

**Baroda Corporate Centre, Mumbai****RECRUITMENT OF SPECIALIST OFFICERS IN BANK OF BARODA PROJECT 2015-16****Join India's International Bank For A Challenging And Progressive Career.**

<b>Online Registration of Application starts from : 30.03.2016</b>	<b>Last date for Online Registration of Application: 13.04.2016</b>
<b>Payment of Fee Online : 30.03.2016 to 13.04.2016</b>	

**Click here to apply** <http://ibps.sifyitest.com/bobrsomar16>

Founded in 1908, Bank of Baroda, India's International Bank enjoys an advantageous position, having a network of 5290 branches with the unique distinction of overseas presence in 24 countries having 105 overseas branches and employs a diverse team of individuals dedicated to our mission To be a Top Ranking National Bank of International Standards committed to augmenting stakeholder value through care, concern and competence.

Bank of Baroda is a FIRST choice employer, offering you a career rather than just a job by providing you with a range of opportunities and allowing you to serve a variety of customers and gain rich banking exposure.

If you are looking for a challenging role that allows you to fully utilize your management skills and propel your career in gaining a new momentum, don't miss out on this opportunity to join Team Baroda as we are looking for talented professionals with winning attitude to be partners in the growth journey of the Bank as Specialist Officers.

PLEASE NOTE THAT	
1.	Candidate can apply for only one post under this project.
2.	The process of Registration of application is complete only when fee is deposited with the Bank through Online mode on or before the last date for fee payment.
3.	Before applying candidates should ensure that they fulfill the eligibility as on the date of eligibility. Admission to online test will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents when the candidate report for interview if called.
4.	Candidates are advised to check Bank's website <a href="http://www.bankofbaroda.com">www.bankofbaroda.com</a> for details and updates.
5.	Post-qualification experience below 6 months in any organization would not be considered.
6.	Only Candidates willing to serve anywhere in India, should apply.

VACANCIES AND OTHER DETAILS IN RESPECT OF VARIOUS GRADES AS DETAILED BELOW:					
Post Code	Post/ Grade/	Job Specification/ Vacancy	Age (as on 13.04.2016)	As on 13.04.2016	
				Educational Qualifications	Post-qualification experience
01	Finance/ Credit MMG/SII	Finance/ Credit (95)	Min 25 yrs Max 35 yrs	CA/ ICWA/Full time MBA (Finance)/ Full time PGDBM (Finance)	Post-qualification experience of <b>minimum 4 years</b> in Credit Processing/Credit Appraisal, post <u>sanction monitoring</u> of loans preferably in Large Banks
02	IT MMG/SII	IT Specialist (25)	Min 25 yrs Max 35 yrs	4 year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation	Post-qualification experience of <b>minimum 4 years</b> in the specialized area preferably in Large Banks.

		<b>Software Development (10)</b>		OR Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications OR Graduate having passed DOEACCB level Additional Qualification like Degree/Diploma/ Certificate in Networking, Programming, Languages, Database, IT security, etc. is desirable.	Post-qualification experience of <b>minimum 4 years</b> in software development preferably in Large Banks.
<b>03</b>	<b>Planning MMG/SII</b>	<b>Planning (6)</b>	Min 25 yrs Max 35yrs	Full time M.A. Economics and or M.Sc. Statistics/M.Com (Banking), or M.Sc./M.A. (Operations Research), or M.B.A. (Finance)	Post-qualification experience of <b>minimum 3 years</b> in Statistical Analysis, Forecasting and Budgeting, Data Analysis preferably in Large Banks.
<b>04</b>	<b>Risk Management MMG/SII</b>	<b>Risk Management (10)</b>	Min 25 yrs Max 35 yrs	Full time 2 Years PG in Risk Mgmt./ Statistics/ Financial Engg. From recognized University/ Other reputed Institutions such as Indian Statistical Institution, Kolkata or Graduate with FRM from Global Association of Risk Professionals or PRM from Professional Risk Managers International Association Knowledge of statistical packages such as SAS/ SPSS, MATLAB, R, STATA, STATISTICA etc. will be preferable	Post-qualification experience of <b>minimum 4 years</b> in Credit Rating Model/ Score Card Development / Credit Risk Management/Credit Management / Market Risk / Treasury Operations / Model Validation preferably in Large Banks.
<b>05</b>	<b>HRM MMG/SII</b>	<b>HRM Specialist (7)</b>	Min 25 yrs Max 35 yrs	Full time 2 years MBA/PGDM in HRM/Personnel Management / Industrial Relations/ HRD from recognized Institute/University	Post qualification experience of <b>minimum 4 years</b> in Banks/Financial Institutions in Specialized Area of Human Resources Management including Disciplinary Proceedings/HRD. Experience in HR dashboard, Employee engagement, Talent Management will be preferable. Experience in Large Banks will be preferred.
		<b>Recruitment Specialist (2)</b>			Post qualification experience of <b>minimum 4 years</b> in Recruitment in the Officers cadre preferably in Large Banks
		<b>HR IT (6)</b>			Post qualification experience of <b>minimum 4 years</b> in HR analytics, HRMS, payroll & other HR IT applications in Officers cadre preferably in Large Banks.
<b>06</b>	<b>Economist MMG/SII</b>	<b>Economist (4)</b>	Min 25 yrs Max 35 yrs	Full time 2 Years M.A (Economics) preferably with M.Phil/PhD (Economics)	Post-qualification experience of <b>minimum 3 years</b> in analyzing data, preparing reports and forecasting market trends preferably in Large Banks.
<b>07</b>	<b>Law MMG/SII</b>	<b>Law (20)</b>	Min 25 yrs Max 35 yrs	A Bachelor Degree in Law. (Candidates with Higher Qualification and experience will be preferred.)	Enrolled as an advocate with Bar Council and <b>minimum 3 years experience</b> of practice at Bar or Judicial service OR <b>Minimum 3 years</b> as a Law Officer in the Legal Dept. of a Scheduled Commercial Bank or the Central/State Government or of a Public Sector Undertaking. OR <b>Minimum 3 years</b> combined experience of practice at Bar / Judicial service and as Law Officer in the Legal Dept. of a Scheduled Commercial Bank or the Central/State Government or of a Public Sector Undertaking. Candidates should produce a certificate of having the requisite

					post-qualification work experience from the Court/ Bar council/organization.
08	<b>Finance/ Credit MMG/SIII</b>	<b>Finance/ Credit (50)</b>	Min 25 yrs Max 40 yrs	CA / ICWA / Full time MBA (Finance) / Full time PGDBM (Finance)	Post-qualification experience of <b>minimum 6 years</b> in Credit Processing/Credit Appraisal, post <u>sanction monitoring</u> of loans preferably in Large Banks.
09	<b>IT MMG/SIII</b>	<b>Data Scientist (2)</b>	Min 25 yrs Max 40 yrs	PhD/MS or equivalents in applied mathematics, statistics, Computer Science	Post-qualification experience of <b>minimum 4 years</b> in working with financial industry preferably Banking, experience with building predictive statistical, behavioural or other models via supervised and unsupervised machine learning , statistical analysis and other predictive modelling techniques. Experience using R, SAS, Matlab, SPSS Modeler or equivalent statistical / data analysis tools. Ability to transfer that knowledge to different tools. Experience with matrices, distributions and probability. Familiarity with scripting languages Python/Ruby Familiarity with relational databases and SQL Experience in Large Banks will be preferred.
	<b>IT MMG/SIII</b>	<b>Software Testing (2)</b>	Min 25 yrs Max 40 yrs	4 year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation OR Post Graduate Degree in Electronics/ Electronics & Tele Communication/Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications.  OR Graduate having passed DOEACCB level Additional Qualification like Degree/Diploma/ Certificate in Networking, Programming, Languages, Database, IT security, etc. is desirable.	Post-qualification experience of <b>minimum 6 years</b> in Software Testing preferably in Large Banks Strong Knowledge and experience of ASP.Net/VB.Net 2010, SQL Server, Crystal Report, OOPS concepts, web services, stored procedure, DB Optimization techniques, experience (HTTP, CSS), AJAX, JQuery, JAVAscript. Knowledge of SDLC Cycle, Infragestic Controls (C#), Web Development Experience in application of standard software development principles.
	<b>IT MMG/SIII</b>	<b>Database Management (2)</b>	Min 25 yrs Max 40 yrs	4 year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation OR Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications OR Graduate having passed DOEACCB level Additional Qualification like Degree/Diploma/ Certificate in Networking, Programming, Languages,	Post-qualification experience of <b>minimum 6 years</b> : Oracle - Should have worked as Production DBA for At least 2-3 Years; Should have hands on experience in handling VLDB Database at least in 2+TBs; Have hands on experience in implementing patches and troubleshooting in production environment; Should have hands on experience in managing oracle RAC and standalone implementations on UNIX, Wintel and environments; Should have good experience in Backup and Recovery; Should have worked extensively in oracle RAC environment; Should have experience in Audit management, Oracle enterprise tools etc. SQL Should have worked as Production DBA for At least 2-3 Years; Should have hands on experience in handling VLDB

				Database, IT security, etc. is desirable.	Database at least in 2+TBs; Should have hands on experience in implementing patches and troubleshooting in production environment; Should have hands on experience in standalone and large cluster (Active-Active) SQL installations; Should have good experience in Backup and Recovery. Data Storage Should have extensively worked on Storage & Backup technology including Installation, Implementation and Configuration; Should have hands on experience in monitoring & management of large storage devices; Should have hands on experience in SAN storage environment; Should have working knowledge of Monitoring, Reporting & Alert Mechanism Tools. Experience in HP and SUN storage platform & Technology
	<b>IT MMG/SIII</b>	<b>Data Analyst (9)</b>	Min 25 yrs Max 40 yrs	4 year Engineering/ Technology Degree in Computer Science/ Information Technology  OR  Post Graduate Degree in Computer Science/ Information Technology/ Computer Applications  Desirable: Additional qualification like Degree/ Diploma/ Certificate in Networking, Programming languages, Database, IT Security etc.	Post-qualification experience of <b>minimum 6 years</b> Understanding of technical requirements for the metadata layer, BI reports, to be able to collate , review and analyse data from multiple internal and external sources Should be able to define and build the BI metadata layer based on the various business requirements, develop BI reports, dash boards, and score cards. Experience of data analysis , investigating data problems from source to report Experience in working with large Data Warehouse, ETL Data analysis, investigating data problems from source to report; Experience in working with or supporting business intelligence tools, Business Objects Universe design; Experience in Oracle, MS SQL Server and My SQL; Report developer Experience using SAP Business Objects; Experience in at least one of programming language i.e. Java, Python, Ruby.; preferably in Large Bank Experience with Map/Reduce, Hadoop, Hive and NoSQL is a plus

**RESERVATION IN POSTS:**

Grade/ Scale	Total	SC	ST	OBC	UR	PWD		
						OH	VI	HI
<b>MMG/SII</b>	<b>185</b>	30	18	52	85	5	3	6
<b>MMG/SIII</b>	<b>65</b>	9	5	20	31	2	2	4

**Abbreviations stand for:** 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, UR General, PWD Persons With Disability, OH Orthopedically Handicapped , HI Hearing Impaired, VI Visually Impaired, FRM Financial Risk Manager, PRM Professional Risk Manager .

**SCALE OF PAY (as on date)**

MMG/S II 31705 x 1145 (1) 32850 x 1310(10) 45950  
MMG/S III 42020 x 1310 (5) 48570 x 1460 (2) 51490

## EMOLUMENTS

At present, initial monthly emoluments of Middle Management Grade/ Scale II and Scale III Officers, including DA, Special Allowance, HRA & CCA are approximately 49,585/ and 65,434/ per month, respectively in a Metropolitan Centre. Allowances may vary depending upon the place of posting. In addition, Quarters facility (in lieu of HRA) for Officers, Conveyance, Medical Aid, LTC and retirement benefits are admissible, as per rules of the Bank, in force from time to time.

### NOTE:

- Candidates belonging to OBC category but coming in the creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and age relaxation. They should indicate their category as GENERAL or GENERAL (OH/HI/VI) as applicable.
- Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as detailed under Para 1.1 below.
- The number of vacancies including reserved vacancies mentioned above are provisional and vary according to the actual requirement of the Bank.
- Reservation for PWD is horizontal and within the overall vacancies for the post.

### 1.0. ELIGIBILITY CRITERIA (as on 13.04.2016)

Candidates, intending to apply for the said post should ensure that they fulfill the minimum eligibility criteria specified:

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original alongwith a photocopy thereof in support of their identity and eligibility as indicated in the online application form Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for the said post/ appearing for and being shortlisted in the Written examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.**

### Note:

- All the educational qualifications mentioned should be from a recognized University/ Institute/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 13.04.2016.

Proper document from Board/ University for having declared the result on or before 13.04.2016 has to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing, appearing on the marksheet/ provisional certificate.

In case the result of a particular examination is posted on the website of the University/ Institute then a certificate in original issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as date of passing.

- Candidates should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicate the same in online application.
- Calculation of Percentage: The percentage of marks, unless mentioned by the University/ Board, shall be arrived at, by dividing the marks obtained by the candidate in all the subjects in all semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any. This will be applicable for those Universities also where class/ grade is decided on the basis of Honours marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

### 1.0. Nationality / Citizenship: (as on 13.04.2016)

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/ 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 to him.

**1.1. Relaxation of Upper Age Limit:**

For posts in Scale II: a candidate must have been born not earlier than 14.04.1981 and not later than 13.04.1991 (both dates inclusive)

For posts in Scale III: a candidate must have been born not earlier than 14.04.1976 and not later than 13.04.1991 (both dates inclusive)

Sr. No.	Category	Age Relaxation
1.	Scheduled Caste/ Scheduled Tribe	5 years
2.	Other Backward Classes (Non-Creamy Layer)	3 years
3.	Persons with Disability (PWD)	10 years
4.	Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	5 years
5.	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01.01.1980 and 31.12.1989	5 years
6.	Persons affected by 1984 riots	5 years

**NOTE:**

- 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 in Point No. 1.1 (3) to 1.1 (6).
- Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by Bank.
- An ExServicemen who has one joined a Government job on civil side after availing of the benefits given to him/her as an ExServicemen for his/her reemployment, his/her ExServicemen status for the purpose of the reemployment in Government job ceases. **There is no reservation for ExServicemen in Officers Cadre.**

**1.2. Definition of Persons With Disabilities:**

Under Section 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/ State Govt.

Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 29.07.2013). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the relevant time/at any stage of the process, as instructed by the Bank. Person With Disabilities will have to work in Branches/Offices as indentified by the Bank.

**Visually Impaired (VI)**

**Blindness** refers to a condition where a person suffers from any of the following conditions namely (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 in angle of 20 degrees or worse.

**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.

**Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purpose 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.

**Orthopedically Challenged (OC)**

Those Orthopedically Challenged candidate who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL Both Legs affected but not Arms;

OA One Arm affected (Right or Left)

a) Impaired Reach;

b) Weakness of Grip;

c) Ataxia;

OL One Leg affected (Right and/or Left);

MW Muscular Weakness & Limited Physical Endurance.

**(i) Guidelines for Persons With Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate will be cancelled.
- Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

**(ii) Guidelines for candidates with locomotor disability and cerebral palsy**

Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**(iii) Guidelines for Visually Impaired candidates**

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes or otherwise advised for every hour of examination.

These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

**2.0. PROBATION PERIOD**

The selected candidate will be on probation **for a period of 12 months** (1 year) of active service from the date of his/ her joining the Bank.

**3.0. SERVICE BOND**

There is a mandatory provision of executing a Service Bond as under:

*Serve for a minimum period of 3 years in the Bank after joining the services or in lieu thereof an amount of Rs. 1.5 Lacs*

**4.0. SELECTION PROCEDURE**

**The selection process will comprise of online written test and interview. If required Psychometric Test / Group Discussion will be also conducted.**

**Bank reserve the right not to hold Online Written test if adequate number of applicants are not available**

**4.1. Online Written Test:**

The structure of the online written examination will be as follows:

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Total Time
1.	Reasoning	50	50	Composite time of 2 hours
2.	English Language	50	25	
3.	Quantitative Aptitude	50	50	
4.	Professional Knowledge	50	75	
	<b>Total</b>	<b>200</b>	<b>200</b>	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi  
Bank reserves the right to modify the structure of the examination which will be intimated through its website.

**Please note that candidates will not be permitted to appear for the online written test without the following documents:**

- (1) Valid Call Letter for the respective date and session of Examination
- (2) Photoidentity proof (as specified) in original bearing the same name as it appears on the call letter/application form and
- (3) Photocopy of photoidentity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours candidates may be required to be at the venue for about 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc and including disruptions beyond control.

**4.1.1. Penalty for Wrong Answers:**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If for any question a candidate gives more than one answer, it will be treated as wrong, even if one of the given answers happens to be right, and there will be the same penalty of 0.25 of the marks assigned to that question deducted as penalty. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

**4.2. GD/Interview/Psychometric Test:**

1. **Depending on the number of vacancies, candidates fulfilling the eligibility criteria for positions in MMG/S II/MMG/SIII shall be called for written test. However, for the purpose of GD and/or interview, eligible candidates will be shortlisted for GD and/or personal interview in the ratio of 1:4 for General category and 1:5 for SC/ST/OBC candidates.** In other words, 4 candidates against one vacancy in General Category and 5 candidates against one vacancy in respect of SC/ST/OBC category stipulated would be called for personal interview. **Candidates possessing more than the prescribed work experience in the relevant discipline shall be given preference.** The Bank reserves its right to call for the Interview, candidates otherwise than in the above ratio at its sole discretion. Wherever online written test is conducted, candidates shall be called for GD and/or Interview on the basis of their performance in the online written test.
2. Each candidate will be required to obtain a minimum score in each test and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cutoffs will be decided and candidates will be shortlisted for interview **The minimum qualifying marks for each test and minimum total score in online written test would be 40% for General Category and 35% for Reserved Category.**
3. In case more than one candidate score the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
4. Psychometric Test/GD/ personal interview shall be conducted to assess the candidates personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. **The minimum qualifying marks for interview would be 40% for General Category and 35% for Reserved Category.** The weightage (ratio) for written test and interview without GD 80:20. If GDs are conducted, then the weightage distribution between GD and Interview will be 05:15 (Written test 80). Candidates not clearing the personal interview will not be considered for final selection. The combined final scores of candidates shall be arrived at on the basis of scores obtained by the candidates in written test and interview and/or GD.
5. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.
6. A candidate should qualify both in online Written Examination and interview and sufficiently high in the merit to be shortlisted for subsequent allotment process.
7. Subject to the vacancies available under the respective category, only those candidates who pass the online written test/ personal interview will be shortlisted for further selection.

**While appearing for the Interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ connect any certificate/remittance/ document sent separately.**

**4.2.1. List of Documents to be produced at the Time of Interview (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 interview failing which the candidate may not be permitted to appear for the interview. **Non-submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

1. Printout of the valid Interview Call Letter
2. Valid system generated printout of the online application form
3. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
4. Photo Identify Proof as indicated in **Point 8 below**
5. Marksheets & certificates for educational qualifications. Proper document from Board/ University for having declared the result on or before 13.04.2016 has to be submitted.
6. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC category candidates. **(as enclosed in the Annexure)**
7. 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 advertisement). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
8. Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category. If the candidate has used the services of a Scribe at the time of written



examination, then the duly filled in details of the scribe in the prescribed format.

9. An Ex-serviceman candidate has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 13.04.2016.
10. Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered travelling expenses, if any, otherwise admissible, will not be paid..
11. Persons eligible for age relaxation under 1.1 (5) must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
12. Persons eligible for age relaxation under 1.1 (6) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006IR dated 27.07.2007.
13. Persons falling in categories (ii), (iii), (iv) and (v) of Point 1.0 should produce a certificate of eligibility issued by the Govt. Of India.
14. Experience certificates, as applicable.
15. Any other relevant documents in support of eligibility.

**Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.**

**No documents shall be directly sent to the Bank by candidates before or after the interview.**

**The Competent Authority for the issuance of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES 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 / 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 Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

**For Persons with Disabilities:** Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon.

#### **4.3 Examination Centres for Online Written Test/ Psychometric Test/GD/ Interview**

- Bank will be holding online written test, at 4 Metropolitan Centres i.e. Mumbai, Delhi, Kolkata & Chennai.
- The GD/ Interviews will be held at Bank's Zonal Head quarters i.e. Ahmedabad, Bangalore, Bareilly, Baroda, Bhopal, Chennai, Delhi, Jaipur, Kolkata, Lucknow, Mumbai, Patna & Pune.
- Bank, however, reserves the right to cancel any of the centres and/or add some centres, at its discretion, depending upon the response, administrative feasibility, etc.
- Candidates are advised to give their preference of written test/ GD/ interview centre. The address for the written test/ GD/ interview centre will be advised in the call letters and also displayed on the Bank's website one week before the dates for commencement of written test/ interviews.
- Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination/interview at the respective centres at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature.

#### **5. APPLICATION FEE AND INTIMATION CHARGE (Non-refundable)**

Category of Applicant	Amount of Fees/ Intimation Charges (Non-refundable)
SC/ ST/ Persons with Disability (PWD)	Rs. 100/-
GEN/ OBC	Rs. 600/-

##### **5.1. Mode of Payment:**

- Candidates have to make the payment of requisite fee/intimation charges through ONLINE mode only.
- Candidates have the option of remitting fees via **ONLINE MODE** only where 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 Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets 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. Online payment receipt will have to be produced, at the time of online written test or interview, as the case may be.**
- If the online transaction has not been successfully completed then the following message is displayed Your online transaction was unsuccessful. Please register again. Candidates may then revisit the "Apply Online" link and fill in their application details again.

- **Without call letter and online payment receipt, the candidates will not be allowed to appear for online Written Test/Interview.** Candidates are, therefore, advised to keep 3 photocopies of the online payment receipt for future use.

## NOTE:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charges.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- *Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded on any account nor can it be held in reserve for any other recruitment or selection process.*

## 6.HOW TO APPLY:

- **Candidates are required to apply Online through website [www.bankofbaroda.com](http://www.bankofbaroda.com). No other means/ mode of application will be accepted.**
- **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active till completion of this recruitment project. Bank may send call letters for written test, interview etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
- Candidates should scan their photograph and signature, ensuring that both the photograph (4.5cmX3.5cm) and signature adhere to the required specifications as given in Annexure I to this Advertisement.
- Applicants are first required to go to the Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com) and open the link Careers Ongoing Recruitment Exercises. Thereafter, open the Recruitment Notification entitled Bank of Baroda **RECRUITMENT OF SPECIALIST OFFICERS PROJECT 2015-16**.
- Candidates can apply Online by visiting the Recruitment Page of the Bank's website and going to the sublink titled **"Online APPLICATION FOR BANK OF BARODA SPECIALIST OFFICERS RECRUITMENT PROJECT2015-16"**. **Click on this sublink will open up the appropriate Online Application Format.**
- Carefully fill in the necessary details in the Online Application Form at the appropriate places and submit the same Online.
- **In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered.** When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be **available for three times only**. Once the application is filled in completely, candidate should submit the data.
- Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the **"SAVE AND NEXT"** facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **FINAL SUBMIT** button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.
- There is a provision to modify the online application **prior to submission** only. Candidates are requested to make use of this facility to correct the details in online application, if any.
- **The name of the candidate and 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.**
- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidates email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
- **An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid**
- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

## NOTE:

- After completing the procedure of applying online including payment of fees, the candidate should take a printout of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam.
- Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of**

**Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

#### **7. CALL LETTERS FOR ONLINE WRITTEN TEST/ PSYCHOMETRIC TEST/ GD/ INTERVIEW**

- The Centre, venue address, post applied for, date and time for examination and interview shall be intimated in the respective Call Letter.
- An eligible candidate should download his/her call letter from the Bank's website **www.bankofbaroda.com** by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.
- Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form for this project. Bank will not take responsibility for late receipt/ non-receipt of any communication emailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of the Bank.
- Candidates are hence advised to regularly keep in touch with the authorised Bank website for details, updates and any information which may be posted for further guidance as well as to check their registered email account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination and interview shall not be entertained.

#### **8. IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview. Ration Card and E-Aadhar card will not be accepted as valid id proof for this project.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original, mentioning the changed name.

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. To avoid any dispute, name recorded at the time of registration should be similar and identical to authorized identity proof.**

**9. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- to be disqualified from the examination for which he/ she is a candidate
- to be debarred either permanently or for a specified period from any examination conducted by Bank
- for termination of service, if he/ she has already joined the Bank.

#### **Important:**

**Bank would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.**

#### **10. USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES**

- Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- Candidates are not permitted to use or have in possession calculators in examination premises.

## 11. GENERAL INSTRUCTIONS

- Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photoidentity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and interview respectively.
- A Candidate's admission to the examination/ shortlisting for interview and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage 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). If any of these shortcomings is/are detected after appointment in Bank, his/her services are liable to be summarily terminated.
- Decision of the Bank in all matters relating to the project will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- **A candidate can apply for only one post under this project.** The applications of candidates applying for more than one post will be summarily rejected. **The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.**
- **Multiple attendance/ appearances in examination and/ interview will be summarily rejected/ candidature cancelled.**
- **Online applications once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded nor be held in reserve for any other examination.**
- Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
- **Any request for change of address, details mentioned in the online application form will not be entertained.**
- In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Bank's website shall prevail.
- A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the bank in future should be identical and **there should be no variation of any kind.**
- A recent, recognizable photograph (4.5cm x 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a reexam is at the absolute discretion of Bank. Candidates will not have any claim for a retest. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Disabilities category candidates called for interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings /Local Government, Institutions and Panchayats etc.
- Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Bank and subject to service and conduct rules of the Bank. Decision of Bank will be final and binding on candidates.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc. The change, if any, shall be communicated to the candidates in advance.
- **Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorised Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com) for latest updates.
- In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- In case of non-availability of reserved candidates, the Bank reserves the right to interchange these categories, as per Government Directives.
- The selected candidate is 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.

## 12. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on authorised Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com) from time to time.

Disclaimer: Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for written test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for written test/ interview after preliminary screening/ shortlisting with reference to the candidate's age, qualification, essential requirements, 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.

**VINDHYA RAMESH**  
**GENERAL MANAGER (HRM)**  
**Date: 30.03.2016**

- **Click here to apply** <http://ibps.sifyitest.com/bobrsomar16>

**ANNEXURE I**

**GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cm X 3.5cm) & 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.
  - 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 is no "redeye".
  - 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.
- **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 Call letter and wherever necessary.
  - If the applicants signature on the answer script at the time of the examination does not match the signature on the Call letter, 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.
  - **Signature in CAPITAL LETTERS shall NOT be accepted**

**(iii) Scanning the photograph & signature :**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set the colour to True Colour
- 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 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.

**(iv) Procedure for uploading the Photograph and Signature :**

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

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

**Note :**

- *In case the face in the photograph or signature is unclear, the candidates application may be rejected.*
- *After registering online, candidates are advised to take a printout of their system generated online application forms.*
- *In case, the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.*

**[Click here for Annexure](#)**