



PLEASE READ THIS ADVERTISEMENT CAREFULLY BEFORE SUBMITTING THE ONLINE APPLICATION

IDBI Bank Ltd., a banking company under the Companies Act 1956, having majority share holding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients. The Bank is aggressively expanding its operations and has openings in the following positions:

Position	Posts	Maximum Age	Qualification	Experience
Executive (on Contract)	300	25	Graduate from a recognized University.	NIL
Asst Manager Grade A	850	28	Graduate from a recognized University with 60% marks in aggregate.	NIL
Manager Grade B	370	32	Graduate from a recognized University. Professional Qualifications such as CA, ICWA, CFA, MBA, CAIIB would be preferred.	Minimum 3 years full time direct experience as an officer with a Commercial Bank/Financial Institution/ Insurance company/Mutual Fund/ large, reputed Non Banking Finance company.**
Assistant General Manager Grade C	400	37	Graduate from a recognized University. Professional Qualifications such as CA, ICWA, CFA, MBA, CAIIB would be preferred.	Minimum 5 years full time direct experience as an officer with a Commercial Bank/Financial Institution/ Insurance company/Mutual Fund/ large, reputed Non Banking Finance company.**

**** Experience through a outsourcing vendor, service provider, KPO/BPO or IT support services provider for any of the entities listed for the positions of Manager and Assistant General Manager will not be considered.**

a) The number of posts mentioned above 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) Based on the number of eligible applicants and their performance in the personal interview, the Bank reserves the right to fill the vacancies partially or fully from the applicants called for in each of the application lots.

c) Bank also reserves the right to add or subtract from the total vacancies for a post that has been advertised depending upon the business requirements. The Bank reserves the right to extend the online process of calling for applications for the posts of Manager and Assistant General Manager beyond January 31,2010 through a general communication in the newspaper (s).

d) Candidates may apply for only one post. Candidature of the applicant is liable to be cancelled if it is found that they have applied for multiple posts.

e) Bank reserves the right to make an offer for a lower grade post, even though the candidate fulfills the eligibility criteria for the higher-grade post.

f) If the application form does not indicate the post applied for, the application would be rejected irrespective of eligibility. No correspondence in this regard would be entertained.

1. **General Instructions**

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

(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 stated in paragraph 3 of this advertisement. 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 should 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) On submission of the online application, the candidate would receive a registration number and password, which he/she needs to retain.

(d) Application should be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.

(e) 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. (Please refer to paragraph 2 of this advertisement).

(f) Request for change of center for written examination / interviews will not be considered. However, the Bank reserves the right to cancel or add any center depending upon the response in that center.

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

(h) The Bank reserves the right to modify/amend/reverse/cancel any or all of the provisions of the recruitment process.

(i) The Bank may at its discretion, hold re-interview, wherever necessary in respect of a center/venue/specific candidate(s).

2. **Non-refundable application fees and postage charges**

(a) Rs.75/- (Rupees Seventy-five only) towards postage is payable by SC/ST/ candidates, 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 and 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 IDBI 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.

(b) On payment of the requisite fees, the concerned branch of **IDBI Bank/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.

(c) While the candidates paying the fee through IDBI Bank 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.

(d) The candidates who have made the payment of fees as above may thereafter apply online as indicated in Para 6 of this advertisement. The candidates would be required to enter the **14/10** digit unique number respectively in the online application to enable them to submit their application.

(e) The payment of fees would be accepted only during the banking hours at the respective bank's branches as under:

Posts	Opening date for receipt of application fees	Closing date for receipt of application fees
Executive & Assistant Manager		
	October 15, 2009.	October 26, 2009
Manager & Asst. General Manager		
Application Window		
Window 1	October 15, 2009	October 24, 2009
Window 2	November 13, 2009	November 21, 2009
Window 3	December 11, 2009	December 19, 2009
Window 4	January 15, 2010	January 23, 2010

(f) The dates for payment of fees 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.

(g) 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 not change and would remain the same as mentioned above.

3. Eligibility criteria

(a) A candidate (irrespective of the post applied for) 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 Govt. of India has issued the necessary eligibility certificate to him / her.

(b) SC/ST/OBC/Person with Disabilities (PWD)/Ex-Servicemen would be eligible for age relaxation as per Government Guidelines, as mentioned at paragraph 4.

(c) Reservations/Relaxations will be extended to candidates belonging to SC, ST, OBC & PWD as per Govt. of India guidelines (See paragraph 4 and 5).

(d) 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. Depending upon the requirement, Bank reserves the right to cancel/ restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason there for.

(e) Proficiency in computers is essential for all the posts mentioned above.

(f) The cut-off date for reckoning the maximum age would be October 1, 2009 (i.e upto and inclusive of September 30, 2009) for the posts of **Executives and Assistant Manager**. Maximum age limit for General Category candidates applying for the post of Executive and Assistant Manager is 25 years and 28 years respectively. SC/ST/OBC/PWD/Exservicemen candidates will be extended age relaxation as mentioned in para 4.

(g) Candidate applying for the post of Assistant Manager should be a First-class graduate from a recognized University with a minimum of 60% marks in the aggregate. In respect of SC/ST/PWD candidates the minimum marks requirement is 55% in aggregate. If grades / CGPA are awarded instead of marks, only candidates securing cgpa/ grade equivalent to 60% / 55% in case of SC/ST/PWD) may apply.

(h) The eligibility criteria in terms of age, qualification and work experience for the posts of **Manager (Grade B) and Assistant General Manager (Grade C)** is as under:

Position	Posts	Maximum Age	Qualification	Experience
Manager Grade B	370	32	Graduate from a recognized University. Professional Qualifications such as CA, ICWA, CFA, MBA, CAIIB would be preferred.	Minimum 3 years full time direct experience as an officer with a Commercial Bank/Financial Institution/Insurance company /Mutual Fund/ large, reputed Non Banking Finance company.
Assistant General Manager Grade C	400	37	Graduate from a recognized University. Professional Qualifications such as CA, ICWA, CFA, MBA, CAIIB would be preferred.	Minimum 5 years full time direct experience as an officer with a Commercial Bank/Financial Institution/Insurance company /Mutual Fund/ large, reputed Non Banking Finance company.

(i) The cut-off date for reckoning the maximum age and work experience criteria for the post of Manager and Assistant General Manager would be October 1, 2009 (i.e.upto and inclusive of September 30, 2009), November 1, 2009 (i.e.upto and inclusive of October 31, 2009), December 1, 2009 (i.e.upto and inclusive of November 30, 2009) and January 1, 2010 (i.e.upto and inclusive of December 31, 2009) for the application submission windows opening in the months of October, November, December 2009 and January 2010 respectively.

The gateway for online applications of Manager and Asst General Manager will be open in specified window periods between October 20, 2009 to January 23, 2010 (refer paragraph 6).

(k) Candidates applying for the post of Manager & Assistant General Manager should have been employed directly as an officer with the organization in respect of which relevant experience is being reckoned. Experience through an outsourcing vendor, service provider, KPO/ BPO or IT support services provider for any of the entities listed for the positions of Manager and Assistant General Manager will not be considered.

4. Age relaxation

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

(i) By 3 years in upper age limit in the case of OBC candidates having certificate from the Competent authority with non-creamy layer clause.

(ii) By 5 years in upper age limit in the case of:

- SC/ ST candidates,
- Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges,
- Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment,
- Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment,
- Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989,
- For the Children/family members of those who have died in the 1984 riots.

(iii) By 10 years in upper age limit for PWD (General category), 13 years for PWD (OBC) and 15 years for PWD (SC/ST) candidates **for the post of Executive & Assistant Manager.**

(iv) By 5 years in upper age limit for PWD (General category); 8 years for PWD (OBC) and 10 years for PWD (SC/ST) candidates **for the post of Assistant General Manager & Manager.**

Note:

Cumulative age relaxation will not be available either under the above items or in combination with other items. 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. Reservation

(a) Reservations for SC/ST/OBC candidates would be extended as per rules/guidelines of Government of India.

(b) Reservation for Physically Handicapped (PH) candidates 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 (visually, orthopaedically or hearing 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.

(c) Applicable reservation percentage is 15%, 7.5% & 27% for SC, ST and OBC respectively for the post of Executive and Assistant Manager.

(d) Applicable reservation percentage is 16.66%, 7.50% & 25.84% for SC, ST and OBC respectively for the post of Manager and Assistant General Manager.

6. How to apply

Executive and Assistant Manager

(a) Applications should 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.

(b) On submission of the online application, the candidate would receive a registration number and password, which he/she needs to retain.

(c) The Gateway for online submission of application for the posts of **Executive and Assistant Manager would be open from October 20, 2009 to October 26, 2009**. After submission of the online application, candidates should take a print of system-generated hard copy of the application form and preserve the same for submission along with the fee challan in original, and required documents with regard to age and qualification together with passport size photograph at the time of interview. Please note that the required documents in respect of educational qualification are marksheets and provisional passing certificate / final degree certificate of graduation. As regards age proof candidates may please carry birth certificate / School leaving certificate along with original. Inability to produce Provisional/ Final degree certificate at the time of interview will render you ineligible for the selection.

Manager and Assistant General Manager

(d) Applications should be submitted only through the on-line application 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.

(e) On submission of the online application, the candidate would receive a registration number and password, which he/she needs to retain.

(f) The gateway for receipt of online applications for positions of Manager (Grade B) and Assistant General Manager (Grade C) will be open for submission of application in four specified window periods between October 20, 2009 to January 23, 2010.

(g) The application submission windows during this period will remain open between October 20–24, 2009, November 16–21, 2009, December 14–19, 2009 and January 18–23, 2010. Candidates meeting the eligibility criteria may apply in any of the windows during this period through the online application submission route. The gateway for online application for each window, along with the cut off dates, is specified in the following table.

Application window	Cut of date for ascertaining the eligibility criteria would be upto and inclusive of	Window Dates	Last date for receipt of hard copy	Last date for receipt of hard copy from far flung areas.
Window 1	September 30,2009	October 20-24, 2009	October 31, 2009	November 6, 2009
Window 2	October 31,2009	November 16-21, 2009	November28, 2009	December 5, 2009
Window 3	November 30,2009	December 14-19, 2009	December26, 2009	January 02, 2010
Window 4	December 31,2009	January 18-23, 2010	January 30, 2010	February 06, 2010

(h) Far Flung area candidates are those residing abroad or in Andaman & Nicobar Islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu & Kashmir, Lahaul and Spiti districts and Pangi Sub-Division of Chamba district of Himachal Pradesh.

(i) The printout of the online application should be downloaded, duly signed and should be sent along with (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 following address:

Post	Postal Address
Manager and Asst.General Manager	IDBI/RO/Mgr/AGM/8861 Post Box No. 8463 Mandpeshwar Post Office Borivali (west) Mumbai- 400103

(j) Please superscribe on the envelope containing the hard copy of the application "APPLICATION FOR THE POST OF MANAGER/ ASSISTANT GENERAL MANAGER in IDBI Bank Ltd." (whichever is applicable).

(k) The Bank will segregate applications received (hard copy) during intervals specified above into separate lots and from amongst each lot based on scrutiny of the applications, candidates meeting the eligibility criteria would be called for a personal interview.

(l) Candidates who apply for a post in this process and have been called for a personal interview but not selected by the Bank should not apply again in this process. The Bank will publish lists of eligible candidates out of each lot (based on the cut off dates for receipt of hard copy of application) within 15 days of the last date of the relevant cut off cycle on its website, enabling candidates to check the status of their application. Candidates, whose applications (hard copy) is received beyond the cut off dates but meet the eligibility criteria will be included for personal interviews along with the next lot. Such candidates will also be intimated of the status through the website of the Bank.

7. Selection process

Executive and Assistant Manager

(a) Candidates fulfilling the eligibility criteria (subject to scrutiny and based on the information provided in the application form) for the posts of Executives and Assistant Managers, will be called for a Written Test (WT). Candidates who are successful in the written test would be called for a Personal Interview (PI).

(b) The selection process for the post of **Executives** will comprise of a Written Test followed by personal interview of the candidates who have qualified in the test. **The Written Test would comprise of Objective Type Questions having three components (a) Test of Reasoning, (b) Test of English Language and (c) Test of Quantitative Aptitude.** Questions papers for the written test, except the paper on 'Test of English Language', will be set in Hindi and in English. The number of candidates to be called for interview will be at the discretion of the Bank. Candidates have the option to answer the questions during interview in Hindi or English at their option. Candidates qualifying both in the written test and interview shall be considered for final shortlisting for pre-recruitment medical examination. The final selection/ offer of employment will be based on candidate's score in the written test and personal interview, being found medically fit and subject to fulfillment of other eligibility criteria with regard to age and qualification.

(c) The selection process for **Assistant Manager** will comprise of Written Test (WT) followed by personal interview of the candidates who have qualified in the WT. **The Written Test will comprise of Objective Type Questions having four components viz. (a) Test of Reasoning, (b) Test of English Language, (c) Test of Quantitative Aptitude and (d)**

Test of General & Financial Awareness. Questions papers for the written test, except for the paper on 'Test of English Language', will be set in Hindi and in English. The number of candidates to be called for interview will be at the discretion of the Bank. Candidates have the option to answer the questions at interview in Hindi or English. Candidates qualifying both in the written test and personal interview shall be considered for final short-listing for pre-recruitment medical examination. The final selection/ offer of employment will be based on candidate's score in the written test and personal interview, being found medically fit and subject to fulfillment of other eligibility criteria with regard to age and qualification.

(d) **The written test for Executive and Asst. Manager would be held at the following centers i.e. Chennai (01), Guwahati (02), Kolkata (03), Mumbai (04) and New Delhi (05). (Number within the brackets indicates Center Code).** Candidates may select any one center from the above-mentioned centers and indicate center code in his/her application. Request for change of Center will not be entertained. The Bank, however, reserves the right to add/change/cancel any of the Centers for written test depending on the response/number of applications for a particular center. Candidates admitted to the written test will be intimated the time and full address of the venue of the written test through ON-LINE Call Letters. Candidates will not be admitted to the written test without the Call Letter. **In view of sending written test Call letter online, no duplicate Call Letter would be issued to any candidate/s.**

(e) The written test for Executives would be held on December 13,2009. Modification/change in the date of the written test, if any, would be intimated through an advertisement and on the website of the Bank.

(f) The written test for Assistant Manager would be held on December 13,2009. Modification/change in the date of the written test, if any, would be intimated through an advertisement and on the website of the Bank.

(g) The candidates are advised to visit the Bank's website in the fourth week of November, 2009 to download their call letters from the Bank's website by entering their registration number and password. The call letters for the interview for those candidates who qualify in the written test would also be through online call letters.

(h) The details regarding the time, date and address of the venue of the written test/ Interview for the short listed eligible candidates would be put on the Bank's website. No separate communication i.e. either by post or otherwise would be issued to the candidates. Other instructions, if any, in this regard would also be displayed on the website. Candidates are, therefore, advised to visit the Bank's website at regular intervals. Candidates at the time of interview should carry a copy of fee challan and all supporting documents in original along with a copy of same at the time of interview.

Manager & Assistant General Manager

(i) The Bank will segregate applications received (hard copy) for the posts of Manager and Assistant General Manager during intervals specified in Table in Paragraph 6 (g) into separate lots and from amongst each lot based on scrutiny, candidates meeting the eligibility criteria would be called for a Group Discussion / Personal Interview.

(j) Candidates will be called for interviews in phases, in order of application received by the Bank and on scrutiny of application. Candidates may enter their registration number and

password at Bank's website from time to time to check the interview schedule. Bank reserves the right to decide on schedule of interview as per its requirement.

(k) Based on the number of eligible applicants and their performance in the personal interview, the Bank reserves the right to fill the vacancies partially or fully from the applicants called for in each of the application windows.

(l) Bank also reserves the right to add or subtract from the total vacancies for a post that has been advertised depending upon the business requirements. The Bank reserves the right to extend the online process of calling for applications for the posts of Manager and Assistant General Manager beyond January 31, 2010 through a general communication in the newspaper (s).

(m) All candidates shortlisted in personal interview will be referred for pre-recruitment medical examination on same day/ next day. Reference for medical examination does not imply final selection, which may please be noted. The final selection/ offer of employment will be based on candidate's score in the personal interview, work experience, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age, qualification and experience stipulated in the advertisement.

(n) The personal interview is proposed to 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 Center Code). Candidates may select any one center from the above-mentioned centers and indicate center 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 venues for interview depending on the response/number of applications for a particular center.

(o) The details regarding the time, date and address of the venue for the interview of the short listed eligible candidates would be displayed on the Bank's website. Candidates short-listed 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 candidates. 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.

8. Pre-recruitment training (PRT) for Executive & Assistant Manager

(a) In compliance with Government Guidelines, Bank would arrange free non-residential pre-recruitment training for interested eligible SC and ST candidates. **The training will be organized at Mumbai, New Delhi, Chennai, Kolkata and Guwahati.** The Bank has discretion to add or delete the centers in respect of pre-recruitment training. Candidates who desire to avail of such training may indicate the same at the appropriate place in the application format. The candidates will have to make their own arrangements for travel and stay and meet all expenses. The pre-recruitment training will not confer on the candidate any right of recruitment in the Bank.

(b) Details regarding the time, date and address of the venue of the pre-recruitment training for the interested eligible candidates would be put on the Bank's website. Provision will be made to issue Call Letter online for the pre recruitment training. Other instructions, if any, in this regard would also be displayed on the website. Candidates are, therefore, advised to visit the Bank's website at regular intervals for updates from around second/third week of November, 2009.

9. Emoluments

(a) The present pay scales for each of the advertised posts are as under. The Bank is currently in the process of reviewing its compensation package.

1	Executives (On Contract)	Rs.12000 per month with annual increment of Rs.1500.
2	Assistant Manger	In the scale of Rs.11,250-700-18950-EB-700-21750-750-22500.
3	Manager	In the scale of Rs.13700-700-20000-EB-700-21400-750-24400.
4	Assistant General Manager	In the scale of Rs.17525-700-21025-800-24225-EB-800-26625.

(b) Executives would not be entitled to any allowances, perquisites and facilities that are applicable to other full time employees of the Bank.

(c) In addition to pay and allowances, the selected candidates for the post of Assistant Manager, Manager and Assistant General Manager will be eligible for perquisites and facilities as applicable to the Grade.

10. Terms of appointment & posting

(a) The appointment of Executives will be on contractual basis. The contract would be initially for a period of 1 year and would be reviewed for extension on year-to-year basis for a further period of 2 years, subject to satisfactory performance and availability of vacancies. After a period of 3 years of contractual service, such appointees would be eligible for absorption as Assistant Manager (Grade A) in the Bank through a selection process that would be conducted by the Bank. During the contractual period, the candidate can be posted at any branch /offices of the Bank. However, efforts would be made to post the candidate in the state/region to which they generally belong or in the State in which they desire to be posted, subject to availability of vacancies. Candidate could also be posted at the Bank's discretion, to any offices of the Bank or the departments/ offices/ business units of the Bank's subsidiaries/associate institutions.

(b) Appointment for the posts of Assistant Manager, Manager and Assistant General Manager will be on probation for a period of 1 year from the date of joining and can be extended at the discretion of the Bank. Candidates will be posted at the Bank's discretion, to any of the branches of the Bank or to 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.

11. Other instructions

(a) Employees of IDBI Bank Ltd. applying for any of the advertised posts would be governed by the Bank's extant circulars/notifications on the subject.

(b) Applications not accompanied by attested copies of testimonials, illegible or mutilated testimonials or applications 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.**

(c) 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 in the advertisement. The Bank takes no responsibility to connect any certificate/document sent separately.

(d) 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.

(e) Before registering their applications on the website, candidates should possess a valid email-id for filling the application. In case the candidate does not have a valid email-id, he/she can create a new email-id. This email id should be valid for the duration of the recruitment.

(f) The candidates applying for the post of Manager / Asst. General Manager should submit the following documents along with the filled in & duly signed printout of System generated application form:

(i) 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.

(ii) Copies of experience certificate, relieving letter of past employer and documents such as payslip, Form 16 or any other documents which confirms the exact date of joining of the candidate where he / she has worked as also currently working.

(iii) Copy of Caste/Tribe/Class Certificate for SC/ST/OBC category candidates only.

(iv) Copy of Medical Certificate issued by the Competent Authority in case of PWD candidates.

(v) Photograph pasted at the stated position in the application form and signed across.

(vi) 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.

(vii) 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.

(g) The online Registration will not be considered valid unless the printout of the system generated application form along with photograph and self attested copies of requisite certificates are received. Candidates shortlisted for interview should bring the above mentioned documents in original along with a photocopy of same while appearing for the interview.

Candidates attending interview without the documents stated above are liable to be disqualified and will not be allowed to attend the interview.

(h) All candidates belonging to ST/SC/OBC/Ex-Serviceman/PWD category should produce at the time of interview, 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 candidates 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 category 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.

(i) SC and ST candidates eligible for the selection process will be reimbursed, on production of tickets, the 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.**

(j) Candidates already in service of Government/Quasi Government Organizations and Public Sector Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of 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.

(k) The Bank does not furnish the mark-sheet of selection process to candidates.

(l) The Bank shall not entertain requests from candidates seeking advice about their eligibility to apply.

(m) Canvassing in any form will be a disqualification.

(n) 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.

(o) Appointment of the candidate in the Bank will also be subject to Medical fitness and satisfactory Reference check.

(p) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.)
