



Baroda Corporate Centre, Mumbai

RECRUITMENT OF SPECIALIST OFFICERS IN BANK OF BARODA – PROJECT 2013-14

JOIN INDIA'S INTERNATIONAL BANK FOR A CHALLENGING AND PROGRESSIVE CAREER.

Founded in 1908, Bank of Baroda, India's International Bank enjoys an advantageous position having a network of 4050+ branches with the unique distinction of overseas presence in 25 countries having 96 overseas branches and employs a diverse team of individuals dedicated to our mission 'To be a Top Ranking National Bank of International Standards committed to augmenting stakeholder value through care, concern and competence'.

Bank of Baroda is positioning itself to offer a world-class banking experience to its customers around the globe through its innovations in products and services. Towards this end, the Bank has transformed itself into a 'Technology-enabled Customer-centric Financial Services Organisation'.

With the strong belief that people, process and technology are the key drivers for delivering customer service, the Bank is looking for motivated, energetic and passionate workforce that is committed to delivering on business goals. The Bank believes in nurturing talent by fostering a culture of mentoring, empowerment and innovation.

Bank of Baroda is a FIRST choice employer, offering you a career rather than just a job by providing you with a range of opportunities and allowing you to serve a variety of customers and gain rich banking exposure. With a 104 year history of profit making and a team that wins, Bank of Baroda has consistently been showered with awards and accolades, including the recent 'Best Bank Award' by Business India in 2012.

If you are looking for a challenging role that allows you to fully utilize your management skills and propel your career in gaining a new momentum, don't miss out on this opportunity to join 'Team Baroda' as we are looking for talented professionals with winning attitude to be partners in the growth journey of the Bank as Specialist Officers.

POST CODE	CATEGORY	GRADE / SCALE	VACANCIES
01	Planning	JMG/S I	40
02		MMG/S II	05
03	Risk Management	MMG/S II	05
04	Treasury	MMG/S II	10
05	Security	MMG/S II	30
GRAND TOTAL			90

RESERVATION IN POSTS:-

Grade/ Scale	Total	SC	ST	OBC	GEN	PWD		
						OH	VI	HI
JMG/S I	40	6	3	11	20	1	-	-
MMG/S II	50	7	5	18	20	1	-	-

Abbreviations stand for: JMG/S I – Junior Management Grade/ Scale, MMG/S II – Middle Management Grade / Scale II, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, GEN- General, PWD - Persons With Disability, OH- Orthopaedically Handicapped , HI – Hearing Impaired, VI- Visually Impaired.

IMPORTANT DATES :-

Website Link Open.	28-01-2013
Payment of fees at BOB branches.	28-01-2013
Last date for deposit of fees (including for candidates from far flung areas).	09-02-2013

Note:-

1. The number of vacancies mentioned above, is provisional and Bank reserves the right to vary number of vacancies (increase or decrease) depending upon the actual requirements and duly adhering to the Reservation provisions.
2. Reservation for SC/ST/OBC/PWD will be provided as per Government Guidelines.
3. As regards eligible applications received for the position of Officer (Planning) in JMG/S I and for any other post for which Bank may deem necessary, the candidates will be administered an on-line written test and successful candidates will thereafter, be called for GD and/or Interview.
4. Shortlisting of eligible candidates for the purpose of interview will be made depending upon the number of vacancies in the ratio of 1:4 for General category and 1:5 for SC/ST/OBC candidates.
5. Candidates willing to serve anywhere in India, should apply.
6. In case of non-availability of reserved candidates, the Bank reserves the right to interchange these categories, as per Government Directives.
7. The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's branches/ offices, anywhere in India.

AMOUNT OF FEES / CHARGES FOR POSTAGE:-

The amount of fee to be paid is indicated below :

Category of Applicant	Amount of Fees/ Charges for postage (Non-refundable)
SC/ ST/ Persons with Disability (PWD)	` 50/-
GEN/ OBC/ Ex-Servicemen	` 500/-

SCALE OF PAY :- JMG/S I – ` 14500 x 600(7) - 18700 x 700(2) - 20100 x 800(7) - 25700.

MMG/S II - ` 19400 x 700(1) -20100 x 800(10) – 28100.

Emoluments :-

At present, initial monthly emoluments of Junior and Middle Management Grade/ Scale II Officers, including DA, HRA & CCA are approximately ` 27500/- and ` 36,500/- per month, respectively in a Metropolitan Centre. Allowances may vary depending upon the place of posting. In addition, Quarters facility (in lieu of HRA) for Officers, Conveyance, Medical Aid, LTC and retirement benefits are admissible, as per rules of the Bank, in force from time to time.

PROBATION PERIOD :- The selected candidate will be on probation for a period of 12 months (-1- year) of active service from the date of his/ her joining the Bank. There is no mandatory

provision of executing a **Service Bond** by selected candidates.

AGE, QUALIFICATION & WORK EXPERIENCE REQUIRED:-

Post Code	Post	Age as on 09.02.2013	Educational Qualifications as on 09.02.2013	Work Experience (experience below 6 months in any organization would not be considered)
01	Officer (Planning)	Min. 20 yrs Max – 28 yrs.	PG (Economics/ Statistics)	Candidates with banking experience will be given preference.
02	Manager (Planning)	Min. 21 yrs Max – 37 yrs.	PG (Economics/ Statistics) or MBA (Finance)	Minimum -3- yrs relevant experience in a Bank.
03	Manager (Risk Management)	Min – 21 yrs Max – 37 yrs	PG in Risk Mgmt./ Statistics/ Economics/ Financial Engg. From recognized University/ Other reputed Institutions such as Indian Statistical Institute, Kolkata. Knowledge of statistical packages such as SAS/ SPSS, MATLAB etc. is essential.	Minimum -3- years experience as Statistician in Officers' cadre/ Statistical Officer in Bank.
04	Manager (Treasury)	Min – 21 yrs Max – 37 yrs	Masters Degree in Finance/ Banking/ Treasury/ International Trade/ CA/ ICWA.	Minimum 3 years experience in Officers' cadre in Treasury in large Banks.
05	Manager (Security)	Min – 21 yrs Max – 37 yrs	Graduation Degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Government of India with minimum -5- years experience of commissioned service as an Officer not below the rank of Captain of Indian Army or equivalent rank in Indian Navy/ Air Force or an Officer not below the rank of Asst. SP/ Dy. SP/ Asst. Comdt./ Dy. Comdt. Of Indian Police/ Para Military Forces with a minimum of 5 years service as an Officer in such force.	An Officer not below the rank of Captain of Indian Army or equivalent rank in Indian Navy/ Air Force with a minimum of -5- years of commissioned service or an Officer not below the rank of Asst. SP/ Dy. SP/ Asst. Comdt./ Dy. Comdt. Of Indian Police/ Para Military Forces with a minimum of 5 years service as an Officer in such force.

PLUS

Computer Literacy : Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/ Diploma/ Degree in Computer Operations/ Language/ Should have studied Computer/ Information Technology as one of the subjects in the High School/ College/ Institute.

Please note that a candidate can apply for only one post under this project.

Relaxation in Upper Age limit for reserved positions :-

1. Scheduled Caste/ Scheduled Tribe candidates by 5 years
2. Other Backward Class candidates by 3 years
3. For Persons with Disability by 10 years which by cumulating becomes (a) by 15 years for SC/ST (b) by 13 years for OBC and (c) by 10 years for General.

4. Ex-servicemen and Commissioned Officers including ECOs/ SSCOs who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid:
 - by 5 years for selection through written test and interview
 - by 3 years plus period of service in Armed Forces for selection through interview only
 - by 3 years for the post of Manager (Security) subject to a maximum age limit of 40 years.
5. All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989 by 5 years
6. Persons affected by 1984 riots by 5 years.

Note:

- i. *An ex-serviceman, who has once joined a Government Job on the civil side after availing the benefits given to him as Ex-serviceman for his re-employment including a job in Public Sector Undertaking, ceases to enjoy Ex-serviceman status for his further employment.*
- ii. *In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.*
- iii. *The candidate eligible for age relaxation under Point No. 5 above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated, in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J&K during 1st January 1980 and 31st December 1989.*
- iv. *All persons eligible for age relaxation under Point No. 6 must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 riots affected persons sanctioned by Government and communicated by Ministry of Finance, Deptt of Financial Services Communication No. F.9/21/206-IR dated 27.7.2007.*
- v. *There is no reservation for ex-Servicemen candidates in the Officers' cadre.*
- vi. *Experience below six months in an organization will not be considered.*
- vii. *Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the relevant time, as instructed by the Bank.*

Note :-

1. The educational qualification prescribed for the post is the minimum. All educational qualifications should be from a recognized University/ Board.
2. Candidates should possess the work-experience as mentioned above. However, candidates possessing more than prescribed work experience in the relevant discipline shall get preference.
3. It should be carefully noted that only short-listed candidates would be called for written test/ Group Discussion/ Interview. Depending upon number of vacancies and number of applications received and performance in the written test, if any, candidates would be shortlisted for interview in the ratio of 1:4 for General Category and 1:5 for SC/ST/OBC candidates.
4. However, eligible candidates applying for the post of Officer (Planning) and for any other post that Bank may deem necessary will be required to undergo an online written examination/ and/or GD/ and/or interview for qualifying for the said post.

Applicants not fulfilling this criterion and not submitting proof as stated above WILL BE SUMMARILY REJECTED.

NATIONALITY/ CITIZENSHIP (AS ON 09.02.2013) :-

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) 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.

RESERVATIONS :-

- A) **Reservation for SC/ ST/ OBC/ PWD candidates** will be provided as per Government guidelines. Candidates belonging to and applying under 'Reserved OBC Category' are required to submit a Certificate regarding his/ her 'Community' in the prescribed format "**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**" (*Format available on Bank's website along with this Notification*) and the Certificate should contain the "**NON-CREAMY LAYER CLAUSE**" **which is not more than one year old**. Candidates not producing the above certificate will not be considered under the OBC Category.
- B) **Persons with Disabilities** :- Under Section 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/ State Govt. Accordingly, candidates with the following disabilities are eligible to apply. **Applicants claiming such benefits should produce certificate in original in support of their claim at the relevant time, as instructed by the Bank.**

As the reservation for Persons with Disabilities is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ ST/ OBC/ GEN) to which they belong.

Visually Impaired (VI) –

Blindness refers to a condition where a person suffers from any of the following conditions :-

- i) Total absence of sight
- ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses
- iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Deaf & Hearing Impaired (HI) -

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purpose of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Orthopedically Handicapped (OH) :-

OH person is one having minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply:-

- BL – Both Legs affected but not Arms;
- OA – One Arm affected (Right or Left) - a) Impaired Reach; b) Weakness of Grip; c) Ataxia;
- OL – One Leg affected (Right or Left);
- MW – Muscular Weakness & Limited Physical Endurance.

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

In case of non-availability of reserved candidates, the Bank reserves the right to inter-change these categories, as per Government Directives.

The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's branches/ offices, anywhere in India.

It is clarified that Persons with Disabilities will have to work in branches/ offices which have posts identified by the Bank as suitable for them.

THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER :-

For SC/ST/OBC :-

District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate / Revenue Officer not below the rank of Tahsildar/ Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

FOR PERSONS WITH DISABILITY :-

Authorised Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case may be.

SELECTION PROCEDURE :-

1. **Depending on the number of vacancies, candidates fulfilling the eligibility criteria for positions in MMG/S II shall be called for written test wherever Bank may deem necessary. However, for the purpose of interview, eligible candidates will be shortlisted for GD and/or personal interview in the ratio of 1:4 for General category and 1:5 for SC/ST/OBC candidates.** In other words, 4 candidates against one vacancy in General Category and 5 candidates against one vacancy in respect of SC/ST/OBC category stipulated would be called for personal interview. **Candidates possessing more than prescribed work experience in the relevant discipline shall get preference.** The Bank reserves its right to call for the Interview, candidates otherwise than in the above ratio at its sole discretion. However, candidates applying for the post of Officer (Planning) in JMG/S I and for any other post/s which Bank may deem fit, will be required to undergo written test and/ or GD/ Interview. Wherever written test is conducted, candidates shall be called for GD/ Interview on the basis of their performance in the written test which is likely to be conducted at Metropolitan cities. However, Bank reserves the right to cancel or

add any centre.

2. GD/ personal interview shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. **The minimum qualifying marks would be 40% for General Category and 35% for Reserved Category.** Candidates not clearing the personal interview will not be considered for final selection.
3. The candidates belonging to SC/ST may be given relaxation in experience, as per extant Government guidelines.
4. Subject to the vacancies available under the respective category, only those candidates who pass the online written test/ personal interview will be shortlisted for further selection.

WRITTEN TEST

The structure of the Written Examination which may be conducted online/offline is as follows:

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Total Time
1	Reasoning	50	50	Composite time of 2 hours
2	English Language	50	25	
3	Quantitative Aptitude	50	50	
4	Professional Knowledge	50	75	
	Total	200	200	

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. If for any question a candidate gives more than one answer, it will be treated as wrong even if one of the given answers happens to be right and there will be the same penalty of 0.25 of the marks assigned to that question deducted as penalty. If a question is left blank, i.e. no answer is given by the candidate, there will be no penalty for that question.

CENTRES FOR WRITTEN TEST/ GD/ INTERVIEW :-

Bank will be holding on-line written test at -4- Metropolitan Centres i.e. Mumbai, Delhi, Kolkata & Chennai. The GD/ Interviews will be held at Bank's Zonal Head quarters i.e. Ahmedabad, Bangalore, Bareilly, Baroda, Bhopal, Chennai, Delhi, Jaipur, Kolkata, Lucknow, Mumbai, Patna & Pune. However, centres may be added or deleted as per Bank's discretion.

Candidates are advised to give their preference of written test/ GD/ interview centre. The address for the written test/ GD/ interview centre will be advised in the call letters and also displayed on the Bank's website one week before the dates for commencement of written test/ interviews.

CALL LETTERS FOR WRITTEN TEST/ GD/ INTERVIEW :-

Call letters for the purpose of written test/ GD/interview will be available for download from the Bank's website or will be sent to the shortlisted/ eligible candidates **only through email at the email address given by them in the application form.** A list of all such candidates along with details such as date, time and venue of the interview will also be hosted on the bank's website www.bankofbaroda.com. Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature, from time to time. Kindly note that no other mode of communication pertaining to the interview process other than mentioned above, will be followed.

IDENTITY VERIFICATION :-

The candidate should, while appearing for the personal interview produce for verification in original and submit photo copies if required, the original call letter, fee payment receipt, photo identity card, such as PAN Card/ Passport/ Driving License/ Voters Card/ Bank Passbook with photograph. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the written test/Interview.

GENERAL INSTRUCTIONS :-

1. A candidate can apply for only one post under this project. The applications of candidates applying for more than one post will be summarily rejected.
2. The process of registration of application is complete only when fee is deposited with the Bank through off-line/ on-line mode on or before the prescribed last date for the submission.
3. The candidates are requested to ensure before applying that they fulfill strictly the eligibility criteria (viz. age, qualification and post-qualification experience) for the post as on the date of eligibility. Admission to the written test will be purely provisional without verification of age/ qualification/ category (SC/ST/OBC/PWD) etc of the candidates with references to documents. Candidates will be subject to verification of details/ documents of the candidate when they report for the personal interview.
4. Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
5. 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 of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.
6. In case, it is detected at any stage of recruitment 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), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
7. All candidates will have to produce original as well as attested photocopies of certificates regarding Qualification, Work Experience, Age and Caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
8. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate **should not be more than one year old as on the date of application.**
9. The candidates will have to appear for interview at their own expense. However, eligible SC/ST/PWD outstation candidates **attending the Interview** will be reimbursed to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel.
10. Only candidates willing to serve anywhere in India should apply.
11. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
12. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/ her candidature may not be considered.

13. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
14. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
15. Canvassing in any form will be a disqualification.
16. **Action against candidates found guilty of misconduct** :-Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'Online' application.
17. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
18. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.

HOW TO APPLY:-

1. **Candidates are required to apply Online through website www.bankofbaroda.com. No other means/ mode of application will be accepted.**
2. **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active during the currency of this recruitment project. Bank may send call letters for written test, interview etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
3. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
4. Applicants are first required to go to the Bank's website www.bankofbaroda.com and open the link 'Careers - Ongoing Recruitment Exercises'. Thereafter, open the Recruitment Notification entitled Bank of Baroda '**RECRUITMENT OF -90- SPECIALIST OFFICERS - PROJECT 2013**'

MODE OF PAYMENT :-

Candidates have the option of remitting fees via **ONLINE MODE** or **OFF-LINE MODE**.

Under the **On-line mode**, the application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made using only Master/ Visa Debit or Credit Card by providing information as asked on the screen. **On successful completion of the transaction, an e-receipt would be generated. Candidates are required to take a print of the e-receipt which will have to be produced, if called for interview.**

Under the **Off-line Mode**, kindly take a note of the following :-

1. Take a print of the entire Recruitment Notification, including the '**FEES PAYMENT CHALLAN**'.
2. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
3. Go to the nearest Bank of Baroda Branch with the Fee Payment Challan duly filled in and pay, in Cash the appropriate Application Fee in **Account No 2904020000289** with Bandra Kurla Complex Branch, Mumbai, in favour of Bank of Baroda '**RECRUITMENT OF -90- SPECIALIST OFFICERS - PROJECT 2013**' specifying the discipline for which fees are being paid.
4. Obtain the Counterfoil (Applicant's Copy) of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Code Number (b) Transaction ID (c) Date of Deposit & Amount** filled by the Branch Official.

Candidates may find out required branch address from our website www.bankofbaroda.com under option Branch Locator, select State & 'City' and press 'enter'

5. Candidates should then scan their photograph and signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.
6. Candidates are now ready to apply Online by re-visiting the Recruitment Page of the Bank's website and going to the sublink titled "**Online APPLICATION FOR BANK OF BARODA SPECIALIST OFFICERS' RECRUITMENT PROJECT-2013**". Click on this sublink will open up the appropriate Online Application Format.
7. Carefully fill in the necessary details such as Fee Payment Challan etc., in the Online Application Form at the appropriate places and submit the same Online.
8. **Original counterfoil of the fee payment challan/ online payment receipt will have to be produced, at the time of written test or interview, as the case may be.**
9. **Without counterfoil of the fee payment challan/ online payment receipt, the candidates will not be allowed to appear for Written Test/Interview. Candidates are, therefore, advised to keep 3 photocopies of the fee payment challan/ online payment receipt for future use.**
10. There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. This modification facility shall be available after 2 days of registration and upto 11-02-2013. After 11-02-2013, no modification will be permitted.
11. **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.**

Note:

1. *Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded on any count nor can it be held in reserve for any other recruitment or selection process.*
2. *The candidate must possess a valid email ID for filling the application. In case, candidate is not having a valid email ID, he/she can create a new email ID. This email ID should be valid for the entire duration of the project.*

GUIDELINES FOR SCANNING THE PHOTOGRAPH AND 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 Hall Ticket 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 Hall Ticket, 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.

(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.*

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for written test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for written test/ interview 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 written test and/or interview without assigning any reason. Government Guidelines on reservation in recruitment shall be applicable.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and

binding on all candidates.

Detailed advertisement can be viewed at our website www.bankofbaroda.com

**S. K. DAS
GENERAL MANAGER (HRM)**

Date: 28-01-2013