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

Advt No. : RECT/2016-17/01   Contact No. 033-2231 4630, Fax: 033-2230 8442

SPECIALIST OFFICERS RECRUITMENT PROJECT 2016-17

1. Allahabad Bank invites Online Applications for recruitment to the posts of **60 Specialist Officers. [50 Chartered Accountant /Financial Analyst in MMG Scale-II , 05 Security Officer in JMG Scale-I, 04 Civil Engineer in JMG Scale-I, 01 Electrical Engineer in JMG Scale-I]** Candidates are required to apply online through Bank's website www.allahabadbank.in

2. The tentative schedule of events is as under:

EVENTS	IMPORTANT DATES
Relevant date for Age / Qualification/Work experience reckoned as on	**01.04.2016**
Opening date for Online Registration of application on Bank's website	**10.05.2016**
Closing date for Online Registration of application on Bank's website (For all applicants including those from far flung areas.)	**30.05.2016**
Payment of application fees Online	**10.05.2016 to 30.05.2016 (Both dates inclusive)**
Download of call letter for Online examination	**After 01.07.2016**
Tentative Date of Online Test (if required)	**17.07.2016**

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

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

Post Code	Posts	Scale	SC	ST	OBC	UR	Total	VI	HI	OC
01	**Chartered Accountant/ Financial Analyst**	**MMG Scale-II**	8*	11*	13	18	50	-	01	01
02	**Security Officer**	**JMG Scale-I**	01	-	01	03	05	-	-	-
03	**Civil Engineer**	**JMG Scale-I**	-	-	01	03	04	-	-	-
04	**Electrical Engineer**	**JMG Scale-I**	-	-	-	01	01	-	-	-

*Including backlog/shortfall

Abbreviations stand for SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes– Non Creamy Layer category.

Note:

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

*   It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.

*   Candidates belonging to and applying for a post under the Reserved OBC Category are required to submit a certificate regarding his/her "Community" in the prescribed format, i.e. **"FORM OF CERTIFICATE TO BE**

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PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (Format available on Bank's website). The certificate containing the **"NON-CREAMY LAYER CLAUSE" should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for).** Candidates not producing the above certificate will not be considered under the OBC category.

4.   SALARY AND EMOLUMENTS:

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

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

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

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

6.   Eligibility Criteria:
Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original alongwith a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. However, merely applying for / appearing for and /or qualifying at any stage of selection process for the posts does not imply that a candidate will necessarily be eligible for employment/confer right on him/her for appointment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.

(A) **Nationality / Citizenship** : A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is required to be produced, may be allowed to appear in the examination/ interview conducted by the Bank but on final selection, the offer of appointment will be given only after submission of the eligibility certificate duly issued to him/her by the Government of India.

(B) **Age, Minimum Educational Qualification & Experience (As on 01.04.2016)**

Post Code	Post	Age	Qualification	Work experience
01	Chartered Accountant/ Financial Analyst	Minimum: 20 years, Maximum: 35 years	Passed final examination for Chartered Accountants. OR Graduates and CFA/ICWA/Full time MBA (Finance) / Full time PGDBM (Finance)	2 years in the area of credit appraisal of big/medium industrial projects in any Scheduled Commercial Bank. (Not applicable for candidates having CA qualification)*
02	Security Officer	Minimum: 20years, Maximum: 35 years	Graduate in any discipline from any recognized University	Minimum 5 years as Junior Commissioned Officer and equivalent in the Indian Army/Navy/Air Force OR 5 years as a Police Officer in the rank of Inspector OR An Officer of identical rank in Paramilitary Forces with minimum 5 years service.
03	Civil Engineer	Minimum: 20 years, Maximum: 35 years	4 years B.E/B.Tech Degree in Civil Engineering from any recognized University	Nil
04	Electrical Engineer	Minimum: 20 years, Maximum: 35 years	4 years B.E/B.Tech Degree in Electrical Engineering from any recognized University	Nil

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

Note: The cut-off date for ascertaining eligibility regarding age, educational qualification and work experience is **01.04.2016**.The date of passing of the examination which is reckoned for eligibility, will be the date mentioned on the Mark Sheet or Provisional Certificate.

All Educational Qualifications should be from a recognized Board/ University/ Institute. The Educational Qualifications prescribed for the posts are the minimum requirements for eligibility.

Candidates should ensure that he/she fulfils the eligibility criteria & other norms including being in possession of documents specified in this notification before applying for the post.

Candidates can apply for only one post. Multiple applications will be summarily rejected.

(C) **Relaxation in Upper Age Limit**:

S.No	Category	Age relaxation
1	Scheduled Caste (SC)/Scheduled Tribe (ST)	5 years
2	Other Backward Classes (OBC)	3 years
3	Person With Disability (PWD)	10 years
4	Ex- Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or invalidment.	5 years
5	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989	5 years
6	Person affected by 1984 riots	5 years

Note:

(i) The maximum age limit specified in 6(B) above is applicable to General Category candidates.

(ii) The relaxation in upper age limit is allowed on cumulative basis with only one of the categories for which age relaxation is permitted as mentioned above in point 3 to 6 of above table. However, it is subject to a maximum upper age limit of 50 years. The applicants, who are coming under creamy layer, are not entitled to the benefits of OBC reservation.

(iii) 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 the Bank.

(iv) There is no reservation for Ex-Servicemen in Officers' Cadre.

(D)1. **Definition of Persons With Disabilities**

Under Section 33 of the 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 constituted by the Central / State Govt. Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 29.07.2013). Candidates claiming such benefits should produce certificate in original issued by the Competent Authority on or before the last date of online submission of application in the prescribed format, to be downloaded from the website in support of their claim at the time of Interview / at any stage of the recruitment process. Persons With Disabilities will have to work in Branches/ Offices as identified by the Bank.

Visually Impaired (VI)
Blindness refers to condition where a person suffers from any of the following conditions namely;
(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 in 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 of execution of a task with appropriate assistive device.

Deaf & Hearing Impaired (HI)

The deaf are those persons on whom the sense of Hearing is non-functional for ordinary purposes 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.

Orthopaedically Challenged (OC)

Those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL-Both legs affected but not arms

OA-One arm affected (R or L)

(a) Impaired reach;

(b) Weakness of grip;

(c) ataxia

OL-One leg affected (R and or L)

MW-Muscular weakness and limited physical endurance.

(D) 2. Guidelines for Person With Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature for examination of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

Guidelines for candidates with Locomotor disability and cerebral palsy

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

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 or otherwise advised for every hour 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.

7. **Probation Period for post codes 01, 02, 03 and 04.**

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

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

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

Candidates selected for appointment in the Bank will be required to furnish a "Financial cum Surety Bond" as mentioned above acceptable to the Bank in the specified proforma before joining the Bank on his/her selection, for rendering service for a minimum period of three years from the date of joining the Bank and in the event of his/her resignation/termination from the post before the end of the specified period, he/she /Surety shall be liable to pay to the Bank the said amount of the Bond together with interest.

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

Post Code	Selection Process
01, 02, 03 and 04	Online test and Interview

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

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

(A) **Online Test:** The test will be conducted online.
Structure of the online test for the post of **Security Officer** is as under:

S.no	Name of the tests	Number of questions	Maximum Marks	Duration
1	Test of Reasoning	50	50	Composite time of 2 hours
2	Test of English Language	50	25	
3	Test of General Awareness with special reference to Banking Industry	50	50	
4	Test of Professional Knowledge.	50	75	
	TOTAL	200	200	

Structure of the online test for the post of **Chartered Accountant/Financial Analyst and Civil Engineer, Electrical Engineer** is as under:

S.no	Name of the tests	Number of questions	Maximum Marks	Duration
1	Test of Reasoning	50	50	Composite time of 2 hours
2	Test of English Language	50	25	
3	Test of Quantitative Aptitude	50	50	
4	Test of Professional Knowledge.	50	75	
TOTAL		200	200	

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

Note: There will be negative marks for the wrong answers in the Objective tests.

(B) **Interview**:

Depending upon the number of vacancies only a certain number of candidates from among those who qualify by ranking sufficiently high in merit on the basis of aggregate marks in the online test will be called for the interview. The candidate has to secure minimum passing marks in the interview. The minimum qualifying marks in the interview will not be less than 40% (35% for SC/ST/OBC candidates) in aggregate to be considered for being called for interview. Bank reserves the right to vary cut-off marks.

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

10. **Online Test**:

Post Code (01, 02,03 & 04)	Tentative Date: **17.07.2016**

(i) Date of examination is tentative. The exact date will be communicated to the candidates through website/call letter for each examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, if need arises.

(ii) The online test will be held at the following Centres and the address of the venue will be advised in the call letter.

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

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

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

11.How to apply:

DETAILED GUIDELINES/PROCEDURES FOR

A.   APPLICATION REGISTRATION
B.   PAYMENT OF FEES
C.   PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply only online from **10.05.2016 to 30.05.2016** and no other mode of application will be accepted.
IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION:
Before applying online, candidates should:

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

(ii)   Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

(iii)   **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

PAYMENT OF FEE ON LINE : 10.05.2016 to 30.05.2016 (both days inclusive)

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

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

A.   **Application Procedure**

1.   Candidates to go to the **Recruitment Link** on the Bank's website www.allahabadbank.in and click on **Specialist Officers Recruitment Project 2016-17** and then click on the option "APPLY ONLINE" which will direct you to online application form.
2.   To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3.   In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" button prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. <u>Choose the Payment Mode ONLINE and click on 'Submit' button. NO CHANGE IS PERMITTED IN PAYMENT MODE ONCE CHOSEN.</u>

B. <u>Payment of fees (Online mode only)</u>

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, **an e-Receipt** will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take a printout of the **e-Receipt** and **online Application Form**. Please note that if the same cannot be generated online transaction may not have been successful.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

C. <u>GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD</u>

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

PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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 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.

SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10Kb-20Kb.
- Ensure that the size of the scanned image is not more than 20Kb.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor or to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image 01 .jpg or image 01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50Kb & 20Kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 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.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.

- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

12. **General Instructions**:

(i) Candidates are advised to keep a copy of the print-out of the online application form and e-receipt of payment for their record.

(ii) Candidates serving in Government/Public Sector Undertakings (including Banks and Financial Institutions) are advised to obtain prior permission from their employer for applying for the post and to submit **"No Objection Certificate"** from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any admissible, will not be reimbursed.

(iii) Candidates should ensure that he/she has met with the eligibility criteria and complied with the requirements and adhered to the instructions and terms and conditions contained in this notification. Candidates are therefore advised to carefully read the Notification and complete Online Application Form and submit the same as per the instructions given in this regard.

(iv) Only candidates willing to serve anywhere should apply.

(v) No candidate is permitted to carry or use calculators, mobile phones, pagers or any other gadgets/ instruments in the Interview /online examination hall.

(vi) Canvassing in any form will be a disqualification.

(vii) The Bank would be free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose or the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.

(viii) All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational and experience certificates as well as caste certificate, certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled instantly.

In case of candidates belonging to OBC category, the certificate should be in the format as prescribed by the Govt. of India and issued by the Competent Authority inter-alia, specifically stating that the candidate does not belong to the Creamy Layer section excluded from the benefits of reservation for OBCs in Civil posts and services under Govt. of India i.e. carrying CREAMY LAYER clause.

The certificate containing the **"NON-CREAMY LAYER CLAUSE" should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for).**

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

(ix) Candidates will have to appear for the Online Test and / Interview at their own expenses and risks and the Bank will not be responsible for any injury/ losses etc. of any nature. However, SC/ST unemployed candidates attending the interview will be reimbursed 2nd class to & fro rail/ bus fare by the shortest route on production of evidence of travel as per Government guidelines.

(x) Any request for change of address /email ID will not be entertained.

(xi) In case any dispute arises on account of interpretation in version other than English, English version will prevail.

(xii) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.

(xiii) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue of a candidate(s).

(xiv) Appointment of selected candidates is subject to his/ her being found eligible, medically fit, satisfactory character & antecedents reports along with police and caste certificate verification as per the requirement of the Bank. Such appointments will also be subject to the Service & Conduct Rules of the Bank.

(xv)   Candidate's admission to the Online test and Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Bank.

(xvi)   Candidates should ensure that the signatures appended by them in all the places, viz. in their call letter, attendance sheet etc. and in all correspondences with the Bank in future, are identical and there should be no variation of any kind.

(xvii)   The candidates must affix their recent coloured passport size photograph from the same negative at the places indicated in the call letter and must sign across the photograph after it is affixed so that a part of the signature spreads over the call letter beyond the photograph. They should also keep some copies of the same photograph for future, if required. **Please note that Black & White photograph will not be accepted and call letters containing such** photograph will be rejected.

(xviii)   In all the matters regarding reservation, relaxation in respect of SC/ST/OBC etc will be as per the Government guidelines as applicable from time to time.

(xix)   The Competent Authority for the issue of the certificate to SC/ST/OBC/PWD is as under (as notified by GOI from time to time) :

For SC/ST/OBC – (1) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendary Magistrate/ Sub-Divisional Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (2) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (3) Revenue Officer not below the rank of Tahsildar (4) Sub Divisional Officer of the area where the candidate and or his/her family normally resides.

For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT surgeon.

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

13.   **Action Against Candidates Found Guilty of Misconduct**:

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

(a) To be disqualified from the Interview (online examination, if held) for which he/ she is a candidate.

(b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by Allahabad Bank.

(c) For termination of service, if he/ she has already joined the Bank.

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

14.   **Call Letters for Online examination and Interview:**

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

15. **List of documents to be produced at the time of Interview:**
The following documents in original together with a self-attested photograph in support of the candidate's eligibility and identity are to be invariably submitted at the time of Interview, failing which the candidate may not be permitted to appear in the Interview. Non submission of requisite documents by the candidate at the time of Interview will debar his/her candidature from further participation in the Recruitment Process.

(i)   Printout of the valid online test/Interview Call Letter.
(ii)   Valid system generated printout of the on-line application form for registration.
(iii)   Proof of Date of Birth (Birth Certificate or SSLC/ Std X Certificate with DOB).
(iv)   Photo identity Proof as mentioned in point no 16.
(v)   Mark sheets& Certificates for educational qualifications, proper document from Board / University for having declared the result on or before 01.04.2016 has to be submitted.
(vi)   Caste Certificate issued by Competent Authority in the prescribed format as stipulated by Government of India in case of SC/ST/OBC category candidates.
(vii)   In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belonging to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil Post & services under Government of India. Caste name mentioned in certificate should tally letter by letter with Central Government list/ notification.
        Candidates belonging to OBC category but coming under creamy layer and /or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
(viii) Disability certificate in prescribed format issued by the District Medical Board in case of Person With Disability category. If the candidate has used the services of a Scribe at the time of online examination, the duly filled in details of the Scribe should be furnished.
(ix)   An Ex-serviceman candidate has to produce a copy of the discharge Certificate / Pension Payment Order and documentary proof of rank list / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 30.11.2016.
(x)   Candidates serving in Government / Quasi Govt.Offices/ Public Sector Undertakings (including Nationalised 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 point no- 6 (C) (5) must produce the domicile certificate at the time of Interview / at any stage of the subsequent process from the District Jurisdiction where he/ she had ordinarily resided or any other Authority designated in this regard by the Government of Jammu and Kashmir to the effect that the candidate had ordinarily domiciled in the State of J& K during the period from 01/01/1980 to 31/12/1989.
(xii)   Persons eligible for age relaxation under point no- 6 (C) (6) must produce a certificate from the District Magistrate to the effect they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Department of Financial services communication No.F No. 9/21/2006-IR dated 27/07/2007.

16. **Identity Verification**:

(i)   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's Passbook with photograph/Photo identity proof issued by a Gazzetted Officer/people's Representative along with a photograph/Identity Card issued by a recognized college/university/Aadhar card with a photograph/Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her

details on the call letter, in the attendance list and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/interview. Ration Card and E-Aadhar card will not be accepted as valid id proof for this project.**

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

(ii) 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. To avoid any dispute, name recorded at the time of registration should be similar and identical to authorized identity.

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

18. **DISCLAIMER**
Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Bank's recruitment process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

Place : Kolkata
Date: 06.05.2016   General Manager (HR)