



**ALLAHABAD BANK**

(A Government of India Undertaking)

HEAD OFFICE : 2, N. S. ROAD, KOLKATA 700001

Advt No. : REC/ 02/2011-12

Contact No. 033-22314630, FAX-033-22308442

**CLERICAL (S.W.O. 'A') RECRUITMENT PROJECT-2011-12**

Allahabad Bank invites **ON-LINE** Applications only from Indian Citizens for recruitment of **1100 Single Window Operator 'A' in clerical cadre**. Candidates are required to apply on-line through Bank's website [www.allahabadbank.in](http://www.allahabadbank.in) (where full advertisement & fee payment challan are available).

The candidates are required at first to see the eligibility criteria and if eligible, take a print of the Fee Payment Challan available in Bank's website [www.allahabadbank.in](http://www.allahabadbank.in), fill in completely to pay the fee and / or postage **in cash at any branch of Allahabad Bank** in the designated Account No.50048720341 and obtain receipt (With Journal Number mentioned on it). Apply On-Line through the Recruitment link provided at the Bank's website.

Events	Important dates
Fee Payment Challan available on Bank's website from	<b>10.02.2011 (THURSDAY)</b>
Payment of application fee / postage	<b>15.02.11 To 15.03.11</b>
Opening Date for ON-LINE Registration of Application on website	<b>15.02.2011</b>
Closing Date for ON-LINE Registration of Application on website (For all applicants including those from far flung areas.)	<b>15.03.2011</b>
Relevant date for Age / Qualification reckoned as on	<b>01.01.2011</b>
Tentative Date of Written Test	<b>08.05.2011</b>

Note: 1) Application Form by post /courier/ hand/e-mail will not be accepted.

2) Candidates can apply for vacancies in one State/ UT only and have to appear for the written examination from a Test Centre allotted for that particular State/ UT.

**1. Details of State / UT wise Break-up of Vacancies and Reservation in Posts:**

Total Number of Vacancies—1100											
State / UT wise Breakup of Vacancies (* Including Backlog/Shortfall Vacancies)											
State/ UT Code	State	SC	ST	OBC	Gen	Total	Out of which (for Physically Challenged & Ex-Servicemen)				
							OC	VI	HI	DXS/ DisXS	EXSM
01	Andhra Pradesh	04	02	06	13	25	-	2*	-	1	02
02	Arunachal Pradesh	00	00	00	01	01	-	-	-	-	-
03	Assam	01	03	07	13	24	-	-	3*	1	02
04	Bihar	08	01	13	28	50	1	-	1*	2	05
05	Chandigarh (U.T.)	00	00	01	02	03	-	-	-	-	-
06	Chattisgarh	01	03	01	05	10	-	1	-	-	01
07	Goa	00	02*	02	06	10*	-	-	-	-	01
08	Gujarat	02	04	08	16	30	1	-	2*	1	03
09	Haryana	03	00	06	11	20	-	-	1*	-	02
10	Himanchal Pradesh	02	00	02	04	08	-	-	-	-	-
11	Jammu & Kashmir	00	00	01	02	03	-	-	-	-	-
12	Jharkhand	04	11	05	20	40	1	-	2*	1	04
13	Karnataka	05	02	08	15	30	-	2*	-	1	03
14	Kerala	00	00	02	04	06	-	-	-	-	-
15	Maharashtra	05	04	14	27	50	-	1	-	2	05
16	Madhya Pradesh	12	16	12	40	80	1	1	1	3	08
17	Nagaland	00	00	00	01	01	-	-	-	-	-
18	New Delhi	03	02	05	10	20	-	1	-	-	02

19	Orissa	08*	10	05	22	45*	1	-	1	2	04
20	Punjab	12	00	08	20	40	-	1	-	1	04
21	Rajasthan	07	05	08	20	40	-	-	4*	1	04
22	Tamil Nadu	05	00	06	14	25	-	-	2*	1	02
23	Uttar Pradesh	57	03	74	141	275	3	3*	3	12	27
24	Uttarakhand	03	01	02	09	15	-	1	2*	-	01
25	W. Bengal	57	12	55	125	249	2	2	3	11	24
	<b>Total</b>	<b>199*</b>	<b>81*</b>	<b>251</b>	<b>569</b>	<b>1100*</b>	<b>10</b>	<b>15*</b>	<b>25*</b>	<b>40</b>	<b>104</b>

(\*Including Backlog/Shortfall vacancies)

#### Abbreviations stand for

SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes (**Under Non-Creamy Layer category as on 31.03.2010**), Gen – General Category, OC – Orthopaedically Challenged, HI – Hearing Impaired, VI – Visually Impaired, EXSM – Ex- Servicemen, DXS – Dependent of servicemen killed in Action, DisXS – Disabled Ex Servicemen,

#### Note :

- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
- Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved/ General category.
- Applications received for posts which are not advertised at all or post not advertised in a particular state/ UT will not be entertained.
- The recruitment would be on State-wise/ UT wise basis. Candidates can apply for vacancies in one State/ UT only and have to appear for the written examination from a Test Centre allotted for that particular State/ UT. They should be willing to be posted at any place in the respective State/ UT for which vacancies are notified and accordingly the application is submitted by the candidate concerned.
- As the reservation for OC/HI/VI and Ex-Servicemen is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/Gen) to which the candidate belongs.
- Candidates belonging to and applying for a post under the Reserved OBC Category are required to submit a certificate regarding his/her “Community” in the prescribed format, i.e. **“FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA”** (Format available on Bank’s website along with this Notification) and the certificate should clearly contain the **“NON-CREAMY LAYER CLAUSE” based on the income for the Financial Year ending 31.03.2010 or later.**

**The certificates should have been issued on or after 01.04.2010. Candidates not producing the above certificate will not be considered under the OBC category.**

## 2. Scale of Pay: Rs. 7,200/- - Rs. 19,300/-

(DA, HRA etc. will be paid as per Bank’s rules in force from time to time depending upon place of posting. Medical, LFC, Defined Contributory Retirement Benefit, Gratuity etc will be admissible as per Bank’s rules.)

## 3. Eligibility Criteria :

**I. Nationality / Citizenship :** 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 1<sup>st</sup> 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 necessary eligibility certificates *have been* issued to him by the Government of India.

## II. Age Limit (As on 01.01.2011):

<b>Minimum</b>	<b>18 years</b>
<b>Maximum</b>	<b>28 years</b>

### **Relaxation in Upper Age Limit:** (subject to maximum age limit)

Sl	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	Physically Challenged Candidates	10 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Ex- Servicemen(in addition to the actual period of service rendered in Defence services subject to max. age of 50 years)	3 years
6	Widows, Divorced women & women judicially separated from their husbands & who are not remarried (subject to max. age limit of 35 years for General ,38 years for OBC & 40 years for SC/ST candidates)	9 years
7.	The children/family members of those who died in 1984 riots	5 years

#### **Note :**

- The relaxation in upper age limit is cumulative (subject to maximum age limit) as per Govt of India guidelines.
- All persons eligible for age relaxation under 4 above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1<sup>st</sup> January 1980 to 31<sup>st</sup> December 1989.
- The children/Family members of those who died in the 1984 riots by 5 years.  
Persons eligible for age relaxation under this criterion 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.9/21/2006-IR dated 27.07.2007
- Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim relaxation in age, fees, selection process etc. reserved category candidates should submit a copy of the relevant certificate (in prescribed format) in support of his/her claim at the time Pre-examination training and/or interview.

## III. Definitions:

- Ex-Servicemen:** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 36034/5/85/Estt(SCT) dated 27<sup>th</sup> October 1986 as amended from time to time.
- Disabled Ex-Servicemen (DisXS):** Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DisXS.
- Dependents of Servicemen killed in Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service– (i) war, (ii) war like operations or border skirmishes either with Pakistan on cease fire line or any other country, (iii) Fighting against armed hostilities in a counter insurgency environment viz. Nagaland, Mizoram, etc. (iv) Serving with peace keeping mission abroad (v) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation, (vi) Frost bite during actual operations or during the period specified by the Government (vii) Dealing with agitating Para military forces personnel, (viii) IPKF personnel killed during the operations in Sri Lanka.

**Note :**

1. Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/retired on or before 31.12.2011.
2. Ex-Servicemen candidates who have already secured employment under the Central Government in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Government. However such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. Jobs.
3. The Territorial Army Personnel will however be treated as Ex-servicemen w.e.f. 15.11.1986.
4. An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases.

**(d) Physically Challenged Persons (PC) –**

**I Degree of Disabilities:**

**Only such persons would be eligible for reservation in services / posts who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by the Central/State Govt.**

**II Definition of Categories of Disabilities:**

**(i) An Orthopaedically Challenged (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Centre/ State Govt) would be eligible for reservation in services/ posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

**(ii) Deaf & Hearing Impaired (HI):** the deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes 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.

**(iii) Visually Impaired (VI):** The visually impaired persons are those suffering from blindness or low vision.

**Blindness** – refers to a condition where a person suffers from any of the following conditions:

(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 an angle of 20 degree or worse.

**Person with 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.

**(iv) SCRIBE /WRITER**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy (OC) can use their own scribe at their cost during the written 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

- a. his/ her own cost.
- b. The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- c. The scribe can be from any discipline. The scribe should possess lesser marks than that of the candidate and not more than 60% marks in his own academic stream.
- d. Both the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, if later transpires that he/ she did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- e. Such candidates who use scribes shall be eligible for extra time of 20 minutes for every hour of the examination.

#### IV. Minimum Educational Qualification (As on 01.01.2011):

For SC/ST/PC/ Ex-Servicemen Candidates	For OBC/ General Candidates
Pass with minimum 55% marks in aggregate* in Higher Secondary examination / 10+2 of 10+2+3 pattern OR its equivalent from a recognised Board OR Degree in any discipline or its equivalent from a recognised University.	Pass with minimum 60% marks in aggregate* in Higher Secondary examination/ 10+2 of 10+2+3 pattern OR its equivalent from a recognised Board OR Degree in any discipline or its equivalent from a recognised University.
<p>(a) Knowledge of Computers: Essential for all category of candidates (i) Proficiency in Windows/MS Office, (ii) Certificate/Diploma in Computer Operations from NIIT, SSI, Aptech, MICE, STQC, CMC etc. OR O/A/B/C level certificate of DOEACC OR BCA OR Computer Science as one of the subjects covering MS word, Excel, Access etc. in Degree level.</p> <p>(b) Candidates should be knowing to read, write and speak the language of the State/ UT for which vacancies are advertised and for which he/ she desires to apply.</p> <p>*The percentage of marks shall be arrived at <u>by dividing the aggregate /total marks obtained by the candidate in all the subjects irrespective of optional /additional subjects studied with the aggregate/total maximum marks of the examination passed for all the years of the examination.</u></p> <p><b>Note: The date of passing the examination which reckons for eligibility will be the date appearing on the Mark Sheet or Provisional Certificate.</b></p>	

- a) All Educational Qualifications should be from a recognized Board/University/Institute. The Educational Qualifications prescribed for the posts are the minimum requirements for eligibility.
- b) Candidates should ensure that he/she fulfills the eligibility criteria & other norms including being in possession of documents of eligibility specified in this notification before applying for the post.

#### 4. Selection Procedure:

The selection process will comprise Written Test and Interview.

##### A) Written Test:

The written test will comprise Objective Tests consisting of (1) Test of Reasoning Ability, (2) Test of Numerical Ability, (3) Test of English Language, (4) Test of Clerical Aptitude, (5) Test of Computer knowledge.

- i. The questions in Objective tests except for the Test of English will be in printed in bilingual, i.e. English & Hindi.
- ii. Details/information regarding the written test will be given in the 'Information Booklet' which will be available in the Bank's website alongwith the Call Letter for the Written Test.
- iii. The passing marks in each of the tests will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required

level (State-wise). Candidates have to pass in each of the Objective test separately. Candidates are also required to score a minimum 40% cut-off (35% for SC/ST/OBC/PC/Ex-servicemen) marks in aggregate to be considered for being called for interview. Bank reserves the right to vary cut-off marks.

iv. There will be separate cut-off marks for reserved category candidates with relaxed standards.

**(B) Interview:**

Depending upon the number of vacancies, a certain number of candidates who pass in each test and rank sufficiently high from among those who qualify on the basis of aggregate marks in the written examination would be called for the interview. The candidate has to secure minimum passing marks in the interview.

**(C) Final selection** (State-wise) will be made on the basis of aggregate marks obtained by the candidates in the written test & Interview taken together and will be strictly according to the descending order of merit.

Merely satisfying the eligibility criteria does not entitle a candidate to be called for written test / Interview. The Bank reserves the right to alter, modify or change any of the other terms and conditions spelt out in this advertisement, including selection criteria for passing/method and procedure for selection.

**5. Probation:**

<b>For Single Window Operator 'A' - 6 months</b>
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The candidate will remain initially on probation for a period of six months from the date of joining in the Bank's service which may be extended at the Bank's discretion. The confirmation to the permanent establishment of the bank will be considered as applicable in the terms of Bipartite Settlement provided the work, conduct, general ability are found to be of the standard required by the Bank.

**6. Written Test: 08.05.2011 (Sunday)**

The date of examination is tentative. Exact date will be communicated to the candidates through call letter. The Bank reserves the right to cancel or make any change in the date of examination, if need arises.

**7. State wise Written Test Centres:**

The Written test will be scheduled at the following Centers and the address of the Venue will be advised in the Call Letter –

State/UT Code No	State/ UT Name	Number of Vacancies	Examination	
			Centre Code	Centre Name
01	Andhra Pradesh	25	31	Hyderabad
02	Arunachal Pradesh	01	32	Guwahati
03	Assam	24	33	
17	Nagaland	01	34	
04	Bihar	50	35	Patna
06	Chattisgarh	10	36	Raipur
05	Chandigarh (U.T.)	03	37	Chandigarh
09	Haryana	20	38	
10	Himachal Pradesh	08	39	
11	Jammu & Kashmir	03	40	
20	Punjab	40	41	
08	Gujarat	30	42	Ahmedabad
07	Goa	10	43	Mumbai
15	Maharashtra	50	44	Nagpur
			45	
12	Jharkhand	40	46	Ranchi
13	Karnataka	30	47	Bengaluru
14	Kerala	06	48	
16	Madhya Pradesh	80	49	Bhopal
			50	Satna

18	New Delhi	20	51	New Delhi
19	Orissa	45	52	Bhubaneswar
22	Tamil Nadu	25	53	Chennai
21	Rajasthan	40	54	Jaipur
23	Uttar Pradesh	275	55	Agra
			56	Lucknow
			57	Meerut
			58	Varanasi
24	Uttarakhand	15	59	Dehradun
25	West Bengal	249	60	Kolkata
			61	Siliguri

**Request for change of centre of Examination shall not be entertained.** The Bank, however, reserves the right to cancel any of the Centers and/ or add other Centers, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the Candidate at any Center other than the one he/ she has opted for and the right to waive any of the processes for selection looking at the requirement and exigencies.

#### 8. Pre-examination Training: (Call letter to be downloaded from Bank's website)

It is proposed to impart free Pre- examination Training to a limited number of Candidates belonging to Scheduled Castes/ Scheduled Tribes/ Minority Communities/ Ex Servicemen on "First come first served basis" at **Lucknow / Bhubaneswar / Bhopal / Patna / Chandigarh /Hyderabad / Guwahati/Kolkata** . Training centers may also be changed or even be cancelled at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the On-Line Application format. All expenses regarding travelling, boarding, lodging etc will be borne by the candidate for attending the Pre- Examination Training programme at the concerned Training Centre. **Candidates are advised to visit the Bank's website in the first or second week of April to download their call letters for Pre-examination Training. Candidates should note that the call letters will not be sent through post/courier etc.**

#### 9. How To Apply:

- Candidates are required to apply On-Line through website [www.allahabadbank.in](http://www.allahabadbank.in) No other means/ mode of application will be accepted.**
- Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment project. Bank will be sending intimation for call letters for Pre-Examination Training, Written test, Interview etc. through the recorded e-mail ID. Under no circumstances, he/she should share/mention e-mail ID with/of any other person.**
- In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line.**
- Applicants are first required to go to the Bank's website [www.allahabadbank.in](http://www.allahabadbank.in) and click on the Home Page and open the link "Recruitment".**
- Thereafter, open the Recruitment Notification titled "ALLAHABAD BANK CLERICAL (S.W.O. 'A') RECRUITMENT PROJECT-2011-12".**
- Take a print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.**
- Fill in the Fees Payment Challan in a clear and legible handwriting in BLOCK LETTERS.**
- Go to the nearest Allahabad Bank Branch with the Fees payment Challan and pay, in Cash, (deposit open from 15.02.2011 to 15.03.2011) in the designated Account No. 50048720341 in the name & style of "ALLAHABAD BANK CLERICAL (S.W.O. 'A') RECRUITMENT PROJECT-2011-12".**

The detail of fees to be paid is indicated below:

Category of Applicant	Amount of Fees/Postage (Non-refundable)	Allahabad Bank's Account No. ( in which application fee/ postage charges to be deposited)
SC/ST/Physically Challenged (PC)/Ex-Servicemen/ DisXS/ DXS	Rs. 50/-	5 0 0 4 8 7 2 0 3 4 1
GEN/OBC	Rs.300/-	



Requisite Application fee may be paid at any branch of the Allahabad Bank only in Current A/C No. 50048720341

- (vii) Obtain both i.e. the Candidate's & Examination Hall Copy of the Fee Payment Challan duly receipted by the Bank with (a) **Branch Name & Code Number**, (b) **Journal number**, (c) **Date of Deposit & amount** filled by the Branch Official.
- (viii) Candidates are now ready to Apply On-Line by re-visiting the --> **Recruitment** link on the Bank's website and going to the option "**Click here to Apply On-Line**" under ALLAHABAD BANK CLERICAL (S.W.O. 'A') RECRUITMENT PROJECT-2011-12" to open up the appropriate On-Line Application Format.
- (ix) **Carefully fill in the details from the Fees Payment Challan in the On-Line Application Form at the appropriate places. Fill in all other required information. Ensure that all Biodata details are correctly filled in. Click the Submit button. Retain your Registration No. and Password for further reference safely. After applying On-line, candidates must retain the print out of application form for future reference.**
- (xii) **Examination Hall copy of the Fee Payment Challan is required to be submitted with the Call Letter at the time of written test. Without the Examination Hall copy of the Fee Payment Challan, the candidate will not be allowed to appear in the written test. Candidates are advised to keep the candidate's copy of the Fee Payment Challan safely for future use.**
- (xiii) **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.**
- (iv) **There is a provision to modify the submitted On Line Application. Candidates are requested to make use of this facility to correct their details in the On Line Application, if any. This modification facility will be available upto 17.03.2011. After this date, no modification will be permitted. Candidate should take utmost care while filling in the On-Line Application..**

#### **10.. Important Instructions:**

- (i) **Payment of application fee and/ or postal charges by Demand Draft /Cheques/ Money Orders/ Postal Order etc. will not be accepted.**
- (ii) 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 selection process.
- (iii) Candidates are advised in their own interest to apply on-line much before the closing date and also not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.
- (iv) The 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 mentioned in the para – iii or for any other reason beyond the control of the Bank.
- (v) Care has to be taken by the applicant while putting information in the On-Line application relating to **relaxation sought based on caste/category etc. as no further changes will be allowed in the application.**
- (vi) **MULTIPLE APPLICATIONS/REGISTRATIONS WILL BE SUMMARILY REJECTED AND THE APPLICATION FEE FORFEITED.**
- (vii) **The advertisement notifying the vacancies is also available on Bank's website address [www.allahabadbank.in](http://www.allahabadbank.in) Candidates are advised to remain in touch with Bank's website for any information which may be put for further guidance.**
- (viii) The candidates must affix their recent coloured passport size photograph at the place indicated in the call letter for written test and must sign across the photograph so that a part of the signature spreads



over the call letter beyond the photograph. They should also keep (10) ten copies of the same photograph for future, if required. Call letters having ***Black & White photograph will not be accepted and such candidate will not be allowed to appear in the examination.***

#### **11. General Instructions:**

- (1) Candidates are advised to keep a copy of the application print-out and Candidate's copy counterfoil of the Fee Payment Challan for their record.
- (2) **Candidates serving in Government/Public Sector Undertakings (including Banks and Financial Institutions) are advised to obtain prior permission from their employer for applying for the post and to submit "No Objection Certificate" from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any admissible, will not be reimbursed.**
- (3) Candidates should ensure that he/she has met with the eligibility criteria and complied with the requirements and adhered to the instructions and terms and conditions contained in this notification. Candidates are therefore advised to carefully read the Notification and complete ON-LINE Application Form and submit the same as per the instructions given in this regard.
- (4) Only candidates willing to serve anywhere should apply.
- (5) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- (6) **Candidates are advised not to bring calculators, mobile phones, pagers or any other gadgets/instruments to the Examination Venue as use of such gadgets is strictly prohibited and no arrangements will be made for safe keeping of such gadgets / instruments at the venue.**
- (7) Canvassing in any form will be a disqualification.
- (8) The Bank would be free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. 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 or 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 shall be entertained by the bank in this behalf.
- (9) All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational certificates as well as caste certificate (in prescribed format), certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled.  
Candidates belonging to and applying for a post under the Reserved OBC Category are required to submit a certificate regarding his/her "Community" in the prescribed format, i.e. **"FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA"** (Format available on Bank's website along with this Notification) and the certificate should clearly contain the **"NON-CREAMY LAYER CLAUSE" based on the income for the Financial Year ending 31.03.2010 or later.**  
**The certificates should have been issued on or after 01.04.2010.** Candidates not producing the above certificate will not be considered under the OBC category.  
Candidates belonging to OBC category but coming under **Creamy Layer are not entitled to the benefits of OBC reservation. They should indicate their category as General while making On-Line registration.**
- (10) Candidates will have to appear for written test and/ or interview at their own expenses and risks and the Bank will not be responsible for any injury/ losses etc. of any nature. SC/ST candidates attending the interview will be reimbursed 2<sup>nd</sup> class to & fro rail/ bus fare by the shortest route on production of evidence of travel. However, this concession will not be admissible to candidates already employed in Government /quasi-Government organizations.
- (11) Any request for change of address /email ID will not be entertained.

- (12) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (13) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/ venue of candidate(s).
- (14) Appointment of selected candidates is subject to his/ her being found eligible, medically fit, satisfactory character & antecedents reports alongwith police and caste certificate verification as per the requirement of the Bank. Such appointments will also be subject to the Service & Conduct Rules of the Bank.
- (15) Candidate's admission to the examination / interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Bank.
- (16) Candidates should ensure that the signatures appended by them in all the places, viz. in their call letter, attendance sheet etc. and in all correspondences with the Bank in future, are identical and there should be no variation of any kind.
- (17) Selected candidates may be assigned any designation as may be prevailing in the Bank and not necessarily the name of the post given in the advertisement.
- (18) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement not published by the Bank.

**12. Competent Authority for Issue of Certificate to SC/ST/OBC/PC is as under:**

- (a) For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendary Magistrate/ Sub- Division Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides.
- (b) For Physically Challenged (PC)– the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing locomotor/ cerebral/ visual/ hearing disability as the case may be.

**13. 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 and should not suppress any material information while filling up the application form. 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 (or any part thereof ) / answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) bringing/using mobiles / gadgets , instruments, etc. at the examination venue which are prohibited by this advertisement. (vi) obtaining support for his/ her candidature by unfair means, or at the time of interview, joining / any time in future, furnishing false information/declaration regarding previous employment, such candidate may, in addition to rendering himself/ herself liable to criminal prosecution, 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 Allahabad Bank.

(c) For termination of service, if he/ she has already joined the Bank.

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

**14. Call Letters for Written Examination: (To be downloaded from Bank's website)**

All eligible candidates will be required to download their call letter from the Bank's website w.e.f 26.04.2011. **Candidates should note that the call letters will not be sent through POST / COURIER etc.** An eligible candidate who fails to download the call letter may contact at the following addresses with the original matriculate level certificate, coloured photograph, ID card, details of his/ her name, address along with the Xerox copy of the On-line application form for the post applied for & candidate's copy of the Fee Payment Challan for obtaining duplicate call letter. Duplicate call letters will be issued at the following Bank's offices prior to five days of the written examination.

Examination		Address / Tel.No. / Fax No.
Centre Code	Centre Name	
31	Hyderabad	The Zonal Manager, Allahabad Bank, Zonal Office, D.R. No. 3-6-435, Main Road, 1 <sup>st</sup> & 2 <sup>nd</sup> Floor, Himayat Nagar, Hyderabad 500029 Tele – 040- 27671925/27637738/27600056 Fax – 040-27632391
32	Guwahati	The Zonal Manager, Allahabad Bank, Zonal Office, Opposite Bora Service Station, G.S. Road, Ulubari, Guwahati 781007. Tele – 0361- 2464676/ 2460716 Fax – 0361- 2460724
35	Patna	The Zonal Manager, Allahabad Bank, Zonal Office, Budh Marg, Patna – Gaya Road,, Patna 800001 Tele – 0612-2234502/ 2224313 Fax – 0612-2232636
36	Raipur	The Zonal Manager, Allahabad Bank, Zonal Office, 17/22, Opposite. Pandri Mandi Gate, Vidhan Sabha Road, Raipur 492 004 Tele – 0771-4042125 Fax – 0771-2428270
37	Chandigarh	The Zonal Manager, Allahabad Bank, Zonal Office, Bank Square, 2 <sup>nd</sup> Floor, Sector-17B Chandigarh 160017. Tele – 0172-5073594/ 2709458/2701590. Fax – 0172-2704752
42	Ahmedabad	The Zonal Manager, Allahabad Bank, Zonal Office, Navin House, 2 <sup>nd</sup> Floor, Opp Sardar Patel Seva Samaj Bhawan, Near Navrangpura Telephone Exchange, C.G. Road, Navarangpura, Ellis Bridge, Ahmedabad 380006 Tele – 079-26463062/26420435/26442114 Fax – 079-26400946
43	Mumbai	The Zonal Manager, Allahabad Bank, Zonal Office, Manish Commercial Centre, 216 A, Dr. Annie Besant Road, Worli(W), Mumbai 400025 Tele – 022- 24973974/24985450 Fax – 022-24964644
45	Nagpur	The Zonal Manager, Allahabad Bank, Zonal Office, Palm Road, Civil Lines, Nagpur. 400001 Tele – 0712-6535246/ 2520553 Fax – 0712-2520552
46	Ranchi	The Zonal Manager, Allahabad Bank, Zonal Office, 2 <sup>nd</sup> Floor, Paras Complex, Lalpur Chowk, Circular Road, RANCHI – 834 001. Tele – 0651-2562472/ 2563205 Fax – 0651-2562560
47	Bengaluru	The Zonal Manager, Allahabad Bank, Zonal Office : Bengaluru, N-603, Manipal Centre, North Block (Front Wing) 47 Dickenson Road, Bengaluru . 560042 Tele – 080- 25590985/25590987 Fax – 080- 25590986
49	Bhopal	The Zonal Manager, Allahabad Bank, Zonal Office, M.P Housing Board Office Complex, Block – C, 1 <sup>st</sup> Floor, Gautam Nagar, Bhopal 462023 Tele – 0755-2583634/2600714/2784821 Fax – 0755-2583633
50	Satna	The Zonal Manager, Allahabad Bank, Zonal Office, Jai Stambh Chowk, Satna, M.P. 485 001 Tel : 07672-414403/414404 Fax : 07672- 225907

<b>51</b>	<b>New Delhi</b>	The Zonal Manager, Allahabad Bank, Zonal Office, 17, Parliament Street, New Delhi. 110001 Tele : 011-23367691 Fax – 011- 23367770
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<b>52</b>	<b>Bhubaneswar</b>	The Zonal Manager, Allahabad Bank, Zonal Office, 3/1B, IRC Village, Civic Center, Nayapally, Bhubaneswar. 751015 Tele – 0674- 2551433/ 2557563 Fax – 0674 2557564
<b>53</b>	<b>Chennai</b>	The Zonal Manager, Allahabad Bank, Zonal Office, Vairam's Complex, 2 <sup>nd</sup> Floor, 112, Sir Thyagaraya Road, T. Nagar, Chennai. 600017 Tele – 044- 28154900/ 28154718 Fax – 044- 28154914
<b>54</b>	<b>Jaipur</b>	The Zonal Manager, Allahabad Bank, Zonal Office, west Wing, Gr. Floor LIC Building, Jeevan Nidhi, Ambedkar Circle, Bhawani Singh Road, Jaipur. 302005 Tele – 0141- 2740493/ 2741344 Fax- 0141-2740480
<b>55</b>	<b>Agra</b>	The Zonal Manager, Allahabad Bank, Zonal Office, C-2/48, Grievous Complex, Kamla Nagar, Agra 282004, U.P. Tele – 0562-2582010 & 2582152 Fax- 0562- 2582117
<b>56</b>	<b>Lucknow</b>	The Zonal Manager, Allahabad Bank, Zonal Office, 2 <sup>nd</sup> Floor, New Administrative Building, Hazratganj, Lucknow. 226001 Tele – 0522-2288612/2288665 Fax – 0522-2288033
<b>57</b>	<b>Meerut</b>	The Zonal Manager, Allahabad Bank, Zonal Office, 55, The Mall, Meerut Cant., 250 001, U.P. Tele – 0121-2643534/2668543 Fax – 0121-2644431
<b>58</b>	<b>Varanasi</b>	The Zonal Manager, Allahabad Bank, Zonal Office, Mohammad Ikram Khan Complex, Varuna Bridge, Varanasi, U.P. 221002, Tele – 0542-2507569/ 2507573 Fax – 0542 2502775
<b>59</b>	<b>Dehradun</b>	The Zonal Manager, Allahabad Bank, Zonal Office, 1 Gandhi Road, First Floor, Clock Tower, Dehradun 248 001 Tele – 0135 2713957/2713976 Fax- 0135 2713961
<b>60</b>	<b>Kolkata</b>	The Zonal Manager, Allahabad Bank, Zonal Office –Metro, Gillander House (Gr Floor) 8, N.S. Road, Kolkata 700001 Tele – 033-22316634/22316701 Fax – 033-22316633
<b>61</b>	<b>Siliguri</b>	The Zonal Manager, Allahabad Bank, Zonal Office, 2, Church Road, Siliguri 734 401 Tele – 0353- 2431148/2525538 Fax – 0353-2431176

The above advertisement is also displayed in the Bank's website [www.allahabadbank.in](http://www.allahabadbank.in) Candidates who have applied are requested to visit 'Recruitment' Section on Bank's Website for updates (including date/s for written test and/ or interview, results etc.) which may be put up for information.

Place : Kolkata  
Date: 30.01.2011

General Manager (HR)