

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:

Sr No	Discipline	JMG/ S I	MMG/ S II	MMG/ S III	Total
1	Information Technology				
a	IT-Software Development and Application Support	9	13	2	62
b	IT-Infrastructure & Operations Support	6	15	3	
c	IT-Delivery Channel & Payment Systems Support	2	6	2	
d	IT-Security Management	0	2	2	
2	Treasury Operations				
a	Derivatives Dealer	0	1	0	2
B	Dealer - Fixed Income	0	1	0	
3	Foreign Exchange	4	6	0	10
4	Credit Operations	0	15	5	20
5	Risk Management	1	2	1	4
6	Wealth Management	20	0	0	20
7	SME Finance	5	5	0	10
8	Economics	0	1	0	1
9	Estate Management				
a	Civil Engineering	0	6	0	8
b	Electrical Engineering	0	2	0	
10	Marketing	20	5	5	30
11	Sales	100	0	0	100
12	Legal	0	22	0	22
13	Human Resources Management	45	0	0	45
14	Corporate Tax	0	2	0	2
15	Security	0	17	0	17
16	Fire	2	0	0	2
	TOTAL	214	121	20	355

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

Abbreviations stand for: JMG/S I – Junior Management Grade / Scale I, MMG/S II – Middle Management Grade / Scale II, MMG/S III – Middle Management Grade / Scale III, 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 before applying online. **No other means/ mode of application will be acceptable.**

IMPORTANT DATES :-

WEBSITE LINK OPEN	:	<u>20.05.2009</u>
LAST DATE FOR ONLINE REGISTRATION	:	<u>05.06.2009</u>
LAST DATE FOR RECEIPT OF APPLICATION PRINT OUT WITH DD AND COPIES OF CERTIFICATES.	:	<u>09.06.2009</u>
LAST DATE FOR RECEIPT OF APPLICATION PRINT OUT WITH DD AND COPIES OF CERTIFICATES FROM FAR FLUNG AREAS.	:	<u>13.06.2009</u>

NOTE: Following are the Far Flung Areas:-

The candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshdweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K State, Lahaul and Spiti district and Pangi Sub Division of Chamba District of Himachal Pradesh.

HOW TO APPLY:-

Eligible candidates are required to apply only 'online' through our website and no other means/ mode of application will be acceptable.

Before registering their applications on the website, candidates should possess the following:

- a) **Valid email ID.**
- b) **Demand Draft of Rs. 250/- as application fee for General and OBC candidates**
- c) **Demand Draft of Rs. 50/- as postage charges for SC/ST& PWD candidates.**

After applying online, the candidate is required to download the system generated printout of the application. This system generated printout of the application should be signed by the candidate, one copy of the same should be **retained** by the candidate and one copy should be sent along with :

1. The application fee in the form of Demand Draft for Rs 250/ (Rs 50/ for SC/ST/PWD candidates) favoring "**Bank of Baroda - Specialists Recruitment - Project 2009**" payable at **Mumbai**.
2. Copies of certificates pertaining to age, educational qualifications, experience and caste certificates in the case of SC/ST/OBC candidates.
3. Medical Certificate in case of PWD candidates.
4. Photograph pasted in the given place and signed across.

Note: Copies of certificates should be self-attested.

The print out of the application along with the documents mentioned above should be sent by **ORDINARY POST** in a closed envelope super-scribed as "**APPLICATION FOR THE POST OF SPECIALIST OFFICERS - PROJECT 2009**" at the following address: -

Bank of Baroda - Specialists Recruitment - Project 2009,
Post Box No- 8589, Kandivali (East)
Mumbai- 400 101

Note:

- a. **No other financial instrument like Cheques/ Money Orders/ Postal Orders/ Postal Stamps etc. is acceptable. Such applications will be rejected.**
- b. 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.
- c. An application print out not accompanied by the requisite fee will not be entertained.
- d. The Demand Draft (DD) should not be dated before **20.05.2009** & not after **05.06.2009**. **Even if the Bank extends the date of registration by one/two days due to technical reasons, the valid dates of demand drafts as mentioned will not be changed.**
- e. 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.**
- f. 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.

- g. Only the registered application, the printout of which is received duly signed along with demand draft, copies of certificates & photograph pasted, will be treated as valid. **The Bank will not be responsible for any postal delay or loss in transit.**

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 would be conducted for eligible candidates followed by interview of short-listed candidates. However, candidates applying for vacancies in Middle Management Grade / Scale III (MMG/S III) would be selected through interview process only

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

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 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:

- (i) Request for change of Centre of Examination shall **NOT** be entertained.
- (ii) 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.

Also, the eligible candidates applying for MMG/ S III posts would be called for an interview by the Bank.

7. GENERAL INSTRUCTIONS :-

- a. Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
- b. The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application printout or communication.
- c. The application print-out should be duly signed by the candidate alongwith Demand Draft and copies of self-attested certificates pertaining to age and educational qualifications.
- d. 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.
- e. 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.
- f. **A photocopy of the Graduation degree / Mark-sheet indicating the Division and Percentage should be enclosed.** In addition, candidates belonging to SC/ST/OBC/PWD category are required to submit an attested copy of their Caste Certificate/Certificate of Disability issued by the Competent Authority as specified in Annexure A. However, 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.
- g. Candidates belonging to SC/ST/OBC/PWD category must submit attested photocopy of SC/ST/OBC/PWD certificate, issued by the Competent Authority in the prescribed format as prescribed by the Government of India. 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.
- h. 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.
- i. A recent, recognizable passport size photograph should be firmly pasted on the application print out and should be signed across by the candidate. Three

copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the written test/interview may lead to disqualification.

- j. Candidates serving in Government/Public Sector Undertakings (including banks) should send their print out of application through proper channels and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered. **Advance copy of the print out of application alongwith the original Demand Draft may be sent to the addressee within the stipulated time.**
- k. Only candidates willing to serve anywhere in India should apply.
- l. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- m. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
- n. Any request for change of address will not be entertained.
- o. 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.
- p. No candidate is permitted to use calculator, telephones, mobiles or any such other instruments during the written examination/selection process.
- q. The candidates will appear for the written examination at the allotted centres at their expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.
- r. The Bank may at its discretion hold re-examination wherever necessary in respect of a centre / venue.
- s. 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.
- t. 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.

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
or
- (iii) Misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall
or
- (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 is **TENTATIVELY FIXED on 23rd August, 2009**. 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.

Call Letters for the Written Test will be sent by post to the eligible candidates to the address given in the application printout. An eligible candidate who does not receive the call letter by **17.08.2009** should contact the Offices at the address of the respective centres (details of which will be released in Bank's website on 08.08.2009) between **17.08.2009** to **21.08.2009**., furnishing His/Her Name, Address, Registration Number & production of counter foil of Demand Draft Application.

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.

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.

Date: 20.05.2009

**GENERAL MANAGER
(HR & MARKETING)**