



ALLAHABAD BANK
(A Government of India Undertaking)
HEAD OFFICE: 2, N. S. ROAD, KOLKATA – 700 001.
Website: www.allahabadbank.in

Advt No. : RECT/2019-20/01

Contact No. 033-22314630, Fax: 033-22308442

SPECIALIST OFFICERS RECRUITMENT PROJECT 2019-20

1. Allahabad Bank invites **Online** applications for recruitment in the posts of **92 Specialist Officers (14 in JMG Scale-I & 78 in MMG Scale-II)** in various specialized fields. Candidates are required to apply online through Bank's website www.allahabadbank.in (where full advertisement is available).

2. The tentative schedule of events is as under:

EVENTS	IMPORTANT DATES
Relevant date for Age / Qualification/Work experience reckoned as on	01.04.2019
Opening date for Online Registration of application on Bank's website	09.04.2019
Closing date for Online Registration of application on Bank's website (For all applicants including those from far flung areas.)	29.04.2019
Payment of application fees Online	09.04.2019 - 29.04.2019 (Both dates inclusive)
Download of call letter for Online examination	June 2019 (Tentative)
Tentative Date of Online Test (if required)	June 2019 (Tentative)

Note: Application Form by post /courier/ hand/e-mail/any other mode will not be accepted.

3. **Post wise and category wise break up of vacancies:**

Post Code	Posts	Scale	SC	ST	OBC	EWS	UR	Total	VI	HI	OC	ID
01	Security Officer	JMG Scale-I	2	1	2	1	4	10	-	-	-	-
02	Civil Engineer	JMG Scale-I	-	-	1	-	3	4	-	-	-	-
03	Manager (Fire Safety)	MMG Scale-II	-	-	-	-	1	1	-	-	-	-
04	Manager (Law)	MMG Scale-II	2	5*	4	1	3	15	-	-	1	-
05	Company Secretary	MMG Scale-II	-	-	-	-	1	1	-	-	-	-
06	Manager (IT) (Network Manager)	MMG Scale-II	-	-	-	-	2	2	-	-	-	-
07	Manager (IT) (Security Administrator)	MMG Scale-II	-	-	-	-	2	2	-	-	-	-
08	Manager (IT) (System Administrator)	MMG Scale-II	-	-	-	-	2	2	-	-	-	-
09	Manager (IT) (Big Data Analytics)	MMG Scale-II	-	-	-	-	2	2	-	-	-	-
10	Financial Analyst	MMG Scale-II	12*	8*	17	6	8	51	-	1	1	-
11	Manager (Equity/ Mutual Fund Desk)	MMG Scale-II	-	-	-	-	2	2	-	-	-	-
			16*	14*	24	08	30	92	-	1	2	-

***Including backlog/shortfall**

Abbreviations stand for SC – Scheduled Caste, ST – Scheduled Tribe, EWS – Economically Weaker Section, OBC– Other Backward Classes– Non Creamy Layer Category, UR- Unreserved.

Note:

- The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

- It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.
- Candidates belonging to and applying for a post under the Reserved OBC Category are required to submit a certificate regarding his/her "Community" in the prescribed format, i.e. **"FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA"** (Format available on Bank's website). The certificate containing the **"NON-CREAMY LAYER CLAUSE"** should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Candidates not producing the above certificate will not be considered under the OBC category.

4. SALARY AND EMOLUMENTS:

A. **JMG Scale-I:** Pay Scale: 23700- $\frac{980}{7}$ -30560- $\frac{1145}{2}$ -32850- $\frac{1310}{7}$ - 42020

B. **MMG Scale-II:** Pay Scale: 31705- $\frac{1145}{1}$ -32850- $\frac{1310}{10}$ -45950

DA, HRA, CCA etc. will be paid as per Bank's rules in force from time to time depending upon place of posting. Medical, LTC, Defined Contributory Retirement Benefit, Gratuity etc will be admissible as per prevailing Bank's rules.

5. Applications from serving employee of Allahabad Bank :

Employees of Allahabad Bank may submit their applications through proper channel and also apply through online mode like other candidates. Such candidates, if selected, will be required to resign from their present position in the Bank and rejoin the Bank's service afresh.

6. Eligibility Criteria:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. 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. However, merely applying for / appearing for and /or qualifying at any stage of selection process for the posts does not imply that a candidate will necessarily be eligible for employment/confer right on him/her for appointment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.

(A) **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. A candidate in whose case a certificate of eligibility is required to be produced, may be allowed to appear in the examination/ interview conducted by the Bank but on final selection, the offer of appointment will be given only after submission of the eligibility certificate duly issued to him/her by the Government of India.

(B) Age, Minimum Educational Qualification & Experience (As on 01.04.2019)

Post Code	Name of the Post & Grade	Age	Qualification	Work experience
01.	Security Officer (JMG Scale-I)	Min-20 years, Max-35 years	Graduate in any discipline from any recognized University.	Minimum 5 years as Junior Commissioned Officer and equivalent in the Indian Army/ Navy/Air Force OR 5 years as a Police Officer in the rank of Inspector OR An Officer of identical rank in Paramilitary Forces with minimum 5 years service.
02.	Civil Engineer (JMG Scale-I)	Min-20 years, Max- 35 years	4 years B.E/B.Tech Degree in Civil Engineering from any	Nil

			recognized University	
03.	Manager (Fire Safety) (MMG Scale-II)	Min-21 years, Max- 35 years	B.E.(Fire)/B.Tech.(Safety & fire engineering)/B.Tech.(Fire Technology & Safety Engineering) From recognized institute	Minimum 3 years in Fire safety including fire & safety of high rise buildings.
04.	Manager (Law) (MMG Scale-II)	Min-20 years, Max- 35 years	A bachelor degree in Law (LLB)	Enrolled as an advocate with Bar Council and minimum 3 years experience of practice at Bar or Judicial service and / or minimum 2 years as a Law Officer in the Legal Department of a Scheduled Commercial Bank or the Central / State Government or of a Public Sector Undertaking and candidates should produce a certificate of having requisite post qualification work experience from the Court / Bar Council / Organization.
05.	Company Secretary (MMG Scale-II)	Min-21 years, Max- 35 years	A degree from the recognized University with ACS from the Institute of Company Secretary of India	Minimum 2 years Post Qualification experience in the related field
06.	Manager (IT) (Network Manager) (MMG Scale-II)	Min-20 years, Max- 35 years	4 years Engineering Degree in Computer Science/Computer Applications/Information Technology/Electronics/ Electronics & Telecommunications /Electronics & Communication /Electronics & Instrumentation. OR Post Graduate Degree in Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation/ Computer Science/Information Technology/Computer Applications OR Graduate having passed DOEACC 'B' level <u>Additional Qualification-</u> CISCO certified Network Professional/ Associate (Switching and Routing)	Minimum 2 years experience in Network Troubleshooting, Network protocols, routers, Network Administration
07.	Manager (IT) (Security Administrator) (MMG Scale-II)	Min-20 years, Max- 35 years	4 years Engineering Degree in Computer Science/Computer Applications/Information Technology/Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation. OR Post Graduate Degree in Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation/ Computer Science/Information	Minimum 2 years experience in BFSI sector in handling various information security related roles like Firewall management, IPS management, SIEM administration, Antivirus management

			<p>Technology/Computer Applications OR Graduate having passed DOEACC 'B' level <u>Additional Qualification-</u> CISA/CISSP/CISM certification, certification in CEH (Certified Ethical Hacker), OSCP(Offensive Security Certified Professional) are desirable</p>	
08.	Manager (IT) (System Administrator) (MMG Scale-II)	Min-20 years, Max- 35 years	<p>4 years Engineering Degree in Computer Science/Computer Applications/Information Technology/Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation. OR Post Graduate Degree in Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation/ Computer Science/Information Technology/Computer Applications OR Graduate having passed DOEACC 'B' level <u>Additional Qualification-</u> Microsoft Certified System Administrator, Associate level certification in System Administration</p>	Minimum 2 years experience in maintenance and administration of Operating Systems e.g. Windows, Linux, Unix, AiX etc.
09.	Manager (IT) (Big Data Analytics) (MMG Scale-II)	Min-20 years, Max- 35 years	<p>4 years Engineering Degree in Computer Science/Computer Applications/Information Technology/Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation. OR Post Graduate Degree in Electronics/ Electronics & Telecommunications/Electronics & Communication/Electronics & Instrumentation/ Computer Science/Information Technology/Computer Applications OR Graduate having passed DOEACC 'B' level <u>Additional Qualification-</u> Certification in Big Data Analytics/ CRM solution</p>	Minimum 2 years experience in analyzing data, uncover information, derive insight and implement data driven strategies and data models in Big data/ Analytic/CRM solution
10.	Financial Analyst (MMG Scale-II)	Min-20 years, Max- 35 years	Graduates and CFA/ICWA/Full time MBA (Finance) / Full time PGDBM (Finance)*	Minimum 2 years in the area of credit appraisal of big/medium industrial projects in any Scheduled Commercial Banks.**
11.	Manager (Equity/ Mutual	Min-24 years, Max- 35 years	Full time MBA(Finance)/Chartered	Minimum 3 years as equity trader/ dealer in Bank/

	Fund Desk)		Accountant/Cost and Management Account*	Financial Institution/ Insurance Company/ Mutual Fund or reputed Brokerage House
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*In case of dual specializations, one of the fields of specialization should be in the field prescribed. In case of major/ minor specializations, major specialization should be in the stream prescribed. Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specializations are not eligible to apply.

** Candidates are required to submit self undertaking regarding handling of big proposals along with certificate of experience issued by the Head Office/Corporate office of the organization.

IMP – FOR POSTS OTHER THAN SECURITY OFFICER (JMG, SCALE-I), EXPERIENCE WILL BE CONSIDERED AS POST QUALIFICATION EXPERIENCE.

Note:

1. The cut-off date for ascertaining eligibility regarding age, educational qualification and work experience is **01.04.2019**. The date of passing of the examination which is reckoned for eligibility, will be the date mentioned on the Mark Sheet or Provisional Certificate.
2. **All the educational qualifications mentioned should be from a University/Institution/Board recognized by Govt. Of India/approved by Govt. Regulatory Bodies and the final result should have been declared on or before 01.04.2019.** The Educational Qualifications prescribed for the posts are the minimum requirements for eligibility.
Proper document from Board / University for having declared the result on or before **01.04.2019** 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.
3. 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.
4. Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria. No equivalent educational qualification shall be considered as eligible by Bank.
5. Candidates should ensure that he/she fulfils the eligibility criteria & other norms including being in possession of documents specified in this notification before applying for the post.
6. **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%.
7. **Candidates can apply for only one post. Multiple applications will be summarily rejected.**

(C) Relaxation in Upper Age Limit:

S.No	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10years
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 way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	5 years
5	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01-01-80 to 31-12-89	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. 7 (C) (3) to 7 (C) (6). However, it is subject to a maximum upper age limit of 50 years. The applicants, who are coming under creamy layer, are not entitled to the benefits of OBC reservation.
- (ii) The maximum age limit specified in 6(B) above is applicable to General Category candidates.
- (iii) **Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any subsequent stage of the recruitment process as required by Bank.**
- (iv) An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases.
- (v) There is no reservation for Ex-Servicemen in Officers' Cadre.

(D) 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 the vacancies advertised.

Candidates claiming such benefits should produce certificate in original issued by the Competent Authority on or before the last date of online submission of application in the prescribed format, to be downloaded from the website in support of their claim at the time of Interview / at any stage of the recruitment process. Persons with Disabilities will have to work in Branches/ Offices as identified by the Bank.

i) Guidelines for Persons With Benchmark Disabilities using the services of 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. 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 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 fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the recruitment process.
- 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. 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.**

ii) **Guidelines for Persons 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 other wise 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.

iv) **Guidelines for Candidates with Intellectual Disability (ID)**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

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

(E) EWS (Economically Weaker Section)

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019
2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below **Rs.8.00 lakh (Rupees eight lakh only)** are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
 - i.) 5 acres of Agricultural Land and above;
 - ii.) Residential flat of 1000 sq. ft. and above;
 - iii.) Residential plot of 100 sq. yards and above in notified municipalities;
 - iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
3. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
4. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/ interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.
5. The term "**Family**" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
6. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

7. Probation Period for all posts (Post Code 01 to 11):

The candidates joining in JMG Scale-I will remain initially on probation for a period of two (02) years and those joining in MMG Scale-II will remain on a probation period of one (01) year from the date of joining in the Bank's service which may be extended at the Bank's discretion. The confirmation to the Bank's establishment will be considered as applicable in terms of service regulations provided the work, conduct, general ability are found to be of the standards required by the Bank. Confirmation in the service of the Bank may also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste/community verification and other compliances.

8. Financial cum Surety Bond for rendering service to the Bank for minimum period of three years:

Grade / Scale	Bond Amount	Tenure of the Bond
JMG Scale-I	Rs. 1 Lakh	3 Years
MMG Scale-II	Rs. 2 Lakh	3 years

Candidates selected for appointment in the Bank will be required to furnish a "Financial cum Surety Bond" as mentioned above acceptable to the Bank in the specified proforma before joining the Bank on his/her selection, for rendering service for a minimum period of three years from the date of joining the Bank and in the event of his/her

resignation/termination from the post before the end of the specified period, he/she /Surety shall be liable to pay to the Bank the said amount of the Bond together with interest.

9. **Selection Procedure:**

All eligible candidates should apply online within the last date for registering the applications. Eligible candidates will be considered for selection process as under:

Post Code	Selection Process
All Posts(01 to 11)	Online test and Interview

Note: **Selection process may vary depending upon the number of responses received against each post at the discretion of the Bank.**

Merely satisfying the eligibility norms do not entitle a candidate to be called for **Online test/ Interview**. The Bank also reserves the right to shortlist candidates to be considered for interview on the basis of qualification, work experience, age or any other suitable criteria. The Bank reserves the rights to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this advertisement, including criteria for passing/method and procedure for selection.

(A) **Online Test:** The test will be conducted online.

Structure of the online test for the post of **01, 03& 04** is as under:

S.No	Name of the tests	Number of questions	Maximum Marks	Medium of Examination	Duration
1	Reasoning	50	50	English & Hindi	2 hours
2	English Language	50	25	English	
3	General Awareness with special reference to Banking Industry	50	50	English & Hindi	
4	Professional Knowledge	60	60	English & Hindi	45 minutes
5	Total	210	185		

Structure of the online test for the post code **02,05,06,07,08,09,10,11** is as under:

S.No	Name of the tests	Number of questions	Maximum Marks	Medium of Examination	Duration
1	Reasoning	50	50	English & Hindi	2 hours
2	English Language	50	25	English	
3	Quantitative Aptitude	50	50	English & Hindi	
4	Professional Knowledge.	60	60	English & Hindi	45 minutes
5	Total	210	185		

The minimum qualifying marks in each sections of the online test for merit ranking will be decided by the Bank on the basis of the performance of all the Competing candidates taken together in each section to a minimum required level.

(B) **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 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.

(C) **Interview:**

Candidates who have been shortlisted in the Online Examination will subsequently be called for an Interview to be conducted by the Bank. 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 Bank's website. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However the Bank reserves 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 candidate has to secure minimum passing marks in the interview. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PWD candidates). The weightage (ratio) of online exam and interview will be 80:20 respectively. Bank reserves the right to vary cut-off marks.

(D) Final Selection:

Final selection will be made on the basis of aggregate marks obtained by the candidates in the online test and Interview taken together and will be strictly according to the merit.

10. Online Test:

For all posts (Post Codes 01 to 11)	Tentative Date: June 2019
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- (i) Date of examination is tentative. The exact date will be communicated to the candidates through website/call letter for each examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.
- (ii) The online test will be held at the following Centres and the address of the venue will be advised in the call letter.

Centre Code No	Name of Centre	Centre Code No	Name of Centre
01	Bengaluru	07	Bhopal
02	Bhubaneswar	08	Chennai
03	Chandigarh	09	Hyderabad
04	Jaipur	10	Kolkata
05	Lucknow	11	New Delhi-NCR
06	Mumbai/Navi Mumbai/Thane/ Greater Mumbai		

- Request for change of Centre of Examination shall not be entertained. The Bank, however, reserves the right to cancel any of the Centres and/or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate at any centre other than the one he/she has opted for and to waive any of the criteria looking at the requirement and exigencies.

Note: Looking to the requirement and exigencies, Bank may 1) waive / adopt any of the procedures for selection of candidates, 2) relax / increase the cut-offs and / or fix the ratio of the candidates to be called for interview. 3) Hold supplementary selection process, if necessary.

11. How to apply:

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH, SIGNATURE, DECLARATION & THUMB IMPRESSION SCAN AND UPLOAD

Candidates can apply only online from 09.04.2019 to 29.04.2019 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

(ii) Scan Left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

(iii) Scan a hand written declaration (text given below) (In case of candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications).

(iv) Scan the declaration to be uploaded. The text for the hand written declaration is as follows–

“I, (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting document as and when required.”

(v) Ensure that the all these scanned documents adhere to the required specifications as specified below in the advertisement.

(vi) Signature in CAPITAL LETTERS will NOT be accepted.

(vii) The left thumb impression should be properly scanned and not smudged.

(viii) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only.

If it is written by anybody else or in any other language, the application will be considered as invalid.

(ix) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank 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 and mobile no. before applying on-line and must maintain that email account and mobile number

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

PAYMENT OF FEE ON LINE : **09.04.2019 to 29.04.2019** (both days inclusive)

CATEGORY	AMOUNT (Rs.)
SC/ST/PWD	Rs. 100.00
All Others	Rs. 600.00

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

A. Application Procedure

1. Candidates to go to the "**Recruitment Link under Career Section**" on the Bank’s website www.allahabadbank.in and click on **Direct Recruitment of 92 Specialist Officers 2019-20** and then click on the option **“APPLY ONLINE”** which will direct you to online application form.
2. To register application, choose the tab **“Click here for New Registration”** and enter Name, Contact details and Email-id. 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.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing **“SAVE AND NEXT”** button 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **FINAL SUBMIT BUTTON**.
5. 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.
6. Validate your details and Save your application by clicking the ‘Validate your details’ and ‘Save & Next’ button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point “C”.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on ‘FINAL SUBMIT’ ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on ‘Payment’ Tab and proceed for payment.
12. Choose the Payment Mode ONLINE and click on ‘Submit’ button. NO CHANGE IS PERMITTED IN PAYMENT MODE ONCE CHOSEN.

B. Payment of fees (Online mode only)

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. 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.
3. 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
4. On successful completion of the transaction, **an e-Receipt** will be generated.
5. Non-generation of ‘E-Receipt’ indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a printout of the **e-Receipt** and **online Application Form containing fee details**. Please note that if the same cannot be generated online transaction may not have been successful.
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/SIGNATURE IN SUCH CASE.

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 is 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 20 kb – 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 Attendance sheet and wherever necessary.
- The applicant’s signature obtained on the call letter and attendance sheet at the time of the examination should match the

uploaded signature. In case of mismatch, the applicant may 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.

LEFT THUMB IMPRESSION AND HAND WRITTEN DECLARATION IMAGE:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB The left thumb impression and the hand written declaration should be of the applicant and not by any other person. In case of mismatch, the applicant may be disqualified.
- Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

SCANNING THE PHOTOGRAPH/SIGNATURE/LEFT THUMB IMPRESSION & DECLARATION:

- 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 MS Office 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.

Procedure for Uploading the Photograph/Signature/Left Thumb impression and Declaration:

- There will be provision to upload Photograph / Signature / Left Thumb impression and Declaration.
 - Browse and Select the location where the Scanned Photograph / Signature / Left Thumb impression and Declaration 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, signature, left thumb impression and hand written declaration as specified.**

• **Note:**

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged, the candidate's application may be rejected. After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(2) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- (3) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (4) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- (5) Candidates should ensure that the signature uploaded is clearly visible.

12. GENERALINSTRUCTIONS

- (i) Candidates are advised to keep a copy of the print-out of the online application form and e-receipt of payment for their record.
- (ii) Candidates serving in Government/Public Sector Undertakings (including Banks and Financial Institutions) are advised to obtain prior permission from their employer for applying for the post and to submit **“No Objection Certificate”** from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any admissible, will not be reimbursed.
- (iii) Candidates should ensure that he/she has met with the eligibility criteria and complied with the requirements and adhered to the instructions and terms and conditions contained in this notification. Candidates are therefore advised to carefully read the Notification and complete ON-LINE Application Form and submit the same as per the instructions given in this regard.
- (iv) Only candidates willing to serve anywhere should apply.
- (v) No candidate is permitted to carry or use calculators, mobile phones, pagers or any other gadgets/ instruments in the Interview /on-line examination hall.
- (vi) Canvassing in any form will be a disqualification.
- (vii) The Bank would be free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose or the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.
- (viii) All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational and experience certificates as well as caste certificate, certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled instantly.

In case of candidates belonging to OBC category, the certificate should be in the format as prescribed by the Govt. of India and issued by the Competent Authority inter-alia, specifically stating that the candidate does not belong to the Creamy Layer section excluded from the benefits of reservation for OBCs in Civil posts and services under Govt. of India i.e. carrying CREAMY LAYER clause. The certificate containing the **"NON CREAMY LAYER CLAUSE"** should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for).

It should be submitted by the applicant at the time of interview. Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "GENERAL" while making online registration.

- (ix) Candidates will have to appear for the Online Test and / Interview at their own expenses and risks and the Bank will not be responsible for any injury/ losses etc. of any nature. However, SC/ST unemployed candidates attending the interview will be reimbursed 2nd class to & fro rail/ bus fare by the shortest route on production of evidence of travel as per Government guidelines.
- (x) Any request for change of address /email ID will not be entertained.
- (xi) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- (xii) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.
- (xiii) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue of a candidate(s).
- (xiv) Appointment of selected candidates is subject to his/ her being found eligible, medically fit, satisfactory character & antecedents reports along with police and caste certificate verification as per the requirement of the Bank. Such appointments will also be subject to the Service & Conduct Rules of the Bank.
- (xv) Candidate's admission to the Online test and Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Bank.
- (xvi) Candidates should ensure that the signatures appended by them in all the places, viz. in their call letter, attendance sheet etc. and in all correspondences with the Bank in future, are identical and there should be no variation of any kind.
- (xvii) The candidates must affix their recent coloured passport size photograph from the same negative at the places indicated in the call letter and must sign across the photograph after it is affixed so that a part of the signature spreads over the call letter beyond the photograph. They should also keep some copies of the same photograph

for future, if required. **Please note that Black & White photograph will not be accepted and call letters containing such photograph will be rejected.**

- (xviii) In all the matters regarding reservation, relaxation in respect of SC/ST/OBC etc will be as per the Government guidelines as applicable from time to time.
- (xix) The Competent Authority for the issue of the certificate to SC/ST/OBC/EWS/PWD is as under (as notified by GOI from time to time) :
- For SC/ST/OBC/EWS – (1) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendary Magistrate/ Sub-Divisional Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (2) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (3) Revenue Officer not below the rank of Tehsildar (4) Sub Divisional Officer of the area where the candidate and or his/her family normally resides.
- For Persons with Disabilities: Authorized 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.

Prescribed formats of SC, ST, OBC, EWS, PWD certificates as applicable to be submitted at the time of interview are annexed with this advertisement and that can be downloaded from Bank's website www.allahabadbank.in Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

13. Action Against Candidates Found Guilty of Misconduct:

The candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of Online examination/Interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any other person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- (a) To be disqualified from the Interview (on-line examination, if held) for which he/ she is a candidate.
- (b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by Allahabad Bank.
- (c) For termination of service, if he/ she has already joined the Bank.

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

14. Call Letters for Online examination and Interview:

All eligible candidates will be required to download their call letter from the Bank's website.

15. List of documents to be produced at the time of Interview:

The following documents in original together with a self-attested photograph 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 in the Interview. Non submission of requisite documents by the candidate at the time of Interview will debar his/her candidature from further participation in the Recruitment Process.

- (i) Printout of the valid online test/Interview Call Letter.
- (ii) Valid system generated printout of the on-line application form for registration.
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB).
- (iv) Photo identity Proof as mentioned in point no 16.
- (v) Mark sheets & Certificates for educational qualifications, proper document from Board / University for having declared the result on or before 01.04.2019 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.
- (vii) 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. 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 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.

- (viii) Disability certificate in prescribed format issued by the District Medical Board in case of Person With Disability category. If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the Scribe should be furnished.
- (ix) EWS Certificate, if applicable, in prescribed format issued by the Competent Authority as per Government of India guidelines / instructions, issued from time to time.
- (x) An Ex-serviceman candidate has to produce a copy of the discharge Certificate / Pension Payment Order and documentary proof of rank list / 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 28.04.2020.
- (xi) Candidates serving in Government / Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized 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.
- (xii) Persons eligible for age relaxation under point no- 6 (C) (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 and 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.
- (xiii) Persons eligible for age relaxation under point no- 6 (C) (6) must produce a certificate from the District Magistrate to the effect 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, Department of Financial services communication No. F No. 9/21/2006-IR dated 27/07/2007.

16. Identity Verification:

- (xiv) In the examination hall, 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/ Permanent 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 recognized College/ University/ Aadhar/ E-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 Test.
 - (i) Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
 - (ii) 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 call letter while attending the Test without which they will not be allowed to take up the Test.

17. BIOMETRIC DATA – Capturing and Verification

- It has been decided to capture the biometric data (thumb impression and the photograph) of the candidates on the day of the Online Examination.
- The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
- 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 (thumb) to be captured is injured/ damaged, immediately notify the concerned authority in the test centre.

18. It is reiterated that applicants are advised to keep themselves regularly updated about the alerts/communication regarding the selection process through the Bank's website www.allahabadbank.in. The above advertisement is also displayed in the Bank's website www.allahabadbank.in. Candidates who have applied are requested to visit "**Recruitment link under Career Section**" on Bank's website for updates (including date/s for online test/Interview, results etc.) which may be put up for information.

19. **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 Bank's recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

Place : Kolkata

Date: **06.04.2019**

General Manager (HR)

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

**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.

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

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.

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./ Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/ Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his /her 'family'** is below Rs. 8 lakh(Rupees Eight Lakh only) for the financial year _____. His/Her family does not own or possess any of the following assets***:

- I. acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./ Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and other Backward Classes(Central List).

Signature with seal of office _____
Name _____
Designation _____

**Recent Passport size
attested photograph
of the applicant**

* Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term "Family" for this purpose includes the person who seek benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**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.