

**RECRUITMENT OF HUMAN RESOURCE ON CONTRACT BASIS FOR DIGITAL LENDING DEPARTMENT IN BANK OF BARODA**

***Join India's International Bank For A Challenging & Progressive Career***

<b>Online Registration of Application starts from : 09.11.2020</b>	<b>Last date for Online Registration of Application &amp; Payment of fees: 30.11.2020</b>
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Bank of Baroda, One of India's Largest Banks is looking for qualified Specialist officials on contractual basis for Digital Lending Department who can lead & support the Bank to consolidate and integrate the existing digital lending eco-system, as well as setup new digital lending initiatives for the Bank.

**PLEASE NOTE THAT**

1.	Candidates are advised to check Bank's website <a href="http://www.bankofbaroda.co.in/careers.htm">www.bankofbaroda.co.in/careers.htm</a> regularly for details and updates. Call letters/advice, where required will be sent by e-mail only. All revisions/corrigendum(if any) will be hosted on the Bank's website only
2.	All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advice etc.
3.	A candidate can apply for only one post under this project
4.	The process of Registration of application is complete when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.'
5.	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Short-listing and interview will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank.
6.	Post qualification experience below 6 months in any organization would not be considered

**VACANCIES, QUALIFICATIONS AND OTHER DETAILS IN RESPECT OF VARIOUS POSTS (as on 01.11.2020)**

SL	POST	VACANCIES	AGE	EDUCATION	EXPERIENCE	ROLE & RESPONSIBILITIES
1	Digital Risk Specialist	2	Min 31 Years Max 45 Years	2 year post graduate qualification with specialization in Finance / Economics / Statistics / Mathematics from Institute recognized by AICTE/UGC/Government	Minimum 10 years of overall experience with relevant experience in risk modelling team of a bank / financial institution / credit institution / related organization	<ul style="list-style-type: none"> <li>Develop and maintaining models for measuring and managing Credit risk</li> <li>Conduct deep dive analysis and modeling using quantitative techniques, create credit risk scorecards</li> <li>Provides risk expertise and inputs (market, operational, credit) while building overall digital products and processes</li> <li>Collaborates with product management team to implement and measure key metrics, build best-class credit strategies, and design hypothesis-driven experiments</li> <li>Develops and calibrates credit risk models by applying BOBs modelling standards</li> <li>Supports bank wide credit risk modelling team to improve the measurement and monitoring of existing models</li> <li>Creates documents for risk related approvals and support in approval process – RCSA (Risk Control and Self-Assessment), CPC (Credit Policy Committee), RMCB (Risk Management Committee of Board) approval.</li> </ul>
2	Lead – Digital Business Partnerships	1	Min 29 Years Max 45 Years	Graduation degree in any stream from Institute recognized by AICTE/UGC/Government  Candidates with 2 year post graduate qualification with specialization in Marketing or Finance from Institute recognized by AICTE/UGC/Government will be given preference	Minimum 8 years of overall experience with relevant experience in digital strategic partnerships and B2B sales preferably for a bank / financial organization	<ul style="list-style-type: none"> <li>Develops and executes an integrated Digital partnership approach to improve sales and brand presence</li> <li>Establishes relationships with key decisions makers and influencers in the partner organizations</li> <li>Navigate internal &amp; external stakeholders to run the partnership discussions end to end; including identifying the right opportunities, negotiation and closure</li> <li>Define the roadmap, execution plans and success measurement for various partnership opportunities</li> <li>Analyzes market trends to identify potential partners and impact on their business through collaboration with BOB</li> <li>Performs cost-benefit analysis for potential partnerships</li> <li>Addresses key concerns from potential partner organizations and presents solutions that are beneficial to both parties</li> <li>Builds trust and professional relationships with partners during the sales process to ensure successful deal closure</li> </ul>
3	Lead Digital Sales	1	Min 29 Years Max 45 Years	Graduation degree in any stream from Institute recognized by AICTE/UGC/Government  Candidates with 2 year post graduate qualification with specialization in Marketing from Institute recognized by AICTE/UGC/Government will be given preference	Minimum 8 years of overall experience with relevant experience in leading a digital sales team. Candidates with experience of leading a digital sales team in bank / fintech organizations will be given preference.	<ul style="list-style-type: none"> <li>Develop strategies to drive qualified traffic on BoB's online platforms</li> <li>Deploy successful lead generation initiatives and own their implementation from ideation to execution</li> <li>Manage all modes including organic and paid acquisition channels</li> <li>Analyze consumer behavior and determine customer personas to facilitate lead generation</li> <li>Identify opportunities to reach new market segments and expand market share</li> <li>Produce valuable and engaging content for all channels that attract and convert the target groups</li> <li>Build strategic relationships and partnerships with key industry players, agencies and vendors</li> <li>Measure and report on the performance of lead generation campaigns, gain insight and assess against goals.</li> <li>Excellent written and verbal communications skills.</li> <li>Strong visual communicator with experience in stakeholder management</li> </ul>
4	Digital Analytics Specialist	1	Min 27 Years Max 40 Years	Graduate degree with specialization in Finance / Economics / Statistics / Mathematics from Institute	Minimum 6 years of overall experience with relevant experience in Digital Analytics team of a bank / financial institution / credit institution / related	<ul style="list-style-type: none"> <li>Analyzes market data and generates insights in coordination with ACOE</li> <li>Analyzes data from internal sources such as CRM, CBS, etc. and providing strategic inputs for developing new products/ processes</li> <li>Identifies, analyzes, and interprets trends or patterns in complex data sets</li> <li>Documents key insights and creates summary reports for consumption by product managers and respective vertical leads for development of new products and optimization of existing processes</li> </ul>

				<p>recognized by AICTE/UGC/Government</p> <p>Candidates with 2 year post graduate qualification (degree/diploma) with specialization in Finance / Economics / Statistics / Mathematics from Institute recognized by AICTE/UGC/Government will be given preference</p>	<p>organisation</p>	<ul style="list-style-type: none"> <li>Work collaboratively with multiple internal stakeholders for data collection and validation</li> <li>Reinforce the importance of making strategic, numbers-driven decisions</li> <li>Works towards creating a data driven decision making process</li> </ul>
5	Innovation & Emerging Tech Specialist	1	<p>Min 29 Years</p> <p>Max 40 Years</p>	<p>2 year post graduate qualification in Technology from Institute recognized by AICTE/UGC/Government</p>	<p>Minimum 6 years of overall experience with at least relevant experience of launching and managing innovative technology solutions preferably in a bank / financial institution / technology startup</p>	<ul style="list-style-type: none"> <li>Explores usage of innovative solutions and platforms involving cutting edge technologies like AI, Blockchain, AR, IOT etc.</li> <li>Serves as an internal consultant to the Digital department on issues related to innovation / emerging technologies</li> <li>Assesses feasibility and viability of emerging technology solutions</li> <li>Coordinates with product managers and business leads to test business value of proposed new and disruptive technologies</li> <li>Identifies strategic business opportunities in coordination with function leads, digital business partnerships and other leads</li> <li>Analyzes and drives partnership opportunities with emerging technology digital partners</li> <li>Ensures risks associated with new technologies are effectively identified and accounted for</li> </ul>
6	Digital Journey Specialist	1	<p>Min 26 Years</p> <p>Max 35 Years</p>	<p>Graduate degree from Institute recognized by AICTE/UGC/Government.</p> <p>Candidates with 2 year post graduate qualification (degree/diploma) with specialization in Marketing from Institute recognized by AICTE/UGC/Government will be given preference</p>	<p>Minimum 5 years of overall experience with relevant experience in designing customer journeys and leading process teams in the area of customer experience in financial sector</p>	<ul style="list-style-type: none"> <li>Lead overall digital journey program portfolio within DLD</li> <li>Builds end to end digital journeys by performing user research, external benchmarking, designing of the concept, customer journey mapping, roadmap development &amp; prioritization etc.</li> <li>Reimagine digital journeys by working closely with cross functional experts</li> <li>Represents the voice of the customer and works on continuously improving digital journeys for different personas</li> <li>Provides expert input with respect to customer behavior patterns and its linkages to product &amp; journey design</li> <li>Supports department in creating a differentiated customer experience (with respect to existing products in the market) by designing, developing and implementing services from an end-to-end mindset</li> <li>Identifies latest features &amp; user stories that will improve the overall experience for the customer</li> <li>Supports the Business Product Managers and Vertical Leads in defining business requirements</li> <li>Supports the Business Product Managers in designing the overall product roadmap</li> <li>Maintains close contact with external customers and is aware of on-ground realities</li> <li>Keeps abreast on latest trends, developments &amp; innovations with respect to digital journeys</li> <li>Identifies and establish relevant KPIs to measure the impact of digital journey experiences</li> <li>Tracks, monitors and analyzes the improvements in customer experience</li> </ul>
7	Digital Sales Officer	3	<p>Min 26 Years</p> <p>Max 35 Years</p>	<p>Graduate degree from Institute recognized by AICTE/UGC/Government</p>	<p>Minimum 5 years of overall experience with relevant experience of working in digital sales and marketing team preferably in BFSI sector.</p> <p>Candidate specializing in Digital Marketing &amp; Sales with proven experience in Search engine optimization, pay per click campaigns, Social Media Marketing &amp; Sales, Content Creation and Campaign creation and execution is preferred.</p>	<ul style="list-style-type: none"> <li>Assist Lead to develop strategies to drive qualified traffic on BoB's online platforms</li> <li>Execute lead generation initiatives and own their implementation from ideation to execution</li> <li>Identify emerging areas of interest among customers (e.g. new technologies, trends) and develop plans for connecting them back to Bank's products and services</li> <li>Work with Lead Digital Sales to set KPIs for different digital channels; use metrics to evaluate effectiveness in meeting target goals</li> <li>Publish periodic reports basis analysis of lead generation initiatives, track performance and highlight trends</li> <li>Identify trends and insights in order to achieve maximum ROI in lead generation initiatives</li> <li>Research and implement search engine optimization recommendations. Curate high-quality, effective web content that engages target customer</li> <li>Excellent written and verbal communications skills.</li> <li>Strong visual communicator with an understanding of how to present information, working within an established brand</li> </ul>
8	UI/UX Specialist	1	<p>Min 25 Years</p> <p>Max 32 Years</p>	<p>The candidate must hold a degree in Engineering/Tech nology recognized by AICTE/UGC/Government</p> <p>Candidate with below mentioned qualification will be given</p>	<p>Minimum 3 years of fulltime experience working with leading organisation in BFSI Sector</p>	<ul style="list-style-type: none"> <li>Gather and evaluate user requirements in collaboration with product managers, technical analysts and development team</li> <li>Work closely with business, product development, vendors etc. to provide inputs on design feasibility, usability and interactions</li> <li>Work with development team/vendor on creation of user design interfaces for proposed solutions and test designs for intuitiveness and experience</li> <li>Oversee creation of profiles, personas, scenarios, site maps, wireframes and define required elements for user centred design</li> <li>Monitor the design of wireframes, mock-ups and prototypes as per requirements specifications</li> <li>Monitor translation of UI/UX wireframes and mock-ups into required functional pages and applications as per platform requirement</li> <li>Ensure execution of all visual design stages from concept to final hand-off to IT/Development</li> <li>Analyse UI/UX issues, support with RCA and provide inputs for iterations planning</li> </ul>

				preference a) Masters/ Post Graduate b) Certifications in the below mentioned fields: <ul style="list-style-type: none"> <li>• UI/Graphic/User Interaction Experience &amp; Design</li> <li>• Design Thinking for Innovation</li> <li>• Consumer Neuroscience &amp; Neuromarketing Strategic Design Management</li> <li>• Aligning Business, Brand and Behavior</li> </ul>		<ul style="list-style-type: none"> <li>• Establish and promote design guidelines, best practices and standards</li> <li>• Experience in creating wireframes, storyboards, user flows, process flows and site maps</li> </ul>
9	Testing Specialist	2	Min 25 Years Max 32 Years	Graduate or 2 year Post Graduate Qualification from Institute recognized by AICTE/UGC/Government with specialization in Information Technology/Computer Science/Computer Applications Minimum 3 years of software development/testing experience. Candidates with experience in system test execution, defect investigation and test reporting will be preferred		<ul style="list-style-type: none"> <li>• Oversee the creation of detailed test strategies, use-cases and scenarios basis FRD and details given by business and technical analyst</li> <li>• Ensure all design and development phases of product creation meet quality criteria through test planning, test execution, quality assurance and issue tracking</li> <li>• Evaluate and ensure codes are as per standards and best practices</li> <li>• Work closely with developers and analysts to prepare test plan and monitor execution as per need</li> <li>• Plan and manage product, system and end-to-end testing on multiple environments. Maintain logs and documents for test outcomes</li> <li>• Maintain and review Test results/reports, reports bugs and errors and provide inputs to developers</li> <li>• Provide inputs for test iterations planning and support in RCA for issues during every stage of product design and development</li> <li>• Conduct research and stay updated on new testing methodologies and tools in the industry</li> <li>• Should be proficient in Testing methodologies, techniques with hands on experience in leading modules/ Teams of at least 2 - 3 years' experience</li> <li>• Deep knowledge of test management tools along with previous experience of working with same</li> </ul>

**Credit History:** In case a candidate is selected, apart from the mandatory qualifications/experience as above, the candidates is required to fulfill the condition of having a minimum CIBIL score of 650 or above at the time of joining. The Score is as decided by the Bank from time to time.

**Application fees:** Rs. 600/- for Unreserved, EWS & OBC candidates + applicable taxes & transaction charges  
 Rs. 100/- for SC, ST & PWD + applicable taxes & transaction charges

**RESERVATION IN POSTS:-**

POST/S	SC	ST	OBC	EWS	UR	TOTAL	Out of Which for PWD			
							OC	HI	VI	ID
Sl. No.1 to 3	-	-	1	-	3	4	-	-	-	-
Sl. No. 4 & 5	-	-		-	2	2	-	-	-	-
Sl. No. 6 to 9	1	-	1	1	4	7	-	-	-	-

**Abbreviations stand for:** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker sections, UR- Unreserved, PWD - Persons With Disability, OH-Orthopedically Handicapped, HI - Hearing Impaired, VI- Visually Impaired, ID - Intellectually Disabled. Please note that change of category will not be permitted at any stage after registration of online application.

**A. REMUNERATION:**

Remuneration offered will be on CTC basis as per market benchmarks and is negotiable based on candidate's qualifications, experience and overall suitability for the respective posts. However, Compensation will not be a limiting factor for the right candidate and will be discussed on a case to case basis, and will be considered based on various factors viz the qualifications, experience and overall suitability of the successful candidates for the said post.

**B. NATURE OF EMPLOYMENT**

Contractual Engagement for a period of 3 years, with periodic performance review. The term of engagement may be extended at the option of the Bank.

**C. LOCATION OF POSTING :** The location of posting shall be Mumbai. The candidate may be deputed to work with the team(s) within the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.

#### D. **SELECTION PROCEDURE:**

Selection will be based on short listing and subsequent round of Personal Interview and/or Group Discussion and/or any other selection method.

- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call for selection process, candidates in a ratio, at its sole discretion.
- Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (GD/PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in test/Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection, GD and/or PI and/or other selection method (as the case may be) and sufficiently high in the merit to be shortlisted for subsequent process.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.

#### E. **HOW TO APPLY:**

**Candidates are required to have a valid personal email ID and Contact Number.** It should be kept active till completion of this recruitment project. Bank may send call letters for GD and/or interview and/or Selection Process on 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 Online.

##### a) **GUIDELINES FOR FILLING ONLINE APPLICATION:**

- i. Candidates will be required to register themselves online through Bank's website [www.bankofbaroda.co.in/careers.htm](http://www.bankofbaroda.co.in/careers.htm) and pay the application fee using Debit Card / Credit Card / Internet Banking etc.
- ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph and signature. Please refer to Annexure I regarding scanning of photograph & signature.
- iii. Candidates should visit Bank's website [www.bankofbaroda.co.in/Careers.htm](http://www.bankofbaroda.co.in/Careers.htm) and open the appropriate Online Application Format, available through the link being enabled on the Career Page - current Opportunities on the Bank's website
- iv. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "VERIFY" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.
- v. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
- vi. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- viii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.

##### b) **PAYMENT OF FEES:**

- i. Application fees and Intimation Charges (Non-refundable) Rs. 600/- for General and OBC candidates (plus applicable GST & transaction charges) and Rs. 100/- (Intimation charges only) for SC/ ST/PWD candidates (plus applicable GST & transaction charges). Bank is not responsible if any of the candidates makes more than one payments, no request for refund of fee's shall be entertained.
- ii. Fee payment will have to be made online through payment gateway available thereat.
- iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
- vi. If the online transaction is not successfully completed, please register again and make payment online.
- vii. There is also a provision to reprint the application form containing fee details, at later stage.

##### c) **GENERAL INFORMATION:**

- i) The selected candidate will be required to sign an employment contract.
- ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (01.11.2020) and also ensure that the particulars furnished by him/her are correct in all respects.
- iii) In case of multiple applications only, the last valid (complete) application will be retained and the application fee/intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- iv) Candidates will have to appear for the GD/interview/Selection Process at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates called for GD/ interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings /Local Government, Institutions and Panchayats etc.
- v) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- vi) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- vii) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice.

- viii) Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- ix) **Intimations, where required will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorised Bank's website [www.bankofbaroda.co.in](http://www.bankofbaroda.co.in) for latest updates.
- x) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

#### F. ANNOUNCEMENTS

All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorised Bank's website [www.bankofbaroda.co.in](http://www.bankofbaroda.co.in) from time to time under **Career section/web page → Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Banks' website shall be treated as initiation to all the candidates who have applied for the said project.

**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 recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for GD/ interview / selection process. The Bank reserves the right to call only the requisite number of candidates for GD/ interview / selection process after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of test /GD/ interview or to cancel the Recruitment Process entirely at any stage without assigning any reason.

**Mumbai**  
**09.11.2020**

**General Manager (HRM)**

**GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE :**

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

**(i) Photograph Image :-**

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

**(ii) Signature Imaging :-**

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 200kb.
- Ensure that the size of the scanned image is not more than 200kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

**(iii) Scanning the photograph & signature :-**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. 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).
5. 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 MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 200kb by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 200kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.*

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

**(iv) Procedure for uploading the Photograph and Signature :-**

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature".
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the upload button.

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

**Note:-**

1. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
2. After registering online, candidates are advised to take a printout of their system generated online application forms.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

NOTE: INSTRUCTIONS FOR UPLOADING OTHER DOCUMENTS AS AND WHEN REQUIRED BY THE BANK IN SUPPORT OF ELIGIBILITY SHALL BE DISPLAYED ON THE RESPECTIVE WEBPAGE



## ANNEXURES - FORMS

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

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

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

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

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

.....2

:: 2 ::

# 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.

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

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

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

Dated : \_\_\_\_\_ District Magistrate

Deputy Commissioner etc.

Seal

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

\*\* - As amended from time to time.

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

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

**FORM-I**

**Disability Certificate**

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

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

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

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_ permanent resident of House

No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above,

and am satisfied that :

(A) he/she is a case of :

- Iocomotor 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 Sh  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_\_  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident  
House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Po  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed  
above, and are satisfied that :

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

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

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

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

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

3. Reassessment of disability is :

(i) not necessary,

Or

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

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

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

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

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

FORM - III

Disability Certificate

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

(Prescribed proforma subject to amendment from time to time)

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

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

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_

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

House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post

Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed

above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of percentage

physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant

disability in the table below :

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

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

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

3. Reassessment of disability is :

(i) not necessary,

Or

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

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



# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Countersigned

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

<p>Signature/Thumb impression of the person in whose favour disability certificate is issued.</p>
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Government of .....

(Name & Address of the authority issuing the certificate)

**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. 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

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 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.

\*\*\*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.

**NOTE :-**

The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS : -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.