



**The Bank invites applications for vacancies in  
Risk Management, Audit, Centralised Operations, Branch Operations & Premises**

PLEASE READ THIS ADVERTISEMENT CAREFULLY BEFORE SUBMITTING THE ONLINE APPLICATION

|  |                              |
|--|------------------------------|
| Dates from which gateway for online applications would be open   | May 25, 2009 to June 8, 2009 |
| Last date for receipt of System Generated application  | June 15, 2009                |
| Last date for receipt of System Generated Application from Specified Far-flung areas [See Para No. 10 (O)] | June 20, 2009                |

1. IDBI Bank Ltd., a banking company under the Companies Act, 1956, having majority share holding by Government of India, provides a complete range of retail and corporate banking services to its clients. The Bank is a key player in the market offering wide range of services such as Corporate Banking, Retail Banking, Agri Business, SME Financing, etc. The Bank is aggressively expanding its operations and has vacancies for officers in the areas of Risk, Audit, Centralised Operations, Branch Operations & Premises. The Bank invites **online applications** for the following posts:

| No.                              | Name of the Post          | Post Code | No. of Posts |
|----------------------------------|---------------------------|-----------|--------------|
| <b>A. Risk</b>                   |                           |           |              |
| 1.                               | Assistant General Manager | RK-AGM-1  | 6            |
| 2.                               | Manager                   | RK-MGR-1  | 16           |
| <b>B. Audit</b>                  |                           |           |              |
| 3.                               | Assistant General Manager | AU-AGM-2  | 10           |
| 4.                               | Manager                   | AU-MGR-2  | 18           |
| <b>C. Centralised Operations</b> |                           |           |              |
| 5.                               | Manager                   | CPU-MGR-3 | 22           |
| <b>D. Branch Operations</b>      |                           |           |              |
| 6.                               | Assistant General Manager | BOP-AGM-3 | 12           |
| 7.                               | Manager                   | BOP-MGR-4 | 26           |
| <b>E. Premises</b>               |                           |           |              |
| 8.                               | Manager                   | PRM-MGR-5 | 5            |

**Note:**

- (a) The numbers of posts are provisional and may vary depending on future requirements. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements. Offers could be issued in phases, as per the Bank's requirement.
- (b) Candidates applying for more than one post are required to pay the requisite fees for each post separately and are required to apply online for each post separately and should send system generated application with attested copies for each post applied.
- (c) Bank reserves the right to make an offer for a lower grade post even though the candidate/s fulfills the eligibility criteria for the higher grade post.
- (d) The Bank reserves the right to place the selected candidates in any of the functional areas of the Bank other than those advertised, if found suitable for the same.
- (e) If the application form does not indicate the post applied for, but the applicant is otherwise eligible, the application would be considered at the discretion of the Bank for lower post. No correspondence in this regard would be entertained.

## 2. Eligibility criteria

### 2.01 Nationality/Citizenship:

A candidate must be either (i) citizen of India, or (ii) subjects of Nepal and Bhutan, or (iii) Tibetan refugees (who came over to India before 1st January 1962) and (iv) persons of Indian origin who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Govt. of India.

### 2.02 Age, Educational qualification & work experience (as on May 1, 2009):

| Sr. No.             | Post Code | Maximum age as on May 1, 2009* | Educational qualification   | Minimum Experience #   | Job Description \$ -  |
|---------------------|-----------|--------------------------------|---|--|---|
| <b>A. RISK</b>      |           |                                |   |  |   |
| 1.                  | RK-AGM-1  | 37 years                       | Graduation in any discipline from a recognized University. Candidates possessing additional qualification of MBA (Finance)/CA/ICWA /CFA/MA (Economics with statistics)/CAIIB/Financial Risk Manager (GARP)/ Professional Risk Manager (PRIMA) or other equivalent specialized risk management certification would be preferred. | <b>5 years</b> hands on direct experience as an officer with a Commercial Bank/ Financial Institution in the area of Risk Management/Credit (Appraisal disbursement and monitoring of term loans, working capital, trade finance and treasury products for large corporate accounts, SME segment and Agri Business). | Risk assessment of loan proposals. Credit/Market/Operational Risk modelling & policy formulation & setting up appropriate procedures. Asset liability management, measurement of interest rate risk and liquidity risk. Development of Key Risk Indicators (KRI), Implementation and mapping of Basel-II compliance, review of risk systems and procedures. |
| 2.                  | RK-MGR-1  | 32 years                       | Graduation in any discipline from a recognized University. Candidates possessing additional qualification of MBA (Finance)/CA/ICWA /CFA/MA (Economics with statistics)/CAIIB/Financial Risk Manager (GARP)/ Professional Risk Manager (PRIMA) or other equivalent specialized risk management certification would be preferred. | <b>3 years</b> hands on direct experience as an officer with a Commercial Bank/Financial Institution in the area of Risk Management/Credit (Appraisal disbursement and monitoring of term loans, working capital, trade finance and treasury products for large corporate accounts, SME segment and Agri Business).  | Credit risk assessment of loan proposals. Asset liability management, measurement of interest rate risk and liquidity risk. Development of KRIs & Measurement of Operational risk quantification tools. Off-line monitoring of accounts.  |
| <b>B. For Audit</b> |           |                                |   |  |   |
| 3.                  | AU-       | 37 years                       | Graduation in any   | <b>5 years</b> hands on  | Undertaking audits of   |

|                                    |           |          |  |   |  |
|------------------------------------|-----------|----------|--|---|--|
|                                    | AGM-2     |          | discipline from a recognized University. Candidates possessing additional qualification such as CAIIB/CA/ICWA/CFA/CISA would be preferred.                     | direct experience as an officer with a Commercial Bank/ Financial Institution in Branch Banking, Centralised Operations, Credit, Treasury, Trade Finance. In addition to experience in any of the above areas, candidates with work experience in Audit would be preferred.                         | Treasury Operations / Trade Finance Operations/Retail Liabilities /Retail Assets/SME / Agri Operations/ Corporate Branches. The candidate would be required to undertake extended tours for conducting audits.   |
| 4.                                 | AU-MGR-2  | 32 years | Graduation in any discipline from a recognized University. Candidates possessing additional qualification such as CAIIB/CA/ICWA/ CFA/ CISA would be preferred. | <b>3 years</b> hands on direct experience as an officer with a Commercial Bank/ Financial Institution in Branch Banking, Centralised Operations, Credit, Treasury, Trade Finance. In addition to experience in any of the above areas, candidates with work experience in Audit would be preferred. | Undertaking Audits of Treasury Operations / Trade Finance Operations/Retail Liabilities /Retail Assets/SME / Agri Operations/ Corporate Branches. The candidate would be required to undertake extended tours for conducting audits.   |
| <b>C. Centralised Operations @</b> |           |          |  |   |  |
| 5.                                 | CPU-MGR-3 | 32 years | Graduation from a recognized University. Additional qualifications such as CAIIB/ MBA/CFA/ ICWA/CA would be preferred.   | <b>3 years</b> hands on direct experience as an officer with a Commercial Bank. Experience in centralized operations would be preferred. Officers with 3 years of relevant direct experience in Centralised Operations in Financial Intermediaries would also be considered.                        | Responsible for (i) supervision of account opening , depository operations based on KYC/AML guidelines, (ii) Back office activities for Cash Management Services (including payment & collection) and for Retail Assets Operations (iii) Issuance of debit card, PINs, reconciliation of transactions, (iv) high tech banking services like I-net banking, mobile banking & SMS alerts (v) preparation & submission of MIS reports, etc. |
| <b>D. Branch Operations</b>        |           |          |  |   |  |
| 6.                                 | BOP-AGM-3 | 37 years | Graduation from a recognized University. Additional qualifications such as CAIIB/ MBA/CFA/ICWA/CA would be preferred.  | <b>5 years</b> hands on direct experience as an officer with a Commercial Bank in Branch Banking.   | Responsible for (i) compliance of internal control mechanism, regulatory compliances by the branches of the Bank, (ii) reconciliation of deliverables and security documents, monitoring of  |

|                    |           |          |  |  |  |
|--------------------|-----------|----------|--|--|--|
|                    |           |          |  |  | clearing accounts & suspense accounts & MIS.   |
| 7.                 | BOP-MGR-4 | 32 years | Graduation from a recognized University. Additional qualifications such as CAIIB/MBA/CFA/ICWA/CA would be preferred. | <b>3 years</b> hands on direct experience as an officer with a Commercial Bank in Branch Banking.  | Responsible for (i) compliance of internal control mechanism, regulatory compliances by the branches of the Bank, (ii) reconciliation of deliverables and security documents, monitoring of clearing accounts & suspense accounts & MIS. |
| <b>E. Premises</b> |           |          |  |  |  |
| 8.                 | PRM-MGR-5 | 32 years | B.Tech/B.E in Civil/ Electrical Engineering from a recognized University/ Institute.                                 | <b>3 years</b> of experience as an officer in handling electrical/ civil engineering activities; tendering process, maintenance of office building/ staff quarters & work related to setting up of new branches. | Responsible for matters pertaining to identifying, developing, furnishing, shifting of suitable premises for bank's new/existing branch offices, residential premises, maintenance of all premises of the Bank.                          |

\* SC/ST/OBC/Person With Disabilities (PWD)/Ex-Servicemen would be eligible for age relaxation as per Govt. of Guidelines, as mentioned at para 4.

# The candidates should have been employed directly with the organization in respect of which relevant experience is being reckoned. Employment through a third party vendor would not be considered eligible.

@ Candidates applying for the post of Manager – Centralised Operations, based on experience in centralised operations in a financial intermediary other than a commercial bank, should produce relevant documentary proof in support of actual experience in the area of centralized operations at interview stage.

\$ The Bank may also assign such other related job/assignment as may be decided from time to time.

**NOTE:**

- (a) Reservations/Relaxations will be extended to SC, ST, OBC & PWD as per Govt. of India guidelines (See para 3 below).
- (b) The cut-off date would be May 1, 2009 for age, educational & experience criteria i.e. experience upto & inclusive of April 30, 2009 only will be recognized/reckoned. Candidates possessing the stipulated experience as mentioned above only may apply.
- (c) It is essential to possess the relevant experience and the same should be full time and relevant to the post applied for and should be post qualification i.e. it will be counted from the date of acquiring the prescribed qualification and upto April 30, 2009.
- (d) Proficiency in computers is essential for all the posts mentioned above.
- (e) The Bank reserves the right to raise/modify the eligibility criteria pertaining to educational qualification (including percentage of marks secured at Graduation/Post Graduation level) and/or work experience. Where the number of applications received in response to the advertisement is large and it is not convenient for the Bank to interview all the candidates, the Bank may at its discretion restrict the number of candidates to a reasonable limit on the basis of higher/additional qualifications & number of years of work experience. Candidates should therefore clearly mention the qualifications and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/shortlisting with reference to the candidate's suitability with regard to age, educational qualification & work experience.

3. **Reservations:**

3.01 Reservations for SC/ST/OBC candidates would be extended as per rules / guidelines of Government of India. Applicable reservation percentage is 15%, 7.5% & 27% for SC, ST & OBC respectively.

3.02 Reservation for Physically Handicapped (PH) or Person with disabilities (PWD) @ 3% of the identified posts would also be extended. The PWD candidates should possess a latest certificate to the effect with Sub-category of disability i.e. Visually Handicapped & Orthopaedically Handicapped issued by the Board/countersigned by the Medical Superintendent / Chief Medical Officer / Head of Hospital of Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.

3.03 Relaxations/Concessions would be extended to SC/ST/OBC/PWD candidates as per the Govt. of India guidelines.

4. **Age Relaxation:**

SC/ST/OBC/PWD/Ex-Servicemen would be eligible for age relaxation as per Govt. of India guidelines for all the posts as under:

| No. | Categories  | Relaxation by number of years |
|-----|---|-------------------------------|
| 1.  | SC/ST Candidates  | By 5 years                    |
| 2.  | OBC Candidates  | By 3 years                    |
| 3.  | PWD Candidates (General)  | By 5 years                    |
| 4.  | PWD Candidates (SC/ST)  | By 10 years                   |
| 5.  | PWD Candidates (OBC)  | By 8 years                    |
| 6.  | Ex-Servicemen   | By 5 years                    |
| 7.  | Candidates ordinarily domiciled in Kashmir Division of the State of Jammu and Kashmir between 1.1.1980 and 31.12.1989 | By 5 years                    |
| 8.  | For the Children/family members of those who have died in the 1984 riots  | By 5 years                    |

**NOTE:**

- (i) Cumulative age relaxation will not be available either under the above items or in combination with other items.
- (ii) An ex-serviceman who has once joined a government job on the civil side (as an civilian) after availing of the benefits given to him as an ex-serviceman for his re-employment, including a job in a Public Sector Bank ceases to enjoy ex-serviceman status for further employment.

5. **Pay and Other benefits:**

The present pay scales are as under:

|   |                           |   |
|---|---------------------------|---|
| 1 | Assistant General Manager | Rs.17525-700-21025-800-24225-EB-800-26625 |
| 2 | Manager                   | Rs.13700-700-20000-EB-700-21400-750-24400 |

In addition to pay and allowances, the selected candidate/s will be eligible for benefits, as per Bank's rules in the applicable grade. The Bank is currently in the process of reviewing its compensation package.

## 6. Terms of Appointment & Posting

Appointment for all posts will initially be on probation for a period of 1 year from the date of joining (which can be extended at the discretion of the Bank). Candidate will be posted at the Bank's discretion, to any branches of the Bank or departments/ offices/ business units / Bank's associate institutions. The candidate will also be liable to be transferred to any place in/outside India, as the Bank may decide from time to time in terms of Bank's prevailing rules.

## 7. Selection Process:

The Selection process will comprise of Group Discussion (GD) followed by Personal Interview or only Personal Interview of the candidates shortlisted. The GD/Interview would be held at the Bank's Head Office at "IDBI Tower", WTC Complex, Cuffe Parade, Colaba, Mumbai- 400 005 and/or such other centers as may be decided by the Bank. If the number of candidates shortlisted for the selection process is large, the GD/Interview could **be held at the following centers i.e. Chennai (01), Guwahati (02), Kolkata (03), Mumbai (04) and New Delhi (05). (Number within the bracket indicates Centre Code)**. Candidate can select any one center from the above-mentioned centers and indicate centre code in his/her application. The decision about the center/s for conducting such selection process will be solely at the discretion of the Bank and requests for change of center will not be entertained. The Bank, however, reserves the right to change/cancel/add the venue for GD/Interview depending on the response/number of applications for a particular centre. The GD/Interview would be held in batches in June/July/August 2009 as indicated below:

| <b>Post</b>               | <b>Particulars</b>   | <b><u>Tentative schedule of the Selection process</u></b> |
|---------------------------|--|---|
| AGM & Manager – Risk      | System generated applications received upto June 8, 2009   | Fourth week of June 2009                                  |
|                           | System Generated applications received upto June 20, 2009  | Fourth week of July 2009                                  |
| AGM & Manager - Audit     | System generated applications received upto June 8, 2009   | First week of July 2009                                   |
|                           | System Generated applications received upto June 20, 2009  | Fourth week of July 2009                                  |
| Manager-Centralised Ops.  | System generated applications received upto June 8, 2009   | Fourth week of June 2009                                  |
|                           | System Generated applications received upto June 20, 2009  | Fourth week of July 2009                                  |
| AGM & Manager-Branch Ops. | System generated applications received upto June 8, 2009   | Second week of July 2009                                  |
|                           | System Generated applications received upto June 20, 2009  | First week of August 2009                                 |
| Manager - Premises        | System generated applications received upto June 20, 2009. | Fourth week of June 2009                                  |

**The details regarding the time, date and address of the venue of the GD/Interview for the short listed eligible candidates would be put on the Bank's website.** Candidates shortlisted for

the selection process will be intimated the time and full address of the venue through ON-LINE Call Letters. Candidates will not be allowed to appear for the selection process without the Call Letter. In view of sending of Call Letter online, no duplicate Call Letter would be issued to any candidate/s. **No separate communication by post would be issued to the candidates. Other instructions, if any, in this regard would also be displayed on the Bank's website. No correspondence would be entertained with the ineligible candidates. Candidates are, therefore, advised to visit the Bank's website at regular intervals and download their call letters from the Bank's website by entering their registration number and password.**

**9. Non – Refundable Application Fees and Postage Charges :**

Rs.75/- (Rupees Seventy five only) towards postage is payable by SC/ST/ Persons With Disabilities (PWD) and Ex-Servicemen candidates and Rs.400/- (Rupees Four hundred only) towards application fee and postage charges by all other categories (i.e. General & OBC). Candidates are required to make payment of the fees in cash at any of the branches of IDBI Bank Ltd. (IDBI) or State Bank of India (SBI). Proforma of the challans to be used for payment through IDBI/SBI are displayed on the Bank's website. Candidates may download the challans and approach the respective bank for making payments. **Please note that the challans would not be available in any of the branches of the banks** and has to be necessarily downloaded from the Bank's website.

On payment of the requisite fees, the concerned branch of **IDBI/SBI** would generate a unique **14/10** digit code number **respectively**, which would be recorded on the counterfoil of the challan. Copy of the challan (candidate's copy & bank's copy) duly stamped would be returned to the candidate as proof of receipt of the fees. The bank's copy of the challan should be enclosed with the system generated application form as proof that the requisite fee amount has been deposited.

While the candidates paying the fee through IDBI would be required to pay the stipulated fee of Rs.75 or Rs.400 as stated above, the candidates paying the fee through SBI would need to pay an additional amount of Rs.50/- as service charge to SBI.

The payment of fees would be accepted only during the banking hours at the respective bank's branches from **May 25, 2009 to June 8, 2009**. The date would be the same even for candidates applying from far-flung areas. No other mode of payment of application fee would be acceptable. Fees once paid will not be refunded.

The candidates who have made the payment of fees as above may thereafter apply online as indicated in Para 10 of this advertisement. The candidates would require to enter the **14/10** digit unique number in the online application to enable them to submit their application.

Even if the Bank extends the last date of Registration due to technical reasons, the valid dates during which the fee would need to be paid would be within the above mentioned dates i.e. from May25, 2009 to June 8, 2009.

**10. General Instructions:**

(Please read carefully before filling up the application form online)

**How to apply:**

- (a) **Before submitting the online application form, the candidate must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications & work experience as on May 1, 2009 in respect of the post applied i.e. the experience upto & inclusive of April 30, 2009 only will be recognized/reckoned. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.**

- (b) **Applications to be submitted only through the on-line mode through the Bank's website** after carefully going through all the instructions contained in general instructions given in the advertisement and in the Online Application Form. **No other means/mode of application form would be accepted.**
- (c) The **gateway** for online application would be open from **May 25, 2009 to June 8, 2009.**
- (d) **On submission of the online application, the candidate would receive a registration number and password which he needs to retain.**
- (e) The printout of the online application should be downloaded, duly signed and should be sent alongwith (i) a photograph (duly pasted on the application), (ii) self attested copies of certificates in support of age, educational qualifications, experience, caste (if any) and (iii) certificate in support of belonging to PWD or claiming any other age relaxation. The application should be sent by **ordinary post to "The Project Co-ordinator, Project No.IDBI/RO/GD/8617, Post Box.No.8586, Kandivali (East), Mumbai-400101"** in a closed envelope superscribed as **"APPLICATION FOR THE POST OF ASSISTANT GENERAL MANAGER/MANAGER for Risk/Audit/Centralised Operations/Branch Operations/Premises"**.
- (f) The online Registration will not be considered as valid unless the printout of the system generated application form alongwith photograph and self attested copies of requisite certificates are received.
- (g) Application should be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.
- (h) Before registering their applications on the website, candidates should possess a valid e-mail id for filling the application. In case the candidate does not have a valid e-mail id, he/she can create a new e-mail id. This e-mail id should be valid for the duration of the recruitment.
- (i) A recent passport size colour photograph (without dark glasses) should be firmly pasted on the system generated print out of the application at the prescribed place and should be signed across by the candidate. Sufficient copies of the same photograph should be retained for use at time of interview. Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph at the time of GD and/or interview may lead to disqualification.
- (j) A non-refundable application/postage fee of Rs.400/- for General & OBC candidates and postage charges of Rs.75 for SC/ST/PWD and Ex-Servicemen candidates is payable by depositing the amount in any of the branches of IDBI Bank Ltd. Or State Bank of India. The amount must be paid only during **May 25, 2009 to June 8, 2009** during the banking hours.
- (k) The candidates should submit the following documents alongwith the filled in & duly signed printout of System generated application form:
- Copies of certificates pertaining to age, educational qualifications and work experience. Attested photocopies of the Provisional/Degree certificate of the educational qualification should be enclosed.
  - Copy of Caste/Tribe/Class Certificate for SC/ST/OBC category candidates only.
  - Copy of Medical Certificate issued by the Competent Authority in case of PWD candidates.
  - Photograph pasted at the stated position in the application form and signed across.
  - Candidates (other than SC/ST/OBC/PWD) seeking age relaxation under any other clause must attach a copy of the certificate / documentary evidence issued by the Competent Authority.
  - The Bank's copy of the challan should be enclosed with the system generated application form as proof that the requisite fee amount has been deposited.

### **Other Instructions**

- (a) All educational qualifications must have been obtained before the cut off date i.e. May 1, 2009 from recognized Universities/Institutions in India. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.

- (b) Employees of IDBI Bank Ltd. applying for any of the advertised post would be governed by the Bank's circular/notification on the subject.
- (c) Applications, in any other form and not accompanied by attested copies of testimonials, illegible or mutilated or received after the prescribed date, will be rejected forthwith. **Applications containing incorrect/misleading information will lead to the candidate being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection anytime after appointment.**
- (d) The Bank shall not be responsible for any postal delay. No request/correspondence in this regard will be entertained. **Duly filled in and signed** print out of the system generated Application form along with all enclosures must be received on or before the last date as indicated above. System generated print out of applications received after the last date shall not be considered valid and online Registration of such applications shall stand cancelled automatically. The Bank takes no responsibility to connect any certificate/document sent separately.
- (e) All the candidates belonging to ST/SC/OBC/Ex-Serviceman/PWD should produce at the time of Interview, the attested copy of the caste certificate in the prescribed form from the Competent Authority empowered to issue such certificate. OBC certificate should be of a recent date with suitable mention about creamy layer. (Candidates with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Govt. of India guidelines). The candidate's appointment will remain provisional subject to caste/tribe certificates being verified through proper channel and verification of testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his/her claim for belonging to SC/ST/OBC/PWD/Ex-Serviceman and other testimonials is false. The Bank also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false caste certificate.
- (f) SC and ST candidates eligible for the selection process will be reimbursed, on production of requisite tickets, to and fro actual single Second Class railway fare by the shortest route from the place of their residence to the place of Interview. **This concession will not be admissible to SC/ST candidates who are already in service in Central/State Government/Corporations/Public Undertakings/Local Government/ Institutes and Panchayats.**
- (g) Candidates already in service of Govt./Quasi-Govt. Organizations and Public Sector Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of GD/Interview. Before appointment in the Bank, a proper discharge certificate/Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- (h) The Bank does not furnish the mark-sheet of selection process to candidates.
- (i) The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (j) Canvassing in any form will be a disqualification.
- (k) The Bank reserves the right to modify/reverse/cancel any or all of the provisions of the recruitment process.
- (l) The Bank may at its discretion hold re-interview, wherever necessary in respect of a center/venue/specific candidate(s).
- (m) In all matters regarding eligibility, the selection process, the stages at which scrutiny of eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- (n) Appointment of the candidate in the Bank will also be subject to Medical fitness and satisfactory Reference check.

- (o) Far Flung areas candidates are those residing abroad or in Andaman Nicobar Islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahaul and Spiti districts and Pangri Sub-Division of Chamba district of Himachal Pradesh.
- (p) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

**Note : The copies of certificates should be self-attested. The print out of the system generated application along with the documents mentioned above should be sent by ORDINARY POST ONLY in a closed envelope superscribed as "APPLICATION FOR THE POST OF ASSISTANT GENERAL MANAGER/MANAGER for Risk/Audit/Centralised Operations/Branch Operations/Premises" at the following address :-**

**Project Coordinator,  
Project No. No.IDBI/RO/GD/8617,  
Post Box.No.8586,  
Kandivali (East),  
Mumbai-400101"**

**The printout of system generated application posted at address other than the above mentioned Post Box would be liable to be rejected. The Bank takes no responsibility for any delay in receipt of Application or loss thereof in postal transit.**

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