



## **BARODA CORPORATE CENTRE, MUMBAI**

### **Admission to Baroda Manipal School of Banking**

We are looking for young, energetic, and innovative minds who can be imparted with the necessary knowledge and skills required to be good all-round bankers through a -9- (nine) months Post Graduate Certificate in Banking and Finance course in Baroda Manipal School of Banking.

The course consists of -9- month on campus program and on successful completion of the course, the candidate would be awarded a Post Graduate Certificate in Banking & Finance and will be offered appointment in the Bank as **Probationary Officer in Junior Management Grade / Scale-I**.

However, immediately after joining the Bank, a -3- month Work Integrated Learning (WIL) in the form of On the Job Training will have to be carried out by the candidates at a Bank of Baroda branch, the completion of which will lead to the award of a Post-Graduate Diploma in Banking & Finance by Manipal Academy of Higher education (MAHE).

Candidates shall be selected through a selection process consisting of online exam (objective + descriptive) followed by Psychometric Assessment, Group Discussion and Personal Interview.

Admission to the -9- month Post Graduate Certificate in Banking and Finance course from Manipal Academy of Higher education (MAHE) to be conducted at the Baroda Manipal school of Banking, comes with the **assurance of a full-fledged Banking career with Bank of Baroda** on successful completion of the course and also subject to fulfilment of other terms and conditions.

<b>Schedule of Events</b>	<b>Dates</b>
Start date for Online Registration	12.06.2018
Online Payment of Application Fees / Intimation Charges	12.06.2018 to 02.07.2018
Last date for Online Registration including Edit / Modification of Application by candidates (including far flung areas)	02.07.2018
Download of Call letters for Online Examination (Tentative)	After 18.07.2018
Date of Online Examination (Tentative)	28.07.2018

### **STUDENTS INTAKE (FOR THE SELECTION EXERCISE OF 2018-19)**

A total of 600 students will be inducted in Baroda Manipal School of Banking through the current selection exercise for 2018-19 (April 2018 to March 2019). The intake of students in batches will be decided by the Bank, as per the requirement.

The total number of student intake and reserved student intake as given hereunder are provisional which may vary depending upon future needs of the Bank & availability of candidates under the respective category:

<b>Number of students intake</b>					<b>Age (As on 02.07.2018)</b>	
<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>UR</b>	<b>Total</b>	<b>Minimum</b>	<b>Maximum</b>
90	45	162	303	<b>600</b>	20 years	28 years

**Note:** 4% Seats are reserved for PWD (Persons with Disabilities) candidates, to be equally distributed between OC, HI, VI & ID. The reservation for PWD is on horizontal basis. The selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/UR) to which they belong.

**Abbreviations stand for:** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Class, PWD – Person with Disability, OC - Orthopedically Challenged, HI - Hearing Impaired, VI - Visually Impaired, ID – Intellectual Disability.

### **PROGRAMME FEES**

The fees for this Course will be ₹ 3, 45, 000/- (all inclusive of boarding, Lodging and course fees, other fees, etc.) plus applicable taxes to be paid by the student.

Apart from the above course fees, the exam fees for undergoing various Certification exams viz. NISM (Mutual Funds) and NISM (Depository services) as mandated under the course will have to be borne by the candidates, as per the fees charged by NISM from time to time for conducting these Certification exams. Currently, the fees for NISM (Mutual Funds) and NISM (Depository services) certification exams comes to ₹ 2500/- per candidate.

### **FINANCING / LOAN OPTIONS**

Students can finance the course fees by availing an Education Loan which will be granted by Bank of Baroda at a highly concessional rate of interest of 8% p.a. Students can therefore obtain a high quality specialized course in Banking and Finance without any monetary burden on them and fully financed by the Bank.

The EMIs for the loan would start on completion of the course duration (i.e. one year from admission). There would be no recovery of EMIs or interest during the training period and the interest accrued during this period would be recovered along with the normal EMIs. The EMIs are spread over a period of 84 months (7 years) to ensure that there is minimal impact in the monthly earnings of the PO.

The selected candidates can also avail loan for purchase of Laptop to the maximum limit of ₹ 35,000/-, if the student wishes to do so. Actual cost of purchasing a laptop or ₹ 35,000/-, whichever is lower (in case the candidate is desirous of purchasing a laptop) will be financed as loan to the selected candidates.

### **REIMBURSEMENT OF COURSE FEE**

After completion of 5 years of active service in the Bank, the course fee of ₹ 3, 45, 000/- shall be reimbursed by the Bank as 'Loyalty Bonus' to the officer who pass out from Baroda Manipal School of Banking.

## **1. ELIGIBILITY CRITERIA AND GENERAL INFORMATION**

### **1.1. 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 necessary may be admitted to the examination / interview conducted by the Bank but on final selection, the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him / her.

### **1.2. Educational Qualifications (As on 02.07.2018):**

A Degree (Graduation) with minimum 55% (50% for SC/ST/PWD) marks in any discipline from a recognized University or any equivalent qualification recognized as such by Central Government.

All the educational qualifications mentioned should be from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies and the result should have been declared on or before 02.07.2018. Proper document from Board / University for having declared the result on or before 02.07.2018 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.

**Calculation of Percentage:** The graduation percentage and class will be calculated as per the University norms for calculation of percentage and declaration of class / results. The graduation percentage / class as appearing in the Final Year / semester / consolidated mark-sheet & Provisional / Degree Certificate will be taken into consideration for eligibility. In case the graduation percentage / class is not clearly mentioned in the mark-sheet/certificate, the candidate has to produce a certificate issued by the appropriate authority of University / Institute indicating graduation percentage / class as per the University norms for awarding degree.

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.

Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 54.99% will be treated as less than 55% and 49.99% will be treated as less than 50%.

### **1.3. Age (as on 02.07.2018) Minimum 20 years - Maximum 28 years:**

A candidate must have been born not earlier than 03.07.1990 and not later than 02.07.1998 (both dates inclusive)

### **A) Relaxation in Upper Age Limit**

<b>Sr. No</b>	<b>Category</b>	<b>Age Relaxation</b>
A	Scheduled Caste/ Scheduled Tribe candidates	5 years
B	Other Backward Class (Non-Creamy Layer) candidates	3 years
C	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
D	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
E	Persons affected by 1984 riots	5 years
F	Persons with Disabilities (PWD)	
	Persons with Disabilities – SC / ST	15 years
	Persons with Disabilities – OBC	13 years
	Persons with Disabilities – General	10 years

#### **Note:**

- i. Government guidelines in respect of age relaxation admission to an ex-serviceman shall be applicable.
- ii. The maximum age limit specified, as on 02.07.2018, is applicable to General Category candidates.
- iii. 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.
- iv. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by Bank

### **B) 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.

**(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.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- **The 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 to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**

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

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

**(iii) Guidelines for Visually Impaired candidates**

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

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

**It is clarified that Persons with Disabilities on absorption in the Bank after their successful completion of the course, will have to work in branches / offices.**

## 2. APPLICATION FEE AND INTIMATION CHARGE (Non-refundable)

Category of Applicant	Amount of Fees / Intimation Charges (Non-refundable)
SC / ST / Persons with Disability (PWD)	₹ 100/-
GEN / OBC	₹ 600/-

**Online payment of non-refundable application fee / Intimation charges along with the applicable GST and Bank transaction charges have to be borne by the candidates.**

### 2.1. Mode of Payment

- i. Candidates have to make the payment of requisite fee/intimation charges through ONLINE mode only.
- ii. Candidates have the option of remitting fees via **ONLINE MODE** only, where the application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- iii. The payment can be made using only Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- iv. **On successful completion of the transaction, an e-receipt would be generated.**
- v. **Candidates are required to take a print of the e-receipt and online application. Online payment receipt will have to be produced, at the time of online test or interview, as the case may be.**
- vi. If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- vii. **Without call letter and online payment receipt, the candidates will not be allowed to appear for online Test / Interview.**

### NOTE:

- 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 charges.
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- *Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded on any account nor can it be held in reserve for any other recruitment or selection process.*

## 3. SELECTION PROCESS

Candidates shall be selected by BOB through a selection process consisting of an (open) online exam followed by Group Discussion and Interview.

The selection process aims at getting applicants who are likely to succeed at various roles in the Bank. The endeavor is to select people who are bright, have good communication skills (both oral and written), are dedicated, can work effectively in teams, are passionate about their career goals and who display integrity and a positive attitude.

### 3.1. Online Examination:

The structure of the online examination will be as follows:

S No	Name of Tests (NOT BY SEQUENCE)	No. of Questions	Maximum Marks	Medium of Exam	Time allotted for each test
1	Reasoning and Computer Aptitude	50	75	English & Hindi	Composite time of 2 Hours 30 minutes
2	General/Economy/Banking Awareness	40	40		
3	Quantitative Aptitude	40	50		
4	English Language	35	35	English	
	<b>TOTAL</b>	<b>165</b>	<b>200</b>		<b>2 Hours 30 minutes</b>
5	English Language (Letter writing & Essay)	2	50	English	30 minutes

Bank reserves the right to modify the structure of the examination which will be intimated through Bank's website.

The descriptive paper of only such candidates who secure a minimum qualifying mark in the objective test will be assessed.

Other detailed information regarding the examination will be given in an information Handout, which will be made available for the candidates to download along with the call letters from the Bank's official website.

#### 3.1.1. Penalty for Wrong Answers:

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

Candidates are required to obtain a minimum score in each test and also a minimum total score in the online test to be shortlisted for Psychometric Assessment Test, Group Discussion & Interview. Candidates will be shortlisted for Group Discussion & Interview depending on the number of vacancies, cut-off in each test and total marks secured in the online test as decided by the Bank.

### 3.2. Group Discussion (GD)/Personal Interview (PI)/Psychometric Test:

- i. The aggregate marks of candidates qualifying in the Online Test will be arranged in descending order in each category and the candidates in the order of merit, subject to 4 times the number of intake in each category, will be called for Group Discussion and Interview. The qualifying marks in Online examination, Group Discussion & Interview will be as decided by the Bank.
- ii. The Final merit list for selection shall be arrived at on the basis of scores obtained by the candidates in Online test (objective + descriptive), Group Discussion and Interview.
- iii. 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.

- iv. A candidate should qualify in all the processes of selection, i.e. Online Examination, GD and Personal Interview and sufficiently high in the merit to be shortlisted for selection subject to the vacancies available under the respective category.

***While appearing for GD/PI, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ connect any certificate/remittance/ document sent separately.***

### **3.2.1. List of Documents to be produced at the time of GD/ PI (as applicable):**

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

- i. Printout of the valid GD/ Interview Call Letter
- ii. Valid system generated printout of the online application form
- iii. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
- iv. Photo Identify Proof
- v. Individual Semester/Year wise Mark sheets & certificates for educational qualifications including the final degree/diploma certificate. Proper document from Board/ University for having declared the result on or before 02.07.2018 has to be submitted.
- vi. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC / ST / OBC category candidates. ***(as enclosed in the Annexure)***
- 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. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year as on the date of advertisement). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
- viii. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.
- ix. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 02.07.2018.
- x. 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.



- xi. Persons eligible for age relaxation under “**Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989**” must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- xii. Persons eligible for age relaxation under “**Persons affected by 1984 riots**” must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- xiii. Any other relevant documents in support of eligibility.

**Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above and shall make the candidate ineligible for further process of selection.**

**No documents should be directly sent to the Bank by candidates before or after the interview**

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

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

**For Persons with Benchmark 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 Orthopedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

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

The aggregate marks of candidates qualifying in the Online Test will be arranged in descending order in each category and the candidates in the order of merit, subject to 4 times the number of intake in each category, will be called for Group Discussion and Interview. The qualifying marks in Group Discussion & Interview will be as decided by the Bank.

The final merit list for selection will be on the basis of performance in Online Test (objective + descriptive), Group Discussion and Interview.

#### **4. Centres for online test:**

The state-wise list of centres for the online test is given below. The exact address of the venue will be advised in the call letters.

- Objective type test will be conducted online in venues across centres in India.
- Bank, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, depending upon the response, administrative feasibility, etc.
- As far as possible candidates will be allotted to a centre of his/her choice however Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- No request for change of centre for Examination shall be entertained.

<b>Sr. No.</b>	<b>State</b>	<b>Exam Centre</b>
1	<b>Andhra Pradesh</b>	Ananthapur, Chirala, Chittoor, Guntur, Hyderabad, Kakinada, Kadapa, Kurnool, Nellore, Ongole, Puttur, Rajahmundry, Srikakulam, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram
2	<b>Arunachal Pradesh</b>	Itanagar, Naharlagun
3	<b>Assam</b>	Dibrugarh, Guwahati, Jorhat, Kokrajhar, Silchar, Tezpur
4	<b>Bihar</b>	Arrah, Aurangabad, Bhagalpur, Bihar Sharif, Darbhanga, Gaya, Muzzafarpur, Patna, Purnea, Samastipur, Siwan
5	<b>Chhattisgarh</b>	Bhilai, Bilaspur, Raipur
6	<b>Gujarat</b>	Ahmedabad, Anand, Bhavnagar, Gandhinagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara
7	<b>Haryana</b>	Ambala, Bahadurgarh, Gurgaon, Hissar, Karnal, Kurukshetra, Palwal, Yamuna Nagar
8	<b>Himachal Pradesh</b>	Baddi, Bilaspur, Dharamshala, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmour, Solan, Una
9	<b>Jammu &amp; Kashmir</b>	Baramula, Jammu, Kathua, Samba, Srinagar
10	<b>Jharkhand</b>	Dhanbad, Hazaribagh, Jamshedpur, Ranchi, Bokaro
11	<b>Karnataka</b>	Bangalore, Belgaum, Bellary, Bidar, Davangere, Dharwad, Gulbarga, Hubli, Mandya, Mangalore, Mysore, Shimoga, Udupi
12	<b>Kerala</b>	Alappuzha, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thiruvananthapuram, Thrichur
13	<b>Madhya Pradesh</b>	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain
14	<b>Maharashtra</b>	Amaravati, Aurangabad, Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Mumbai/ Thane/ Navi Mumbai, Nagpur, Nanded, Nasik, Pune, Ratnagiri, Sangli, Satara
15	<b>Manipur</b>	Imphal
16	<b>Meghalaya</b>	Ri-Bhoi, Shillong
17	<b>Mizoram</b>	Aizawl
18	<b>Nagaland</b>	Kohima
19	<b>Odisha</b>	Angul, Balasore, Bargarh, Baripada, Berhampur(Ganjam), Bhubaneshwar, Cuttack, Dhenkanal, Jharsuguda, Rourkela, Sambalpur
20	<b>Puducherry</b>	Puducherry

21	<b>Punjab</b>	Amritsar, Bhatinda, Fategarh Sahib, Jalandhar, Ludhiana, Mohali, Pathankot, Patiala, Phagwara, Sangrur
22	<b>Rajasthan</b>	Ajmer, Alwar, Bhilwara, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
23	<b>Tamil Nadu</b>	Chennai, Coimbatore, Dindigul, Kanchipuram, Krishnagiri, Madurai, Nagercoil, Namakkal, Perambalur, Salem, Thanjavur, Thiruchirapalli, Thiruvallur, Thoothukodi, Tirunelveli, Vellore, Virudhunagar
24	<b>Telangana</b>	Hyderabad, Karimnagar, Khammam, Warangal
25	<b>Tripura</b>	Agartala
26	<b>Uttar Pradesh</b>	Agra, Aligarh, Allahabad, Banda, Bareilly, Bulandshaher, Faizabad, Gonda, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Varanasi
27	<b>Uttarakhand</b>	Dehradun, Haldwani, Haridwar, Roorkee
28	<b>West Bengal</b>	Asansol, Bardhaman, Berhampur, Durgapur, Hooghly, Howrah, Kalyani, Greater Kolkata, Siliguri

#### **Call letters for the online examination:-**

The date of the Online Examination is **tentatively fixed on 28.07.2018**. However, the exact date and time of the examination will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Examination.

**The Candidates should note that all the instructions / intimations will be provided on the Bank's website. The candidates are requested to check the website for the same from time to time for important dates and notifications.**

**Decision of the Bank in respect of all matters pertaining to this admission process would be final & binding on all candidates.**

#### **4. HOW TO APPLY**

- i. **Candidates are required to apply Online through the link given in the career page of Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com). No other means/ mode of application will be accepted.**
- ii. **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active till completion of this selection process. Bank may send call letters for Online test, GD, interview, Offer of admission, etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
- iii. Candidates should scan their photograph and signature, ensuring that both the photograph (4.5cmX3.5cm) and signature adhere to the required specifications as given in Annexure I to this Advertisement.
- iv. **Signature in CAPITAL LETTERS shall NOT be accepted.**
- v. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **FINAL SUBMIT** button. Visually Impaired candidates 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.

- vi. Use of special characters while filling the form will not be allowed. **In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered.** When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be **available for three times only**. Once the application is filled in completely, candidate should submit the data.
- vii. There is a provision to modify the online application **prior to submission only**. Candidates are requested to make use of this facility to correct the details in online application, if any.
- viii. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
- ix. **An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid**
- x. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

**NOTE:**

- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. **Print out of the same should NOT be sent to the Bank.**
- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam.
- Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

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

## **5. CALL LETTERS FOR ONLINE TEST/ GD/ INTERVIEW**

- i. The Centre, venue address, date and time for examination, GD and interview shall be intimated in the respective Call Letter.
- ii. An eligible candidate should download his/her call letter from the Bank's website **www.bankofbaroda.com** by entering his/ her details i.e. Registration Number and

Password/Date of Birth. No hard copy of the call letter/Information Handout etc. will be sent by post/courier.

- iii. Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for this project. Bank will not take responsibility for late receipt/non-receipt of any communication e-mailed/sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of the Bank.
- iv. Candidates are hence advised to regularly keep in touch with the authorized Bank website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination, GD and interview shall not be entertained.

## 6. IDENTITY VERIFICATION

### 6.1. DOCUMENTS TO BE PRODUCED:

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing the same name as it appears on the call letter**) such as PAN Card/Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhaar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.**

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

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

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

### 6.2. BIOMETRIC DATA – Capturing and Verification:

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination.

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

- a. Before the start of the online examination it will be captured
- b. At the end of online examination before leaving the exam hall / lab
- c. At the time of document verification before the interview if shortlisted

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

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

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

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

## **7. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:**

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

At the time of examination, GD, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

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

### ***Important:***

***IBPS, the test conducting agency, would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, in such cases Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.***

---

## **8. USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES**

- i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- ii. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- iii. Candidates are not permitted to use or have in possession calculators in examination premises.

## **9. GENERAL INSTRUCTIONS FOR CANDIDATES**

- I. Candidates are required to apply only 'ONLINE'. Any other form of application/incomplete application shall be rejected.
- II. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination, GD and interview respectively.
- III. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. 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 at the time of conduct of examination, interview, selection and any other matter relating to admission will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the bank in this behalf.
- IV. 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.
- V. A Candidate's admission to the examination/ shortlisting for GD &/or interview and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/ false information/ certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after admission/appointment in Bank, his/her services are liable to be summarily terminated.
- VI. Candidates will have to appear for the Online examination /GD/interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates attending the interview will be reimbursed Second 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.
- VII. 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.

- VIII. The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- IX. The candidate will appear for the online examination/GD/interview at their own risks and the Bank will not be responsible for any injury/losses etc. of any nature.
- X. Online applications once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- XI. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- XII. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
- XIII. Any request for change of address, details mentioned in the online application form will not be entertained.**
- XIV. Any request for change of date, time and venue for online examination and interview will not be entertained.
- XV. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Bank's website shall prevail.**
- XVI. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the bank in future should be identical and **there should be no variation of any kind.**
- XVII. A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- XVIII. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of Bank. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- XIX. Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- XX. Admission of any candidate to the Baroda Manipal School of Banking, if declared successful in the selection process, is subject to his/her being declared medically fit by the Medical Officer approved by the Bank as per the requirements of the Bank.
- XXI. Bank reserves the right to change (modify/ add) any of the criteria, method of selection and provisional allotment etc.
- XXII. Intimations 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 authorized Bank's website [www.bankofbaroda.co.in](http://www.bankofbaroda.co.in) for latest updates.



## **ANNEXURE I**

### **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 – 50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, 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 – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- **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 50kb and 20kb respectively 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 50kb (photograph) & 20kb (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.

## 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. 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

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

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

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

Deputy Commissioner etc.

Seal

---

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

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

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

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



**FORM-I**

**Disability Certificate**

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

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

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

Certificate No. :

Date :

This is to certify that I have carefully examined

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

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

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

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

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

and am satisfied that :

(A) he/she is a case of :

- 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 affix  
above, and are satisfied that :

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

<b>Recent PP size  Attested  Photograph  (Showing face  only) of the  person with  disability</b>
---

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of  
House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed  
above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of percentage  
physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant  
disability in the table below :

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

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

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

3. Reassessment of disability is :

(i) not necessary,

Or

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

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

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Countersigned

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

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

