



Institute of Banking Personnel Selection
COMMON RECRUITMENT PROCESS FOR
RECRUITMENT OF PROBATIONARY OFFICERS/ MANAGEMENT TRAINEES
IN PARTICIPATING ORGANISATIONS (CWE PO/MT-VII for Vacancies of 2018-19)

Website: www.ibps.in

In case of queries / complaints please log in to <http://cgrs.ibps.in/>

The online examination (Preliminary and Main) for the next Common Recruitment Process for selection of personnel for Probationary Officer/ Management Trainee posts in the Participating Organisations is tentatively scheduled in October / November 2017.

Any eligible candidate, who aspires to join any of the Participating Organisations listed at (A) as a Probationary Officer/ Management Trainee or in a similar post in that cadre, is required to register for the Common Recruitment Process (CWE PO/MT-VII). The examination will be two tier i.e. the online examination will be held in two phases, Preliminary and Main. Candidates who will qualify in Preliminary examination and shortlisted will have to appear for Main examination and shortlisted candidates in the Main examination will subsequently be called for a Common Interview to be conducted by the Participating Organisations and co-ordinated by the Nodal Bank. **Depending on the final vacancies to be filled in during the financial year 2018-19 based on the business needs of the Participating Organisations and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Participating Organisations keeping in view the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc. The validity for CWE PO/MT-VII will automatically expire at the close of business on 31.03.2019 with or without giving any notice.**

Indicative categorywise vacancies of each of the Participating Organizations are given vide Annexure I. Recruitment in Participating Organizations is a dynamic process which depends upon restriction imposed, business volume, business growth, health of the organizations, branch expansion, internal and external factors, structural changes etc. Vacancies mentioned here are indicative and anticipated as communicated by the participating organisations. However, Provisional allotment will be made based on the actual vacancies reported by the participating organisations.

This system of Common Recruitment Process- CWE (Preliminary & Main Examination), Common Interview and provisional allotment for recruitment of Probationary Officer/ Management Trainee posts in Participating Organisations has the approval of the appropriate authorities.

IBPS, an autonomous body, has received a mandate from the organisations mentioned at (A) below, to conduct the recruitment process as mentioned above, once a year. IBPS will make arrangements for conducting online Preliminary examination, declare result of online Preliminary examination, inform the shortlisted candidates about the online Main examination, declare the results of the Main examination and inform the shortlisted candidates about the interview. Interviews will be conducted by the participating organisations and coordinated by the Nodal Bank in each state/ UT. Prospective candidates will have to apply to IBPS after carefully reading the advertisement regarding the process of examinations, interview and provisional allotment, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

A. PARTICIPATING ORGANISATIONS

Allahabad Bank	Canara Bank	Indian Bank	Syndicate Bank
Andhra Bank	Central Bank of India	Indian Overseas Bank	UCO Bank
Bank of Baroda	Corporation Bank	Oriental Bank of Commerce	Union Bank of India
Bank of India	Dena Bank	Punjab National Bank	United Bank of India
Bank of Maharashtra	IDBI Bank	Punjab & Sind Bank	Vijaya Bank

The tentative schedule of events is as follows:

Activity	Tentative Dates
On-line registration including Edit/Modification of Application by candidates	16.08.2017 to 05.09.2017
Payment of Application Fees/Intimation Charges (Online)	16.08.2017 to 05.09.2017
Download of call letters for Pre- Exam Training	September 2017
Conduct of Pre-Exam Training	23.09.2017 to 29.09.2017
Download of call letters for Online examination – Preliminary	September 2017

Online Examination – Preliminary	07.10.2017, 08.10.2017, 14.10.2017 and 15.10.2017
Result of Online exam – Preliminary	October 2017
Download of Call letter for Online exam – Main	November 2017
Online Examination – Main	26.11.2017
Declaration of Result – Main	December 2017
Download of call letters for interview	January 2018
Conduct of interview	January / February 2018
Provisional Allotment	April 2018

Candidates are advised to regularly keep in touch with the authorised IBPS website www.ibps.in for details and updates.

B. ELIGIBILITY CRITERIA

Candidates, intending to apply for CWE PO/MT-VII should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement:

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

I. Nationality / Citizenship:

A candidate must be either -

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a 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.

II. Age (As on 01.08.2017):

Minimum: 20 years Maximum: 30 years

i.e. A candidate must have been born not earlier than 02.08.1987 and not later than 01.08.1997 (both dates inclusive)

Relaxation of Upper age limit

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Benchmark Disabilities <u>as defined under “The Rights of Persons with Disabilities Act, 2016”</u>	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year from the last date of receipt of application) otherwise than by	5 years

	way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	
5	Persons ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

NOTE: (i) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. II (3) to II (6).

(ii) The maximum age limit specified is applicable to General Category candidates.

(iii) **Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by IBPS/ Participating Organisation(s).**

(iv) In case of an Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.

There is no reservation for Ex-servicemen in Officers' Cadre.

III. Educational Qualifications (As on 05.09.2017):

A Degree (Graduation) in any discipline from a University recognised by the Govt. Of India or any equivalent qualification recognized as such by the Central Government.

The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he / she registers and indicate the percentage of marks obtained in Graduation while registering online.

Note: (1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 05.09.2017.

Proper document from Board / University for having declared the result on or before 05.09.2017 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(2) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

IV. Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- a. **Blindness and low vision;**
- b. **deaf and hard of hearing;**
- c. **locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy;**
- d. **autism, intellectual disability, specific learning disability and mental illness;**
- e. **multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:**

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the “The Rights of Persons with Disabilities Act, 2016” and as per vacancies reported to IBPS by Participating Organisations.

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

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination (Preliminary and Main). In all such cases where a scribe is used, the following rules will apply:

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

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

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

(iii) Guidelines for Visually Impaired candidates

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

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

C. PRE-EXAMINATION TRAINING

Pre-Examination Training may be arranged by the Nodal Banks/ Participating Organisations to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities at certain centres viz. Agartala, Agra, Ahmedabad, Allahabad, Amritsar, Aurangabad, Balasore, Bareilly, Behrampur (Ganjam), Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Dehradun, Dhanbad, Gorakhpur, Gulbarga, Guwahati, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jammu, Jodhpur, Kanpur, Karnal, Kavaratti, Kochi, Kolkata, Lucknow, Ludhiana, Madurai, Mangalore, Mumbai, Muzaffarpur, Mysore, Nagpur, New Delhi, Panaji (Goa), Patiala, Patna, Port Blair, Puducherry, Pune, Raipur, Rajkot, Ranchi, Rohtak, Sambalpur, Shimla, Shillong, Siliguri, Thiruchirapalli, Thiruvananthapuram, Tirupati, Vadodara, Varanasi, Vijaywada and Vishakhapatnam.

All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centres. Depending on the response and administrative

feasibility the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements is reserved.

By merely attending the Pre-Examination Training no candidate acquires any right to be selected in any of the Participating Organisations mentioned.

D. CWE – ONLINE EXAMINATIONS

I. The structure of the Examinations which will be conducted online are as follows:

a. Preliminary Examination

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	English Language	30	30	English	Composite time of 1 hour
2	Quantitative Aptitude	35	35	English and Hindi	
3	Reasoning Ability	35	35	English and Hindi	
	Total	100	100		

Candidates have to qualify in each of the three tests by securing minimum cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for Online Main Examination.

b. Main Examination

Sr. No.	Name of Tests (NOT BY SEQUENCE)	No. of Questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1	Reasoning & Computer Aptitude	45	60	English & Hindi	60 minutes
2	General/ Economy/ Banking Awareness	40	40	English & Hindi	35 minutes
3	English Language	35	40	English	40 minutes
4	Data Analysis & Interpretation	35	60	English & Hindi	45 minutes
	TOTAL::::	155	200		3 hours
5	English Language (Letter Writing & Essay)	2	25	English	30 minutes

IBPS reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an **Information Handout**, which will be made available for the candidates to download along with the call letters from the authorised IBPS website www.ibps.in

Please note that candidates will not be permitted to appear for the CWE (Preliminary as well as Main Examination) without the following documents:

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

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

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the Preliminary examination is 1 hour, candidates may be required to be at the venue for about 2 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

For the Main examination the duration of the examination is 3 hours 30 minutes, candidates may be required to be at the venue for about 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

II. Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

III. Examination Centres

- (i) The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres for the Preliminary exams and those for Main exams is available in Annexure II.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- (vi) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by IBPS

IV. Scores

- The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations

V. Cut-off Score (Online Main Examination)

Each candidate will be required to obtain a minimum score in each test of Online Main examination and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the online Main examination will not be shared with the candidates shortlisted for interview.

MARKS OBTAINED IN THE MAIN EXAMINATION ONLY WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND ALSO FOR FINAL MERIT LISTING

E. INTERVIEW

Candidates who have been shortlisted in the Main examination for CWE PO/MT-VII will subsequently be called for an Interview to be conducted by the Participating Organisations and coordinated by the Nodal Bank in each State/ UT with the help of IBPS. Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorised IBPS website www.ibps.in. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However the conducting agencies reserve the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The total marks allotted for Interview are 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PWD candidates). The weightage (ratio) of CWE (Main exam) and interview will be 80:20 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Main Examination of CWE PO/MT-VII and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both in the CWE (Main) and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on authorised IBPS website.

While appearing for the Interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. IBPS/ Nodal Bank/ Participating organisations take no responsibility to receive/ collect any certificate/remittance/ document sent separately

List of Documents to be produced at the time of interview(as applicable)

The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for CWE PO/MT-VII
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)

- (iv) Photo Identify Proof as indicated in Point G of the advertisement
- (v) Mark-sheets or certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 05.09.2017 has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- (vii) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category
If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format
- (viii) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book alongwith pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 04.09.2018.
- (ix) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should not be issued for appearing in interview for selection to any particular participating organization as the Common Recruitment Process is for all participating organisations. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.
- (x) Persons eligible for age relaxation under II (5) must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- (xi) Persons eligible for age relaxation under II (6) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- (xii) Experience certificates, if any
- (xiii) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India
- (xiv) Any other relevant documents in support of eligibility

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

Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment under CRP-PO/MT-VII

No documents shall be directly sent to IBPS/ Nodal Banks by candidates before or after the interview.

The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Benchmark Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

Prescribed Formats of SC, ST, OBC, PWD certificates to be submitted at the time of interview can be downloaded from authorised IBPS website www.ibps.in. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

F. PROVISIONAL ALLOTMENT

On completion of the interview process, depending on the vacancies to be filled in during the financial year 2018-19 based on the business needs of the Participating Organisations and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Participating Organisations, based on merit-cum-preference keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. Vacancies given in this advertisement are indicative. Provisional allotment shall be done on the basis of final vacancies to be reported by the Participating Organizations. Candidates should not claim indicative vacancies as final for provisional allotment. No change in the data already registered by the candidate in the online application form is possible.

A candidate belonging to reserved category, selected on the basis of norms as applicable to General Category, will be treated at par with a General category candidate. Such own merit candidates belonging to reserved categories who are provisionally allotted under unreserved (General) category will not be adjusted against a reserved post. However their original category as registered in the online registration will remain unchanged.

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

The provisional allotment is subject to the candidate fulfilling the criteria for Participating Organisation and identity verification to the satisfaction of the allotted organisation. This does not constitute an offer of employment. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited.

As the provisional allotment will be made to participating organisations on merit cum preference basis, once the provisional allotment is made, no request for change shall be entertained. Any request for change shall result in cancellation of candidature. Further, a candidate who is provisionally allotted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the Participating Organisation.

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the Participating Organisations and shall be final and binding. IBPS shall have no role therein. Any queries in this regard shall be directed to the participating organisations only. A reserve list to the extent of approximately 10 percent of the vacancies under each category may be kept, subject to the availability of candidates. This does not guarantee provisional allotment to/recruitment by the Participating Organisation(s). In the event of Participating Organisations providing further vacancies during April 2018-March 2019, provisional allotment will be carried out for the candidates from the reserve list. However, if no vacancy is furnished by the Participating Organisations owing to exigencies or otherwise during the validity period, the candidates under the reserve list will not be considered for provisional allotment. The reserve list will expire automatically on 31.03.2019 without any notice. Candidates who are not provisionally allotted or not in the reserve list will not be considered for any further process under CWE PO/MT-VII for vacancies for 2018-19.

The decision of IBPS in provisional allotment of Organisations shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel, reallocate Organisation-wise allocation/ change the process depending upon exigencies or otherwise.

This is an All India cadre and provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of the participating organisation.

G. IDENTITY VERIFICATION

(i) DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised

college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.**

Ration Card will not be accepted as valid id proof for this project.

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

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

(ii) BIOMETRIC DATA – Capturing and Verification

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Main Examination for the candidates who qualify after the Preliminary examinations and appear for the Main examination.

Please note: The biometric data and photograph will be captured / verified on the following occasions –

- (i) Before the start of the Main examination it will be captured
- (ii) At the end of Main examination before leaving the exam hall / lab
- (iii) At the time of document verification before the interview if shortlisted
- (iv) At the time of joining if provisionally allotted

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

H. HOW TO APPLY

Candidates can apply online only from 16.08.2017 to 05.09.2017 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should—

- (i) scan their photograph and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges
- (iv) have a valid personal email ID, which should be kept active till the completion of this round of Common Recruitment Process. IBPS may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/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 and must maintain that email account.

Application Fees/ Intimation Charges Payable from 16.08.2017 to 05.09.2017 (Online payment), both dates inclusive, shall be as follows

- Rs. 100/- for SC/ST/PWD candidates.
- Rs. 600 /- for all others

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate

Procedure for applying online

- (1) Candidates are first required to go to the IBPS's website www.ibps.in and click on the Home Page to open the link "CWE PO/MT" and then click on the option "CLICK HERE TO APPLY ONLINE FOR CWE-

PROBATIONARY OFFICERS/ MANAGEMENT TRAINEES (CWE-PO/MT-VII)” to open the On-Line Application Form.

- (2) Candidates will have click on “CLICK HERE FOR NEW REGISTRATION” to register their application by entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- (3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure III).
- (4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.**

Mode of Payment

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

Payment of fees/ intimation charges via the ONLINE MODE

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the “FINAL SUBMIT” button at the end of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application. 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.
In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (vi) On successful completion of the transaction, an e-receipt will be generated.
- (vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.

Note:

- o After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- o For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- o To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/ Banks.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for Participating Organisations etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the IBPS website on account of heavy load on internet/website jam.

IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

I. GENERAL INSTRUCTIONS

- (1) Candidates will have to **invariably** produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations (Preliminary & Main) and interview respectively.
- (2) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- (3) All the candidates who wish to apply under CRP-PO/MT-VII are hereby informed that providing AADHAR number or AADHAR Enrolment number in the application, for CWE PO/MT-VII is optional.
- (4) **A Candidate's admission to the examination/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS/ Participating Organisation. IBPS/ Participating Organisations would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a Participating Organisation, his/her services are liable to be summarily terminated.**
- (5) Decision of Nodal Banks/Participating Organisations/ IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to CWE PO/MT-VII will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS/ Participating Organisations in this behalf.
- (6) **The scribe arranged by the candidate should not be a candidate for the examination (CWE PO/MT-VII). If violation of the above is detected at any stage of the process, candidature for CWE of both the candidate and the scribe will be cancelled.**
- (7) **Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.**
- (8) **Multiple attendance/ appearances in the online examination and/ interview will be summarily rejected/ candidature cancelled.**
- (9) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- (10) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (11) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
- (12) **Any request for change of address, details mentioned in the online application form will not be entertained.**
- (13) Any request for change of date, time and venue for online examination and interview will not be entertained.
- (14) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on IBPS website shall prevail.

- (15) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS/ Participating Organisations in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
- (16) **A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**
- (17) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of IBPS. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (18) Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- (19) Nodal Banks/ Participating Organisations/ IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- (20) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Participating Organisation and subject to service and conduct rules of the Participating Organisation. Decision of Participating Organisations to which candidates are provisionally allotted will be final and binding on candidates. IBPS has no role to play here. **Any queries in this regard are to be made to the Participating Organisations only.**
- (21) IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- (22) **Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form for CWE PO/MT-VII.**
- (23) IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website www.ibps.in for latest updates.
- (24) **Order of preference for Participating Organisations has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this connection shall be entertained.**

J. Following items are not allowed inside the examination centre:-

- (a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- (b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- (c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- (d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- (e) Any watch/Wrist Watch, Camera, etc.
- (f) Any metallic item
- (g) Any eatable item opened or packed, water bottle etc.
- (h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

K. Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of Preliminary examination, Main examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

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

Important: IBPS would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained

L. CALL LETTERS

The Centre, venue address, date and time for both Preliminary and Main examinations and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the authorised IBPS website www.ibps.in by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Call letter for Scribe in the Main Examination: There will be an additional call letter for Scribe for the Main Examination.

Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form for CWE PO/MT-VII. IBPS/ Participating Organisations will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of IBPS/ Participating Organisations. Candidates are hence advised to regularly keep in touch with the authorised IBPS website www.ibps.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

M. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on IBPS authorised website www.ibps.in from time to time.

N. DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding process for recruitment of Probationary Officers/ Management Trainees in Participating Organisations (CWE PO/MT-VII) shall be final and binding.

Mumbai
Date: 14.08.2017

Director
IBPS

Indent for PO/MT for the year 2018-19 *
(INDICATIVE)

Sr. No.	Participating Organization	SC	ST	OBC	UR	Total	Out of Which (PWD)			
							HI	OC	VI	ID
1	Allahabad Bank	36	19	64	116	235	16	2	3	2
2	Andhra Bank	93	46	168	318	625	0	8	9	8
3	Bank of Baroda	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
4	Bank of India	30	15	54	101	200	2	2	2	2
5	Bank of Maharashtra	15	7	27	51	100	0	3	1	0
6	Canara Bank	203	108	364	675	1350	18	18	18	17
7	Central Bank of India	15	8	28	49	100	1	1	1	0
8	Corporation Bank	28	22	0	50	100	1	1	1	1
9	Dena Bank	NR	NR	NR	NR	NR	NR	NR	NR	NR
10	IDBI Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
11	Indian Bank	NR	NR	NR	NR	NR	NR	NR	NR	NR
12	Indian Overseas Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
13	Oriental Bank of Commerce	NR	NR	NR	NR	NR	NR	NR	NR	NR
14	Punjab National Bank	NR	NR	NR	NR	NR	NR	NR	NR	NR
15	Punjab & Sind Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
16	Syndicate Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
17	UCO Bank	75	26	178	251	530	40	6	10	5
18	Union Bank of India	83	34	78	127	322	14	3	13	11
19	United Bank of India	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
20	Vijaya Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	Total	578	285	961	1738	3562	92	44	58	46

* updated Data, if any, will be available on IBPS website from Time to Time.

EXAMINATION CENTRES – Preliminary and Main Examination (Tentative List)

The examination may be held at the following centres and the address of the venue will be advised in the call letters. IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

State Code	State /UT / NCR	Preliminary Exam Centre	Main examination Center
11	Andaman & Nicobar	Port Blair	Port Blair
12	Andhra Pradesh	Chirala, Chittoor, Guntur, Kakinada , Kurnool, Nellore, Ongole, Puttur, Rajahmundry, Srikakulam, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram	Guntur, Kurnool, Vijaywada, Vishakhapatnam
13	Arunachal Pradesh	Itanagar, Naharlagun	Itanagar
14	Assam	Dibrugarh, Guwahati, Jorhat, Kokrajhar, Silchar, Tezpur	Guwahati
15	Bihar	Arrah, Aurangabad, Bhagalpur, Bihar Sharif, Darbhanga, Gaya, Hajipur, Muzzafarpur, Patna, Purnea, Samastipur, Siwan	Bhagalpur, Muzzafarpur, Patna, Purnea
16	Chandigarh	Chandigarh	Chandigarh
17	Chhattisgarh	Bhilai, Bilaspur, Raipur	Raipur
18	Dadra & Nagar Haveli	Surat, Jamnagar	Surat
19	Daman & Diu		
20	Delhi	Bahadurgarh, Delhi, Faridabad, Ghaziabad, Greater Noida, Gurgaon	Delhi, Faridabad, Ghaziabad, Greater-Noida, Gurgaon
21	Goa	Panaji, Verna	Panji
22	Gujarat	Ahmedabad, Anand, Gandhinagar, Himatnagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara	Ahmedabad, Vadodra
23	Haryana	Ambala, Hissar, Karnal, Kurukshetra, Palwal, Panipat, Sonapat, Yamuna Nagar	Hissar
24	Himachal Pradesh	Baddi, Bilaspur, Dharamshala, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una	Shimla, Solan
25	Jammu & Kashmir	Jammu, Kathua, Samba, Srinagar	Jammu, Srinagar
26	Jharkhand	Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi	Dhanbad, Jamshedpur, Ranchi
27	Karnataka	Belgaum, Bengaluru, Bidar, Gulbarga, Hubli, Mangalore, Mysore, Shimoga, Udupi	Bengaluru, Hubli, Mangalore
28	Kerala	Alappuzha, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thiruvananthapuram, Thrichur	Kochi, Thiruvananthapuram
29	Lakshadweep	Kavaratti	Kavaratti
30	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain	Bhopal, Indore
31	Maharashtra	Amaravati, Aurangabad, Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nasik, Pune, Ratnagiri, Sangli, Satara	Aurangabad, Mumbai/Thane/Navi Mumbai, Nagpur, Pune
32	Manipur	Imphal	Imphal
33	Meghalaya	Ri-Bhoi, Shillong	Shillong
34	Mizoram	Aizawl	Aizawl
35	Nagaland	Kohima	Kohima
36	Odisha	Angul, Balasore, Bargarh, Baripada, Berhampur(Ganjam), Bhubaneswar, Cuttack, Dhenkanal, Jharsuguda, Rourkela, Sambalpur	Bhubaneswar
37	Puducherry	Puducherry	Puducherry
38	Punjab	Amritsar, Bhatinda, Fategarh Sahib , Jalandhar, Ludhiana, Mohali, Pathankot, Patiala, Phagwara, Sangrur	Jalandhar, Ludhiana, Mohali, Patiala
39	Rajasthan	Ajmer, Alwar, Bhilwara, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur	Jaipur, Udaipur
40	Sikkim	Gangtok	Gangtok
41	Tamil Nadu	Chennai, Coimbatore, Dindigul, Krishnagiri, Madurai, Nagercoil, Namakkal, Perambalur, Salem, Thanjavur, Thiruchirapalli, Thoothukodi, Tirunelveli, Vellore	Chennai, Madurai, Tirunelveli
42	Telangana	Hyderabad, Karimnagar, Khammam, Warangal	Hyderabad
43	Tripura	Agartala	Agartala
44	Uttar Pradesh	Agra, Aligarh, Allahabad, Bareilly, Bulandshaher, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Unnao, Varanasi	Allahabad, Kanpur, Lucknow, Meerut, Varanasi

45	Uttarakhand	Dehradun, Haldwani, Haridwar, Roorkee	Dehradun
46	West Bengal	Asansol, Bardhaman, Berhampur, Durgapur, Greater Kolkata, Hooghly, Howrah, Kalyani, Kolkata, Siliguri	Asansol, Greater Kolkata, Kalyani, Siliguri

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

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

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

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

**FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

**1. This is to certify that Sri / Smt / Kum* _____ son /
daughter* of _____ of village / town*
_____ in District / Division* _____ of the State / Union
Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a
Scheduled Caste/ Scheduled Tribe* under :**

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act,1987]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment)Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002.

.....2

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri. / Smt. / Kumari* _____ Father /Mother* of Sri / Smt. / Kumari* _____ of village / town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place:

[With seal of Office]

Date :

State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari _____ son/daughter
of _____ of village/Town _____ District/Division
_____ in the State/ Union Territory _____ belongs to the
_____ community which is recognized as a backward class under the Government
of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated
_____. * . Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State/Union Territory. This is
also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the
Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT],
dated 8-9-1993

Dated :

District Magistrate

Deputy Commissioner etc.

Seal

* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP
size Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____ Date of Birth (DD

/ _____ MM / _____ YY) _____

Age _____ years, male/female Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street

_____ Post Office

_____ District _____ State _____, whose photograph is

affixed above, and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/ She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

FORM - II
Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____ Date of Birth (DD

/ MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent

resident of House No. _____ Ward/Village/Street

_____ Post Office

_____ District _____ State _____, whose photograph is

affixed above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows :-

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - III

Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____ Date of Birth (DD

/ MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent

resident of House No. _____ Ward/Village/Street

_____ Post Office

_____ District _____ State _____, whose photograph is

affixed above, and am satisfied that he/she is a Case of _____ disability. His/her

extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified)

and is shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.