

- The scribe should be from an academic stream different from that stipulated for the post.
- 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.
- 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 same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature 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.

Guidelines for Candidates

(i) 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), **although no scribe shall be permitted to such candidates.**

(ii) 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. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

C. SELECTION PROCEDURE

Selection will be through online test and/or personal interview, depending on the number of applicants/eligible candidates.

I. ONLINE EXAMINATION

The structure of online examination will be as under:

Sr. No	Name of the Tests	Maximum Marks	Duration
1.	English Language	50	Composite Time of 120 min
2.	General Awareness with special reference to Banking Industry	50	
3.	Financial Management	50	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi. The test of English Language will be of qualifying nature i.e. Marks obtained in English Language will not be added while preparing merit List.

Qualifying marks stipulated above are for General Category candidates. Candidates belonging to the Reserved Category (SC/ST/OBC/PWD), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% marks in relation to that stipulated for general category candidates

Penalty for Wrong Answers :

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.

EXAMINATION CENTERS

(i) The examination will be conducted online at the following centers.

State /UT / NCR	Centre
Andhra Pradesh	Hyderabad
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh
Chhattisgarh	Raipur
Delhi	Delhi & NCR
Gujarat	Ahmedabad
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu Srinagar
Jharkhand	Ranchi
Karnataka	Bengaluru
Kerala	Thiruvananthpuram
Madhya Pradesh	Bhopal
Maharashtra	Greater Mumbai/ Thane/Navi Mumbai Pune
Odisha	Bhubaneshwar
Punjab	Amritsar
Rajasthan	Jaipur
Tamilnadu	Chennai Coimbatore Madurai
Uttar Pradesh	Lucknow
Uttarakhand	Dehradun
West Bengal	Greater Kolkata

- (ii) No request for change of centre for Examination shall be entertained.
- (iii) Bank, 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) BANK 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 risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

II. INTERVIEW :

Merit list of the candidates based on the marks obtained by them in online examination (marks obtained in General Awareness with special reference to Banking and Financial Management paper) will be prepared in descending order for the respective categories i.e. SC/ST/OBC/GEN. Candidates securing the minimum qualifying marks stipulated for Online Tests and ranking sufficiently high in the order of merit shall be called for Personal interview – Mere passing in the Online Test shall not vest any right in a candidate for being called for Personal Interview. In case of equal marks by two or more candidates, the merit order of such group of candidates will be on the basis of Date of Birth i.e. Candidate senior in age will be placed higher in the merit List.

The Bank may conduct the selection process only on the basis of Interview without holding online test. Accordingly, if online examination is not conducted for any of the post, adequate number of candidates as decided by the Bank will be shortlisted for the interview based on their qualification, experience, and overall suitability for the post.

The total marks allotted for Interview are 100. The minimum qualifying marks for the general/unreserved category candidates will be 40% and for SC/ST/OBC/PWD is 35%.

While appearing for the Interview, the candidate should produce valid prescribed documents given below.

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

The following documents in original together with a 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

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in para "IDENTITY VERIFICATION"
- (v) Mark sheets & certificates for educational qualifications. Proper document from Board /University for having declared the result on or before 10.04.2017 has to be submitted.
- (vi) Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. **OBC caste certificate containing the 'Non-creamy layer' clause should be issued during the period 01.04.2017 to 31.03.2018.** Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. **Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.**
- (vii) Medical Certificate in prescribed format in case of Persons With Disability category If the candidate desires to use the services of a Scribe at the time of online examination the duly filled in Bio data of the scribe in the prescribed format is to be submitted. **This is a must.**