

Recruitment of - 1200 - Probationary Officers

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Bank of Baroda, India's International Bank, with a network of more than 3050 branches in India enjoys the unique distinction of overseas presence in 25 countries. The global business of the Bank is over Rs.3,71,000 crores. The Bank's Mission is **"To be a top ranking National bank of International Standards committed to augmenting stakeholder value through concern, care and competence"**. The Bank believes that its people, process and technology are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are the most valuable asset and the HR Mission of the Bank is **"Creating Competence and Passion for Business Excellence"**.

The Bank is transforming itself into a **'Technology-enabled Customer-centric Financial Services Organization'**, in order to be in tandem with the modern customers' aspirations. Having completed 102 years of our purposeful existence, we are architecting and laying a strong foundation for creating "A Bank of the Future for the Next Century and for emerging as a Financial Conglomerate and as a One-Stop Shop for Financial Services", to deliver world-class banking experience to our customers.

We are looking for young, qualified, mobile and active minds to be partners in the transformation programme of the Bank as **Probationary Officers in Junior Management Grade / Scale-I**.

Candidates are advised to apply only **'online'** & requested to carefully go through the detailed advertisement in Bank's website www.bankofbaroda.com before applying online.

1. VACANCIES:

The total number of vacancies and reserved vacancies given hereunder, are provisional and which may vary depending upon future needs of the Bank.

No. of Vacancies					Age (as on 01.01.2010)
SC	ST	OBC	OTHERS	TOTAL	
183	91	326	600	1200	Minimum – 21 years Maximum – 30 years

NOTE:-

-36- posts are reserved for PWD {OH 12, HI 12, & VH 12}. The reservation for PWD is on horizontal basis. The selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/OTHERS) to which they belong to.

Abbreviations stand for: - SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, PWD - Persons With Disability (OH- Orthopedically Handicapped, HI – Hearing Impaired, VH- Visually Handicapped).

2. HOW TO APPLY :-

- Candidates are required to apply On-Line through website www.bankofbaroda.com 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 may send call letters for written test, interview etc. through the registered e-mail ID. Under no circumstances, he/she should share/mention e-mail ID to/ 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.bankofbaroda.com' and open the link "Recruitment". Thereafter, open the Recruitment Notification entitled "RECRUITMENT OF -1200- PROBATIONARY OFFICERS".**
- Take a Print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.**
- Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.**
- Go to the nearest Bank of Baroda Branch with the Fee payment Challan duly filled in and pay, in Cash, the appropriate Application Fee in Account No.29040200000169 with **Bandra Kurla Complex Branch** in favour of "Bank of Baroda Recruitment of Probationary Officers Project 2010". The amount of fee to be paid is indicated below :**

Category of Applicant	Amount of Fees/Postage (Non-refundable)
SC/ST/Persons With Disability (PC)	Rs. 50/-
GEN/OBC/Ex-Servicemen	Rs.300/-

8. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with (a) **Branch Name & Code Number**, (b) **Transaction ID**, (c) **Date of Deposit & amount** filled by the Branch Official.
9. Candidates are now ready to Apply On-Line by re-visiting the Recruitment page of the Bank's website and going to the sublink titled "**APPLY ONLINE for Recruitment of -1200- Probationary Officers**". **Click on this sublink will open up the appropriate On-Line Application Format.**
10. Carefully fill in the necessary details from the Fee Payment Challan in the On-Line Application Form at the appropriate places and submit the same on line.
11. **Original counterfoil of the fee payment challan will have to be submitted with the Call Letter at the time of written test. Without counterfoil of the fee payment challan the candidate will not be allowed to appear in the written test. Candidates are therefore advised to keep 3 photocopies of the fee payment challan for future use.**
12. **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.**

IMPORTANT DATES:-

WEBSITE LINK OPEN	FROM 15.03.2010 TO 10.04.2010
DATE OF WRITTEN TEST	30.05.2010
Payment of fees at BOB Branches	FROM 15.03.2010 TO 10.04.2010

Fees deposited after the last date i.e 10.04.2010 will not be entertained by the Bank.

3. EMOLUMENTS:

PAY: Selected candidates will be on probation for a period of one year. They will draw salary in the scale of Rs.10000-470/6-12820-500/3-14320-560/7-18240 applicable to Junior Management Grade Scale-I. They will also be eligible for DA, HRA, & CCA as per rules in force from time to time. At present, initial monthly emoluments of Junior Management Grade Scale I Officers, including DA, HRA, CCA, are approximately Rs. 18000/- in a Metropolitan Centre. (The scale of pay is under revision.)

4. ELIGIBILITY CRITERIA AND GENERAL INFORMATION:

A) QUALIFICATION: (AS ON 01.07.2010)

Degree in any discipline from a recognized University OR Any equivalent qualification recognized by Central Government. Should be computer literate (Proficient in MS-office, basic applications, internet usage.etc)

Candidates who are appearing for Final year examination of Graduation are also eligible to apply provided they produce proof of having passed the Graduation examination on or before 01st July 2010. Candidature of such Candidates whose results are declared or have marksheet dated after 01.07.2010 would be rejected.

B) AGE: (As on 01.01.2010) Minimum: 21 Years, Maximum: 30 Years

RELAXATION IN UPPER AGE LIMIT :-

1. Scheduled Caste/Scheduled Tribe candidates by 5 years.
2. Other Backward Classes candidates by 3 years.
3. In the case of ex-servicemen and commissioned officers including ECOs / SSCOs who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid, by 5 years for selection through written test & interview and by 3 years plus period of service in Armed Forces for selection through interview only, subject to ceiling as per Govt.

guidelines.

4. All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989 by 5 years.
5. For Persons With Disability by 10 years which by cumulation becomes (a) by 15 years for SC/ST (b) by 13 years for OBC and (c) by 10 years for General.

Note:

- An ex-serviceman who has once joined a Government Job on the civil side after availing the benefits given to him as Ex-serviceman for his re-employment including a job in Public Sector Undertaking, ceases to enjoy Ex-serviceman status for his further employment.
- The relaxation in upper age limit is cumulative as per the Government guidelines.
- All persons eligible for age relaxation under para 3 B (iv) 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 Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1st January, 1980 and the 31st December, 1989.

C) 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 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him.

D) PERSONS WITH DISABILITIES:-

- a. Only those OH persons who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply under OH Category::

BL – Both legs affected but not arms

OA – One arm affected (R or L) (a) Impaired reach;

(b) weakness of grip;

(c) ataxia

CL – One leg affected (R or L)

MW – Muscular weakness and limited physical endurance.

- b. Only those Visually handicapped persons who suffer from any one of the following conditions are eligible to apply under VH Category.

1. Total absence of sight.
2. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
3. Limitation of the field of vision subtending an angle of 20 degrees or worse.
4. Candidates having low vision as defined in Chapter 1, Para 2 (u) of The Persons with Disabilities (Equal Opportunities, protections of rights and full participation) Act 1995.

- c. At the time of written examination, only blind / low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use own scribe/ writer at his / her own cost. In all such cases where a scribe / writer is used the following rules will apply:

1. The candidate will have to arrange his / her own scribe / writer at his / her own cost.
2. The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
3. Scribe / writer should be one possessing 60% or less marks.
4. Scribe / writer can be from any academic discipline.
5. Both the candidate as well as the scribe / writer 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 it 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 test.

6. Only those candidates who use a scribe / writer shall be eligible for extra time of 20 minutes and / or part there of for every hour of the examination.

d. It is clarified that Persons with Disabilities will have to work in branches / offices.

E) THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER :- For SC/ST/OBC:

1. District Magistrate/ Additional Dist.Magistrate/ Collector/ Deputy Commissioner/Additional Dy. Commissioner/Dy. Collector/First Class Stipendiary Magistrate/Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tahsildar
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

• **For Persons with Disability:**

Authorised Certifying Authority will be a Medical Board duly constituted by the Central/State Govt. having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic Surgeon, Ophthalmology Surgeon, ENT Surgeon as the case may be.

5. SELECTION PROCEDURE :-

Selection will be on the basis of performance in Written test and Interview. The details of Written Test and Interview are as under:

A) WRITTEN TEST: Eligible candidates will be required to appear for written test comprising (i) Objective Test on Quantitative Aptitude, Reasoning, Socio-Economic & Banking Awareness, English and Marketing Aptitude.

Further details regarding the Written Test i.e. number of questions, duration etc, shall be advised along with the call letter.

The Bank reserves the right, if required to hold a second stage of written test on the basis of order of merit in the written examination of first stage, as referred above. If the second stage of written test is held, the subsequent process of interview and further process would be on the basis of order of merit of the second stage examination.

The written test will be held at the following centres and the address of the venue will be advised in the call letters. List of written test centers with the centre codes is given below :-

Centre Code	Name of Centre	Centre Code	Name of Centre
11	Ahmedabad	19	Ernakulam
12	Bangalore	20	Guwahati
13	Baroda	21	Hyderabad
14	Bhubaneswar	22	Jaipur
15	Bhopal	23	Kolkata
16	Chandigarh	24	Lucknow
17	Chennai	25	Mumbai
18	Delhi	26	Patna

NOTE:

1. Request for change of Centre of Examination shall **NOT** be entertained.
2. Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

B) INTERVIEW - Those shortlisted candidates in the order of ranking in the written test as per the cut-off marks determined

by the Bank shall be called for an interview and/or group discussion & the decision of the Bank in this regard shall be final.

6. PRE-EXAMINATION TRAINING (FOR SC/ST/PWD/ MINORITY COMMUNITY CANDIDATES ONLY)

It is proposed to impart Pre-Examination Training to a limited number of candidates belonging to Scheduled Caste/Scheduled Tribes/Person with Disability/Minority Communities at **Chennai, Delhi, Kolkata and Mumbai** Centres at the discretion of the Bank. An eligible candidate who wishes to avail of Pre-Examination Training should fill in the relevant column in the ONLINE APPLICATION. **All expenses regarding travelling, boarding, lodging etc. will be borne by the candidate for attending the pre-examination training programme at the concerned Centres.**

7. APPLICATION FEE (INCLUDING POSTAGE CHARGES) (NON-REFUNDABLE) :-

1. For SC/ST/PWD candidates – **Rs. 50/-** (towards postage charges only).
2. For all others – **Rs.300/-** (including postage charges of Rs.50/-).
3. Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other examination or selection

8. GENERAL INSTRUCTIONS :-

- Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
 - Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the bank in this behalf.
1. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
 2. **Self attested photocopy of the Graduation degree / Marksheet indicating 'Pass' and other educational testimonials should be kept ready for submission at the time of Interview..** In addition, candidates belonging to SC/ST/OBC/PWD category are required to submit an attested copy of their Caste Certificate/Certificate of Disability issued by the Competent Authority as specified in **Para 4E (a) & (b)** at the time of Interview. However, all candidates will have to produce original as well as self attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
 3. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate **does not belong** to 'CREAMY LAYER' section. Candidates belonging to Creamy Layer will be excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate should not be more than one year old as on the date of application. Candidates belonging to OBC category but coming in the "CREAMY LAYER", are not entitled to OBC reservation and age relaxation. Such candidates should indicate their category as 'GEN' or 'GEN (OH)' or 'GEN (VH)', as the case may be.
 4. The candidates will have to appear for the Written Test and interview at their own expense. However, eligible SC/ST/PWD outstation candidates **attending the Interview** will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel.
 5. Candidates must be willing to serve anywhere in India. Nevertheless, Candidates may indicate -3- states in order of preference for posting. While Bank will endeavor to post the selected Candidate in the states of preferences, the Candidate should note that they are liable to be posted anywhere in India depending on Bank's needs, but not necessarily in preferred states.
 6. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
 7. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
 8. Any request for change of address will not be entertained.
 9. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
 10. **No candidate is permitted to use calculator, telephones, mobiles or any such other instrument during the written examination/selection process.**
 11. The candidates will appear for the written examination at the allotted centre at their expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.
 12. The Bank may at its discretion hold re-examination wherever necessary in respect of a centre / venue.
 13. Appointment of selected candidates is subject to his/her being declared medically fit by the Medical officer approved by Bank as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules

of the Bank.

14. Admission to written examination and further process of selection will be purely provisional without verification of age/qualification/category (SC/ST/PWD) etc. of the candidates with reference to documents.
15. Candidates uploading more than one application for any reason will be treated as ineligible.
16. As the applications are to be processed by a Computerised System, it is essential that the application is completely filled on-line.
17. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
18. Action to be taken against candidates found guilty of misconduct :-

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'Online' application.

At the time of written examination/interview, if a candidate is (or has been) found guilty of,

- i. Using unfair means during the examination & OR
- ii. Impersonating or procuring impersonation by any person OR
- iii. Misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall OR
- iv. Resorting to any irregular or improper means in connection with his/her candidature by selection
- v. Obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable :

- a. to be disqualified from the examination for which he/she is a candidate
- b. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

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

9. CALL LETTERS FOR THE WRITTEN EXAMINATION:-

The date of the Written Examination is **TENTATIVELY FIXED as 30.05.2010**. However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Written Examination.

Call Letters for the Written Test will be sent by ORDINARY POST to the eligible candidates to the address given in the online application. An eligible candidate who does not receive the call letter by **22.05.2010** should contact the Offices at the address of the respective centres (details of which will be released in Bank's website on 22.05.2010) between 24.05.2010 to 29.05.2010, furnishing his/her Name, Address, Registration Number & production of payment challan or download from Bank's website.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**GENERAL MANAGER
(EM & HRM)**

Date: 10-03-2010