



Advertisement No. 02/2014-15

**ADVERTISEMENT FOR THE POST OF SECURITY OFFICERS (IN GRADE 'B')**

**Important:**

**Last Date of Receipt of Applications: November 15, 2014**

**Last Date Receipt of Applications for Far Flung Areas: November 22, 2014**

*(Please read the instructions carefully before remitting the fee & filling up the application)*

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

Recruitments in IDBI Bank Ltd., are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

Applicants are advised to submit the application form hosted on the Bank's website at [www.idbi.com/www.idbibank.com](http://www.idbi.com/www.idbibank.com) on the dates mentioned below after carefully going through all the instructions contained in the Application Form and the instructions given in the advertisement. **No other means/mode of application form/ printout would be accepted.**

The Bank invites application from the eligible and suitable applicants for the post of Security Officers in Grade 'B' as per following details:

Position	No of vacancies					Out of which		
	SC	ST	OBC	General	Total	VH	HH	OH
Security Officer - Grade 'B'	1	--	2	7	10*	--	--	1

\* The number of posts mentioned above is provisional and may vary depending on future requirements. The Bank reserves the right to empanel the candidates and consider these empanelled candidate(s) for future requirements. Offers could be issued in phases as per the Bank's requirement.

**1. Eligibility Criteria:**

1.1. Cut-Off date October 1, 2014.

1.2. Age, Qualification and Experience as per the details mentioned in the table below:

<b>Particulars</b>	<b>Eligibility Criteria</b>
Age	Minimum – 25 years Maximum – 35 years
Relaxation	As per GoI guidelines.
Educational Qualification	Graduate from recognized University or equivalent.
Experience	An officer with minimum 5 years commissioned service in Army/Navy/Air Force or a Police officer not below the rank of Asst Superintendent of Police / Deputy Superintendent of Police with minimum 5 years of service or officers of identical rank in para-military forces with minimum 5 years service.

1.3. Applicant 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 have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwai, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that an applicant belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

1.4. Proficiency in computers is essential.

1.5. The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or work experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there for.

## 2. Age Relaxation

The SC, OBC, PWD and Ex servicemen candidates will be extended age relaxation as per the Government of India guidelines, as under:

2.1. By 3 years in upper age limit in the case of OBC candidates having certificate from the competent authority with non-creamy layer clause.

2.2. By 5 years in upper age limit in the case of:

- SC candidates,
- Ex-servicemen (including Emergency Commissioned Officers or Short Service Commissioned Officers), provided candidates have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment,
- Emergency Commissioned Officers or Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment,
- Candidates, who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.
- For the Children or family members of those, who have died in the 1984 riots.

2.3. By 10 years in upper age limit for PWD (General category), 13 years for PWD (OBC category) and 15 years for PWD (SC category) candidates.

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

### 3. Selection Process:

- 3.1. Selection process will consist of Personal Interview (PI) before the selection committee. The Bank will undertake a preliminary screening of the application for preparing, if necessary, a shortlist of eligible applicants to be called for PI and decision of the Bank in this regard shall be final. Thus, merely fulfilling the requirement laid down in the advertisement would not automatically entitle any candidate to be called for PI.
- 3.2. The details regarding the time, date and address of the venue for the PI will be intimated to the short listed eligible applicants through **Call Letters**, which they should produce at the time of PI. Other instructions, if any, in this regard would also be displayed on the Bank's websites. Applicants are, therefore, advised to visit the Bank's websites at regular intervals. *Applicant will not be allowed to appear for the PI without the call letter.*
- 3.3. The applicants may please note that the call-letter issued to them should not be construed as an offer of employment.

### 4. Non- refundable Application Fee and Postage Charges:

- 4.1. Only ₹100/- (Rupees One hundred only) towards postal charges is payable by the applicants belonging to the SC or Persons with Disabilities (PWD) and Ex-Servicemen categories and ₹600/- (Rupees Six hundred only) towards application fee and postal charges by all other categories (i.e. General and OBC). Applicants are required to make payment of the fee in cash at any of the branches of IDBI Bank Ltd. (IDBI). Proforma of the challan to be used for payment through IDBI are displayed on the Bank's website. Applicants may download the challan and approach the bank branch for making payments. **Please note that the challans would not be available in any of the branches of the bank and has to be necessarily downloaded from the Bank's website.**
- 4.2. On payment of the requisite fee, the concerned branch of IDBI Bank would generate a unique 14 or 10 digit code number, which would be recorded on the counterfoil of the challan. Copy of the challan (applicant's copy and Bank's copy) duly stamped would be returned to the applicants as proof of receipt of the fee.
- 4.3. The applicants after making payment of fee as indicated above would thereafter apply for the post. The applicants would be required to enter the 14 or 10 digit unique numbers in the application form.
- 4.4. The payment of fee would be accepted only during the banking hours at the respective bank's branches from October 27, 2014 to November 15, 2014 (Both days inclusive).

- 4.5. The dates for payment of fee would be the same even for applicants applying from far-flung areas. No other mode of payment of application fee would be acceptable. Fee once paid will not be refunded or adjusted.
- 4.6. Applicants are advised to go through the advertisement thoroughly and ensure that they fulfill all the eligibility criteria before making payment of fee and postal charges as fee once paid will not be refunded or adjusted under any circumstances.

5. **How to apply:**

- 5.1. The applicants are advised to fill their applications strictly as per the format provided by Bank on its websites (www.idbi.com). The application form should be typed or neatly handwritten in English on a good quality "White A- 4 size" paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.
- 5.2. Application should be accompanied by Bank's copy of challan, attested copies of relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form. Please note that the applications without complete documents are liable to be rejected.
- 5.3. Candidates are required to have a valid personal email ID and Mobile No. It should be kept active during the currency of this recruitment project as Bank may send alerts / notification relating to call letters for interview through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying for the post. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
- 5.4. The application form along with attested copies of relevant certificate/s may be sent by ordinary post only. The application form complete in all respects and duly signed should be sent in a cover super scribed as "***Application for the post of Security Officer – Grade B***" and addressed to The General Manager – Recruitment Section, Human Resources Department, IDBI Bank Ltd., IDBI Tower, 21st floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 5.5. The duly filled application form can also be deposited in box specially kept for the purpose at the Reception counter of IDBI Bank Ltd. IDBI Tower, Ground Floor, WTC Complex, Cuffe Parade, Mumbai – 400 005.
- 5.6. Applications complete in all respects alongwith attested copies of the required documents should reach the Bank on or before November 15, 2014. Applications received after November 15, 2014 (*November 22, 2014 for candidates from far flung areas*) will not be entertained.

6. **Important Dates:**

<b>Sr. No.</b>	<b>Activity</b>	<b>Date</b>
1	Payment of Application Fees	October 27, 2014 to November 15, 2014
2	Last Date of Receipt of Applications:	November 15, 2014
3	Last Date of Receipt of Applications from far-flung areas (See Para 10.5)	November 22, 2014
4	Date of Personal Interview	Would be intimated through Interview call letters.

7. **Reservation**

Reservation for SC, OBC and PWD candidates will be provided as per the Government guidelines.

8. The position has been identified 1 for each of 9 zones (viz. Kolkata, Bhubaneswar, Mumbai, Nagpur, Ahmedabad, Delhi, Chandigarh, Chennai, Bangalore) at respective zone and 1 for Corporate Office at Mumbai. However, depending upon the requirement, the Bank reserves the right to post the applicant at any of its centers/ offices.

9. **Selection Process:**

9.1. Selection process will consist of Personal Interview (PI) before the selection committee. The Bank will undertake a preliminary screening of the application for preparing, if necessary, a shortlist of eligible applicants to be called for PI. Thus, merely fulfilling the requirement laid down in the advertisement would not automatically entitle any candidate to be called for PI. PI shall be held at **Mumbai** center only.

9.2. The details regarding the time, date and address of the venue for the PI will be intimated to the short listed eligible applicants through Call Letters, which they should produce at the time of PI. Other instructions, if any, in this regard would also be displayed on the Bank's websites. Applicants are, therefore, advised to visit the Bank's websites at regular intervals. Applicant will not be allowed to appear for the PI without the call letter.

9.3. The applicants may please note that the call-letter issued to them should not be construed as an offer of employment.

9.4. All applicants shortlisted in the PI would be referred for pre-recruitment medical examination on same day or next day. Being referred for medical examination does not imply final selection, which may please be noted. The final selection or offer of employment would be made based on applicant's performance in the PI, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification as stipulated in the advertisement.

10. **General Instructions:**

10.1 In case, it is detected at any stage that the applicants do not fulfill the eligibility criteria and/or have furnished incorrect information or suppressed any material information, their candidature will be cancelled and if appointed, their services may be summarily terminated without any compensation thereof.

10.2 In all matters regarding eligibility, minimum qualifying standards in PI, assessment thereof and communication of result, the Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.

10.3 Canvassing in any form will be treated as a disqualification.

10.4 The Bank reserves the right to reject any or all applications without assigning any reason/s thereto.

10.5 Far Flung areas candidates are those residing abroad or in Andaman Nicobar Islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J & K State, Lahaul and Spiti districts and Pangi Sub-Division of Chamba district of Himachal Pradesh.

10.6 Applicants already in service of Government/Quasi Government Organizations and Public Sector Banks/Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of PI. Before appointment in the Bank, a proper discharge certificate/Release Order/ Relieving letter from the employer will have to be produced.

10.7 The Bank reserves the right to raise/modify the eligibility criteria pertaining to educational qualification and/or work experience at its sole discretion without assigning reasons thereof.

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

10.9 The Bank reserves the right to modify/amend/reverse/cancel any or all of the provisions of the recruitment process if need so arises, without any further notice and without assigning any reason thereof.

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