Treasury Operations)	II	10	Min. 21 & Max. 37
06	Manager (Planning)	II	13	Min. 21 & Max. 37
07	Manager (Risk Management)	II	01	Min. 21 & Max. 37
08	Civil Engineers	II	18	Min. 21 & Max. 37
09	Architects	II	02	Min. 21 & Max. 37
10	Security Officers	I	15	Min. 21 & Max. 30
11	Official Language Officers (Hindi Officers)	I	34	Min. 21 & Max. 30

**Maximum Age, exclusive of relaxation for Reserved (SC/ ST/ OBC/ PWD/ Ex-Servicemen) Category, as per Government guidelines**

**\*No. of openings and/or disciplines are provisional and are subject to change according to the actual requirements of the Bank.**

**The candidates can apply for one post only i.e. for one discipline and in one Grade/ Scale only. Registration for more than one post will be treated as invalid for all the posts. More than one registration for the same post will also be treated as invalid.**

**Reservation in Posts:-**

Sr. No.	Grade/ Scale	SC	ST	OBC	UR	Total	OH	HI	VH
1.	II	22	11	32	53	118	2	-	1
2.	I	7	4	13	25	49	1	-	1

Abbreviations stand for: JMG/S I – Junior Management Grade / Scale I, MMG/S II – Middle Management Grade / Scale II, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, PWD - Persons With Disability, OH- Orthopaedically Handicapped , HI – Hearing Impaired, VH- Visually Handicapped.

**Details regarding Reserved Vacancies as per Government guidelines and Nationality/Citizenship are mentioned in Annexure A.**

**The particulars regarding eligibility criteria like Educational Qualifications, Experience and Broad Skill Set Requirements are mentioned in detail in Annexure B.**

Candidates are advised to apply only 'online' & requested to carefully go through the detailed advertisement in Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com) before applying online. **No other means/ mode of application will be acceptable.**

**IMPORTANT DATES :-**

Website Link Open	From <u>26.05.2011</u> To <u>16.06.2011</u>
Date of written test, if required.	<u>07.08.2011</u>
Payment of fees at BOB branches	From <u>26.05.2011</u> To <u>16.06.2011</u>
Fees deposited after the last date i.e. <u>16.06.2011</u> will not be entertained by the branch.	

### **HOW TO APPLY:-**

1. **Candidates are required to apply Online through website [www.bankofbaroda.com](http://www.bankofbaroda.com). No other means/ mode of application will be accepted.**
2. **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment project. Bank may send call letters for written test, interview etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
3. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
4. Applicants are first required to go to the Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com) and open the link 'Recruitment'. Thereafter, open the Recruitment Notification entitled Bank of Baroda 'SPECIALIST OFFICERS RECRUITMENT PROJECT - 2011'

### **AMOUNT OF FEES :-**

The amount of fee to be paid is indicated below :

<b>Category of Applicant</b>	<b>Amount of Fees/ Postage (Non-refundable)</b>
SC/ ST/ Persons with Disability (PWD)	Rs. 50/-
GEN/ OBC/ Ex-Servicemen	Rs. 300/-

### **MODE OF PAYMENT :-**

Candidates have the option of remitting fees via **ONLINE MODE** or **OFF-LINE MODE**.

Under the **On-line mode**, the application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made using only Master/ Visa Debit or Credit Card by providing information as asked on the screen. **On successful completion of the transaction, an e-receipt would be generated.** Candidates are required to take a print of the e-receipt which will have to be submitted with the Call Letter at the time of written test, if held. Otherwise the same will have to be produced if called for interview.

Under the **Off-line Mode**, kindly take a note of the following :-

1. Take a print of the entire Recruitment Notification, including the '**FEES PAYMENT CHALLAN**'.
2. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
3. Go to the nearest Bank of Baroda Branch with the Fee Payment Challan duly filled in and pay, in Cash the appropriate Application Fee in **Account No 29040200000220** with Bandra Kurla Complex Branch, Mumbai, in favour of "**Bank of Baroda SPEICALIST OFFICERS' RECRUITMENT PROJECT-2011**" specifying the discipline for which fees are being paid.
4. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Code Number (b) Transaction ID (c) Date of Deposit & Amount** filled by the Branch Official.
5. Candidates should then scan their photograph and signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.
6. Candidates are now ready to apply Online by re-visiting the Recruitment Page of the Bank's website and going to the sublink titled "**Online APPLICATION FOR BANK OF BARODA SPECIALIST OFFICERS' RECRUITMENT PROJECT-2011**". **Click on this sublink will open up the appropriate Online Application Format.**

7. Carefully fill in the necessary details from the Fee Payment Challan in the Online Application Form at the appropriate places and submit the same Online.
8. **Original counterfoil of the fee payment challan/ online payment receipt will have to be submitted with the Call Letter at the time of written test, if held. Otherwise the same will have to be produced if called for interview.**
9. **Without counterfoil of the fee payment challan/ online payment receipt, the candidates will not be allowed to appear in the written test/ Interview. Candidates are, therefore, advised to keep 3 photocopies of the fee payment challan/ online payment receipt for future use.**
10. There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. This modification facility shall be available after 2 days of registration and upto 18.6.2011. After the last date, no modification will be permitted.
11. **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.**

**Note:**

1. Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
2. The candidate must possess a valid email ID for filling the application. In case, candidate is not having a valid email ID, he/she can create a new email ID. This email ID should be valid for the entire duration of the project.

**GUIDELINES FOR SCANNING THE PHOTOGRAPH AND 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:-

**(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)
- Size of the file should be between 20kb – 50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

**(ii) Signature Imaging :-**

- 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)
- Size of the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

**Scanning the photograph & signature :-**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. 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).
5. 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 MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint 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 :-**

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature'.
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the upload button.

**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.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

**EMOLUMENTS :-** Selected Candidates will be on probation for a period of one year.

The emoluments will be as under :-

**Junior Management Grade/ Scale I:-**

An Officer in JMG/S I will draw salary in the scale of Rs. 14500-600x7/18700-700x2/20100-800x7/25700. He/ She will also be eligible for DA, HRA & CCA, as per rules in force from time to time. At present, initial monthly emoluments of Junior Management Grade/ Scale I Officer, including DA, HRA, CCA are approximately Rs. 23,000/- in a Metropolitan Centre.

**Middle Management Grade/ Scale II:-**

An Officer in MMG/S II will draw salary in the scale of Rs. 19400-700x1/20100-800x10/28100. He/ She will also be eligible for DA, HRA & CCA, as per rules in force from time to time. At present, initial monthly emoluments of Middle Management Grade/ Scale II Officer, including DA, HRA, CCA are approximately Rs. 32000/- in a Metropolitan Centre.

**SELECTION PROCEDURE:-**For the candidates applying for Junior Management Grade / Scale I (JMG/S I) and Middle Management Grade / Scale II (MMG/S II) vacancies, depending upon the number of applications received for each discipline, the written test may be conducted for eligible shortlisted candidates followed by interview of short-listed candidates. **Written test if considered for any discipline may be on-line or off-line.**

- A) **WRITTEN TEST:** Eligible shortlisted candidates of JMG/S I & MMG/S II may be required to appear for written test comprising Objective Test on their area of specialization, General Awareness, Reasoning, Quantitative Aptitude & English Language.

Further details regarding the Written Test i.e. number of questions, duration etc, shall be advised along with the call letter.

**The Bank reserves the right, if required to hold a second stage of written test on the basis of order of merit in the written examination of first stage, as referred above. If the second stage of written test is held, the subsequent process of interview and further process would be on the basis of order of merit of the second stage examination.**

The written test will be held tentatively on **7<sup>th</sup> August 2011** at the following centres and the address of the venue will be advised in the call letters. List of tentative written test centers with the centre codes is given below:-

Centre Code	Name of Centre
11	Ahmedabad
12	Chennai
13	Delhi
14	Jaipur
15	Kolkata
16	Lucknow
17	Mumbai
18	Patna

**Note –** Request for change of Centre of Examination shall **NOT** be entertained. Bank reserves the right to cancel any or all of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

- B) **INTERVIEW :-** The short-listed candidates of JMG/S I and MMG/S II in the order of ranking in the written test as per the cut-off marks determined by the Bank shall be called for an interview & the decision of the Bank in this regard shall be final.

**7. GENERAL INSTRUCTIONS :-**

1. Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. 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 examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.

3. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
4. All candidates will have to produce original as well as attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
5. 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 Govt. of India. OBC certificate should not be more than one year old as on the date of application.
6. The candidates will have to appear for the Written Test and interview at their own expense. However, eligible SC/ST/PWD outstation candidates **attending the Interview** will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel.
7. Only candidates willing to serve anywhere in India should apply.
8. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
9. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/ her candidature may not be considered.
10. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
11. No candidate is permitted to use calculator, telephones, mobiles or any such other instruments during the written examination/selection process.
12. The candidates will appear for the written examination which may be held on-line or off-line at the allotted centres at their expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.
13. The Bank may at its discretion hold re-examination wherever necessary in respect of a centre / venue. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
14. Canvassing in any form will be a disqualification.
15. 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 should not suppress any material information while filling up the 'Online' application.
16. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.

17. 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. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.
18. Wherever, written test is held, the final selection for those posts will be on the basis of performance in written test and interview. For the remaining posts, the final selection will be on the basis of performance in interview only.

At the time of written examination/ interview, if a candidate is (or has been) found guilty of,

- (i) Using unfair means during the examination or
  - (ii) Impersonating or procuring impersonation by any person
  - (iii) Misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall
  - (iv) Resorting to any irregular or improper means in connection with his/her candidature by selection or
  - (v) Obtaining support for his/her candidature by any means.
- Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable :
- a. to be disqualified from the examination for which he/she is a candidate
  - b. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

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

#### **CALL LETTERS FOR THE WRITTEN EXAMINATION:-**

The date of the Written Examination for candidates applying for the vacancies of JMG/S I & MMG/S II, if held, is **TENTATIVELY FIXED on 7<sup>th</sup> August 2011**. However, the details of Centre/Venue for the Examination will be intimated in the Call Letter, well in advance of the date of the Written Examination.

Candidates are required to download their call letters from the Bank's website i.e. [www.bankofbaroda.com](http://www.bankofbaroda.com) between **01.08.2011** to **06.08.2011**.

Please note that the **call letters will not be sent by post**, in case the written test is held.

The Bank reserves the right to call only the requisite number of candidates for the selection process i.e. Written Test and/or GD and/or interview based on the preliminary screening/ short-listing with reference to candidates' qualifications, age, relevant experience etc.

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for written test/ interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening/ short-listing with reference to the candidate's qualification, experience, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of written test and/or interview without assigning any reason.

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

**Detailed advertisement can be viewed at our website – [www.bankofbaroda.com](http://www.bankofbaroda.com).**

**GENERAL MANAGER  
(HR & MARKETING)**

**Date: 26.05.2011**