



BANK OF MAHARASHTRA

H.O. 'LOKMANGAL' 1501, SHIVAJI NAGAR PUNE-411005

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CLERICAL RECRUITMENT PROJECT - 2011-12 RECRUITMENT NOTIFICATION

BANK OF MAHARASHTRA , A Leading Listed Public Sector Bank with Head Office in Pune and all India network of branches invites ON-LINE Applications, from candidates qualified in Common Written Examination conducted by IBPS in NOV/DEC-2011 and are holding a valid score card issued by IBPS, for recruitment in CLERICAL CADRE. Details of state wise and category wise vacancies and cut off marks are given below for the candidates desirous to apply.

[PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE ON-LINE APPLICATION]
{PAY APPLICATION FEES AT ANY BANK OF MAHARASHTRA BRANCH BEFORE APPLYING ON-LINE}

PAYMENT OF APPLICATION FEES *Rs.150/- (for General & OBC Category Candidates only) and Rs. 50/- for others as **intimation** charges* AT ANY BANK OF MAHARASHTRA BRANCH ACROSS INDIA OR AT ANY **OTHER** NEFT ENABLED BANK THROUGH NEFT.

[Print this Entire Notification. APPLICATION FEE PAYMENT CHALLAN on last Page of this Notification.]

Important Details	Dates
OPENING DATE for making ON-LINE Applications and Payment of Fees:-	17-04-2012
LAST DATE FOR MAKING ON-LINE APPLICATION & SUBMISSION OF APPLICATION FEES	10-05-2012

1: NAME OF THE POST: CLERK

I Vacancies State wise.:

Since clerical cadre recruitment would be State/UT wise basis, it will therefore be necessary that candidates apply for vacancies of a State/UT from which they have appeared for the common written examination and in which they qualified.

NAME OF THE STATE	Number of Vacancies					Out of Which EX-SM	Out of Which PWD		
	SC	ST	OBC	GEN	NO. OF POSTS	EX-SM	OC	HI	VI
MAHARASHTRA	27	25	71	151	274				
PUNJAB	1	-	1	3	5				
CHANDIGARH	-	-	1	2	3				
HIMACHAL PRADESH	-	-	-	2	2				
HARIYANA	1		2	7	10				
JAMMU & KASHMIR	-	-	-	2	2				

TAMILNADU:-	2		4	9	15				
KERLA	-	-	1	4	5				
DELHI	7	3	13	27	50				
UTTARAKHAND	1	-	-	5	6				
UTTAR PRADESH	4		5	11	20				
MADHYA PRADESH	6	9	6	24	45				
ANDHRA PRADESH	3	1	5	11	20				
CHHATTISGARH	2	4	1	8	15				
WEST BENGAL	-	-	1	1	2				
ASSAM		1	1	3	5				
ARUNACHAL PRADESH	-	1	-	1	2				
SIKKIM (East Sikkim)	-	-	-	1	1				
NAGALAND	-	1	-	1	2				
MEGHALAYA	-	1	-	1	2				
TRIPURA	1	-	-	1	2				
KARNATAKA	2	1	4	11	18				
GUJRAT	-	-	1	4	5				
RAJSTHAN	3	2	4	11	20				
MIZORAM	-	1	-	1	2				
MANIPUR	-	1	-	1	2				
GOA			2	6	8				
TOTAL	60	51	123	309	543	76	5	5	5

Candidates qualified in individual IBPS subjects with state wise cut off marks for applying clerical posts are given here under.

STATE WISE AND CATEGORY WISE CUT OFF MARKS FOR APPLYING ON LINE APPLICATION FOR CLERICAL RECRUITMENT (TWS)

Sr.No.	NAME OF THE STATE	SC	ST	OBC	General
1	MAHARASHTRA	135	126	141	150
2	PUNJAB	156	-	166	171
3	CHANDIGARH	-	-	166	171
4	HIMACHAL PRADESH	-	-	-	171
5	HARIYANA	161	--	171	176
6	JAMMU & KASHMIR	-	-	-	161
7	TAMILNADU:-	156		165	166

8	KERLA	-	-	175	176
9	DELHI	156	156	161	166
10	UTTARAKHAND	156	-	-	171
11	UTTAR PRADESH	166	-	175	176
12	MADHYA PRADESH	160	141	161	171
13	ANDHRA PRADESH	161	161	171	176
14	CHHATTISGARH	151	136	155	156
15	WEST BENGAL	-	-	171	176
16	ASSAM	-	141	155	156
17	ARUNACHAL PRADESH	-	105	-	136
18	SIKKIM (East Sikkim)	-	-	-	121
19	NAGALAND	-	130	-	131
20	MEGHALAYA	-	120	-	121
21	TRIPURA	116	-	-	121
22	KARNATAKA	141	136	145	146
23	GUJRAT	-	-	161	166
24	RAJSTHAN	161	161	166	171
25	MIZORAM	-	111	-	131
26	MANIPUR	-	125	-	126
27	GOA	-	-	131	136

RESERVATIONS IN VACANCIES WILL BE MAINTAINED AS PER GOVT. GUIDELINES

Note: Reservations of vacancies category wise as above.

2 Includes the backlog reserved vacancies for SC/ST/ OBC and for Persons With Disabilities.

As the Reservation for Ex-Serviceman and Persons With Disabilities (PWD) Category candidates is on a horizontal basis, the selected candidates will be placed in the appropriate category to which they belong (viz. SC, ST, OBC, and General).

Abbreviations stand for : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, **OC - Orthopedically Challenged, VI - Visually Impaired, HI - Hearing Impaired.**

(a) Candidates belonging to and applying under the **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**" **based on the Income for the Financial Year ending 31.03.2011 or later.** Candidates not producing the above certificate will not be considered under the OBC Category.

(b) 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.

(c) In case of non-availability of reserved candidates, the Bank reserves its right to Inter-change these categories as per Government Directives.

(d) It is clarified that it may not be possible to employ candidates belonging to PWD Category in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.

(e) 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 the State/Region**.

(f) Candidates belonging to `Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General Category provided they fulfill the eligibility criteria laid down for General Category.

The selection process will involve a Personal Interview. **The Bank also reserves the right to alter the selection process depending upon factors like number of eligible applications, etc.**

MULTIPLE APPLICATIONS WILL NOT BE ALLOWED. A candidate may submit ONLY ONE ON-LINE APPLICATION. MULTIPLE APPLICATIONS WILL BE SUMMARILY REJECTED.

Definitions:

An **Orthopedically Challenged (OC)** person is one having a 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.

Visually Impaired (VI) (a) only those persons who suffer from either 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, or

(iii) Limitation of the field of vision subtending an angle of 20 degrees or worse and so certified by a Medical Board appointed by the State Government.

(b) A person with Low Vision means one with impairment of visual functioning even after treatment of 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): (a) Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.

(b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

ELIGIBILITY CRITERIA (As on 01.08.2011) :

i) Candidates applying for post in a particular State should be proficient in the **language of the State** i.e. know to **read, write, speak and understand** the language.

ii) Candidates should be proficient in the language, know how to read, write, speak and understand the language **of the area** for which vacancies are advertised and for which he/ she desires to apply.

(i) 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 Jan. 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 Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination &/or interview but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

(ii) Educational Qualifications:

(a). EDUCATIONAL QUALIFICATIONS (as on 01.08.2011)

A pass with 60% marks in the aggregate in Matriculation/SSC (old pattern)/SSLC/10th std. Examination of 10+2+3 pattern or equivalent. For SC/ST/OBC/PWD/EXSM candidates a pass in the aggregate in Matriculation/SSC (old pattern)/SSLC/10th std. Examination of 10+2+3 pattern or equivalent

OR

A pass with 50% marks in HSC examination of 10+2 (10+2+3 pattern) /11th Std. of(11+1+3) pattern or Intermediate/Pre-University or any equivalent examination/Diploma in Banking recognized by Central/State Government or U.T. administration. For SC/ST/OBC/PWD/EXSM candidates a pass in HSC examination of 10+2 (10+2+3 pattern) /11th Std. of (11+1+3) pattern or Intermediate/Pre-University or any equivalent examination/Diploma in Banking recognized by Central/State Government or U.T. administration

OR

Degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government.

AND

(b). Candidates should be Qualified in the Common Written Examination conducted by IBPS and should be holding a valid score card issued by IBPS . **Candidates with specified cut off marks (TWS) awarded by IBPS need apply.** Candidates should have valid IBPS Score Card obtained in Common Written Examination [CWE] for CLERICAL RECRUITMENT 2011-12 with the following qualifying scores:

Particulars	IBPS Score cut-off for category	
	Unreserved	SC/ST/OBC/PWD
Test of Reasoning [TR]	24 & above	21 & above
Test of English Language [EN]	24 & above	21 & above
Test of Numerical Ability [NA]	24 & above	21 & above
Test of General Awareness [GA]	24 & above	21 & above
Test of Computer Knowledge [CK]	24 & above	21 & above

AND

(c). A Certificate for having completed a Course in Computer Awareness & Office Automation for duration of minimum 100 hours from a reputed Computer Training Institute, which will be waived where 'Computers' is a part of the curriculum at the Graduation / Post-Graduation Level.

(iii) Age :

The Minimum and Maximum Age, including the Age with Relaxation, will be reckoned **as of 01.08.2011.**

B). Age Limit (As on: as on 01.08.2011):

Minimum	18 years	Maximum	28 years
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C). Relaxation in Upper Age Limit:

No	Category	Age Relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	Physically Challenged Candidates	10 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Ex-Servicemen (in addition to the actual period of service rendered in Defence services subject to max. age of 50 years)	3 years
6	Widows, Divorced women & women judicially separated from their husbands & who are not remarried (subject to max. age limit of 35 years for General & 40 years for SC/ST candidates)	9 years

Note:

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) along with the Print-out/application.

Definitions:

- (a) **Ex-Servicemen:** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 36034/5/85/Estt (SCT) dated 27th October 1986 as amended from time to time.
- (b) **Disabled Ex-Servicemen:** Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- (c) **Dependents of Servicemen killed in Action (DXS) :** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service–
- (i) war,
 - (ii) war like operations or border skirmishes either with Pakistan on cease fire line or any other country.
 - (iii) Fighting against armed hostilities in a counter insurgency environment viz. Nagaland, Mizoram, etc.
 - (iv) Serving with peacekeeping mission abroad.
 - (v) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation.
 - (vi) Frost bite during actual operations or during the period specified by the Government.
 - (vii) Dealing with agitating Para military forces personnel.
 - (viii) IPKF personnel killed during the operations in Sri Lanka.

Note:

1. Ex-Servicemen candidates who have already secured employment under the Central Government in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre. However such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. Jobs.
2. The Territorial Army Personnel will however be treated as Ex-servicemen w.e.f. 15.11.1986.
3. An ex-Serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of the re-employment in Government ceases.

Selection Procedure:

Through a Personal Interview or any other mode of selection to be decided by the competent authority.

When called for the Personal Interview, the candidate MUST ATTACH TO THE SYSTEM GENERATED PRINTED ON-LINE APPLICATION FORM, PROOF of educational qualifications by way of clear and legible photocopies of 10th/SSC, HSC passed with required percentage of marks.

IN case of graduates-

- (a) UNIVERSITY FINAL DEGREE PASSING (CONVOCATION) CERTIFICATE. *(Provisional Degree Passing Certificate will be accepted only in case of those candidates who have passed the Degree Final Examination and the University has not conferred the Degree on the applicant)*
- (b) YEAR-WISE / SEMESTER-WISE MARK SHEET FOR EACH YEAR / SEMESTER IN RESPECT OF EACH OF THE EXAMINATIONS PASSED from the concerned College & University,

AND

- (c) COMPUTER COURSE PASSING CERTIFICATE in support of the stipulation of having completed the Computer Awareness & Office Automation Course for duration of minimum 100 hours. The requirement of having completed the Computer Awareness & Automation Course will be waived in case of those Graduates having Computer Awareness or Knowledge as part of the curriculum at the Degree level and this fact should be indicated in the Application Form and also evidenced by an duly highlighted entry of the subject in the relevant Mark Sheet.
- (d) Copy of ONLINE application form submitted to IBPS for applying for the Written test and Score Card Issued by IBPS in February/March-2012.

THE CANDIDATURE OF CANDIDATES NOT FULFILLING THE ABOVE CRITERIA WILL BE SUMMARILY REJECTED AND THEY WILL NOT BE PERMITTED TO PARTICIPATE IN THE PERSONAL INTERVIEW AND FURTHER SELECTION PROCESS, EVEN THOUGH THEY MAY HAVE PASSED THE WRITTEN EXAMINATION OF IBPS.

The candidate will ensure to provide proof of having the work experience that he/she claims to possess.

NOTE:

---Candidates must specifically indicate the Class / Division obtained calculated to the nearest two decimals in the relevant column of the application. Where no percentage of Marks is awarded by the University, but only CGPA/ OGPA is awarded, the same should be converted into percentage, besides indicating the CGPA/ OGPA in the application.

---The result of the Qualifying examination i.e matriculation/SSC/SSLC/HSC/ Graduation or Equivalent to stipulated educational qualification, as the case may be, should have been awarded by the University on or before 01.08.2011.

---Candidates should have obtained the specified IBPS score in each test and in aggregate in the common written Examination. Candidates should be able to produce the valid score card in support of the scores mentioned in the online application form if called for further selection processes such as **Psychometric test** and/ or Interview.

APPLICATIONS NOT FULFILLING THIS CRITERION AND NOT SUBMITTING PROOF AS STATED ABOVE WILL BE SUMMARILY REJECTED.

PROBATION PERIOD:

The selected candidate will be on Probation for a period of SIX months (6 MONTHS) of active service from the date of his / her joining the Bank.

Scale of Pay : Rs. 7200/- TO - Rs.19300/- (DA, HRA, etc. will be paid as per Bank's rules in force from time to time depending upon place of posting. Medical, LTC, Contributory Pension Scheme under Defined Contributory Retirement benefit scheme-2004 of Central Government, Gratuity etc will be admissible as per Bank's rules.)

SERVICE BOND :

The selected candidate will be required to execute a Service Bond undertaking to serve the Bank for a period of 1 year or to pay the Bank a sum of **Rs.50000/ (Rs. Fifty thousand only)** if, should he / she **leaves** the Bank before the completion of the one year service period.

SELECTION METHODOLOGY: PERSONAL INTERVIEW.

- A Personal Interview of 50 marks shall be conducted to assess the candidates' academic record, power of expression, clarity of thought, qualities of leadership, extra curricular activities, hobbies, general demeanor, behavior, communication skills, suitability for the post, etc. The minimum qualifying marks for the Personal Interview would be **40% marks (35% marks for SC/ST , OBC AND PWDs)** Candidates not clearing the Personal Interview will not be considered for final selection.
- The short-listing of the candidates for Personal Interview will be made on the basis of the candidate's performance in the Written Test conducted by IBPS and the Total Weighted Score obtained as per the valid Score Card Issued by IBPS.
- Depending on the number of vacancies, only those candidates who are Qualified in the Common Written Examination conducted by IBPS and possess a valid score card issued by IBPS and rank sufficiently high in the order of merit based on the total Weighted Score shall be called for a **Personal** Interview in the ratio of 1:3 or as decided by the Bank against the vacancies stipulated. The Bank reserves its right to call for the **Interview** candidates otherwise than in the above ratio at its sole discretion.
- Candidates passing the **Personal** Interview will be ranked in a descending order on the basis of the Weighted Score obtained in the Written Test conducted by IBPS, and in Personal Interview under the respective SC / ST / OBC/ GEN Category.
- Subject to the vacancies available under the respective Category, only those candidates who pass the Personal Interview will be short-listed for selection in the order of the Merit Rank obtained by them under the respective Category.
- In case it is detected at any stage that the candidate does not satisfy with the conditions stipulated or does not fulfill any of the eligibility criteria, and / or he / she has furnished any incorrect information and / or has suppressed any material information / fact(s) his / her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his / her services will be summarily terminated.
- Appointment of the short-listed / selected candidate is subject to his / her being declared medically fit as per the requirement of the Bank. Such appointment and confirmation in the services of the Bank will also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste / class verification, execution of service bond and other compliances.

10: CENTRES FOR PERSONAL INTERVIEW :

The Personal Interview will be held at selected centers of the country.

NOTE: The Bank reserves the right to allot the candidate to any of the Centres other than the one opted for by him / her, to prepone / postpone / reschedule the Interview Dates & / or to add to or delete or modify / change the Centre and the Venues & / or to cancel the Personal Interview on account of technical or administrative exigencies or any other reason.

The intimation for the purpose of Interview etc. would be sent to the eligible candidates only through e-mail at the e-mail address given by them in the application form. A List of all such candidates' alongwith details such as date, time and venue of the Interview will also be hosted on the Bank's website 'www.bankofmaharashtra.in' under the link "Recruitment". CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE 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 originals for verification and submit photo copies of the following if required,

- a) Original **interview** call letter,
- b) Original fee payment receipt,
- c) Photo identity such as PAN Card/ Passport/ Driving License/ Voters Card
- d) Copy of the application made to IBPS for the written examination
- e) Original score card issued by IBPS.

If the identity of the candidate is in doubt the candidate will not be allowed to appear for the **I** Interview.

11: ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, incorrect, tampered, fabricated or should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the abovementioned activities, he / she will not only be disqualified but he / she will be liable to be dismissed from the services of the bank at any time, even after being selected and after joining the Bank's service.

At the time of Interview, if a candidate is (or has been) found guilty of:

- i) Using unfair means during the selection process, or
- ii) Impersonating or procuring impersonation by any person, or
- iii) Misbehaving in the Personal Interview Hall, or
- iv) Resorting to any irregular or improper means in connection with his /her candidature, including resorting to canvassing his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- to be disqualified from the selection process for which he / she is a candidate;
- to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

12 : PAYMENT OF NON-REFUNDABLE APPLICATION FEE & INTIMATION CHARGES:

- Applicants are first required to go to the Bank's website 'www.bankofmaharashtra.in' and on the Home Page open the link "Recruitment".
- Thereafter, open the Recruitment Notification titled "**BANK OF MAHARASHTRA CLERICAL RECRUITMENT PROJECT – 2011-12**".
- Take a Print of the entire Recruitment Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN' given on last page below.
- Fill in the Recruitment Application Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- Go to the nearest Bank of Maharashtra Branch with the Application Fee Challan and pay, in Cash, the appropriate Application Fee as indicated below :

Category of Applicant	Amount of Fees
GEN/ OBC	Rs.150.00
SC/ST/PWD	Rs. 50.00

- Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name, (b) Branch CODE NO. (c) 6 to 10 Digit TRANS Journal No., and (d) Date of Deposit filled in by the Branch Official duly signed.
- If application fee is paid through NEFT at any NEFT enable Bank.
- Fill the NEFT voucher/challan of that Bank with Beneficiary details as follows.

Name of the Account :- BOM **CLERICAL** RECRUITMENT PROJECT-2011-12

ACCOUNT NO. : **60093624604**

PAYEE BANK : BANK OF MAHARASHTRA MAIN BRANCH PUNE

IFSC CODE : MAHB0001150

Make Payment, Collect NEFT payment receipt from the Bank where you have made the payment. Please check that receipt is properly signed and the details of NEFT, UTR NO., IFSC code of the sending Bank branch, city name, Deposit date, Amount etc. are noted in the challan by the Branch authorities, and keep with you for submission the original itself at the time of personal interview if invited for.

PAYMENT OF APPLICATION FEES BY ANY OTHER MODE EXCEPT BY THE ABOVE STATED MODE WILL NOT BE ACCEPTED. INSTRUMENTS LIKE DEMAND DRAFT / BANKERS CHEQUES / INDIAN POSTAL ORDERS RECEIVED TOWARDS PAYMENT OF APPLICATION FEES WILL NOT BE ENCASHED BY THE BANK AND SUCH INSTRUMENTS IF RECEIVED WILL NOT BE RETURNED TO THE APPLICANTS.

AN APPLICATION ONCE MADE WILL NOT BE ALLOWED TO BE WITHDRAWN AND THE FEES ONCE PAID WILL NOT BE REFUNDED ON ANY ACCOUNT NOR CAN IT BE HELD IN RESERVE FOR ANY OTHER EXAMINATION OR SELECTION.THEREFORE, BEFORE APPLYING ON-LINE FOR THE POST THE CANDIDATE SHOULD ENSURE THAT HE / SHE FULFILS EACH OF THE ELIGIBILITY CRITERIA AND OTHER NORMS, INCLUDING SUBMISSION OF DOCUMENTS, AS MENTIONED IN THIS NOTIFICATION.

13 : GENERAL INSTRUCTIONS:

- **Candidates are required to pay the application fee at any Bank of Maharashtra BRANCH or through NEFT and thereafter apply "ON-LINE" only through the link provided on this notification hosted on the bank's website which will lead them to the on-line application form (Refer Para below "HOW TO APPLY"). The system generated printed application form and other documents are not to be sent at the time of applying. These will be required to be submitted by the candidate only when invited for the personal interview.**
- **The candidate should ensure that he / she fulfils the eligibility criteria and other norms, including being in possession of documents specified in this notification before applying for any post.**
- **A Candidate can submit ONLY ONE ON-LINE APPLICATION . MULTIPLE APPLICATIONS WILL BE SUMMARILY REJECTED AND THE APPLICATION FEE WILL NOT BE REFUNDED.**
- 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 interview, selection and any other matter relating to recruitment will be final and binding on the candidate. **In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has concealed or suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his / her services are liable to be terminated.**
- ~~After the System Generated Application Form is ready, the candidate should print the Application Form on a printer.~~
- **Generated Printed Application Form, should be kept ready for submission to the Bank, along with one set of photocopies of documents listed in below, only when invited for the Personal Interview.** The second Print-out of the Application Form may be kept by the candidate for his record.
- The candidate should submit, when invited for the Personal Interview, one set of photocopies of all the requisite documents along with the System Generated Application Form, arranged chronologically in the order listed below, in support of his/her educational qualifications.
 - ~~Semester Date / of Birth, (2) Maharashtra State Board / SSC / HSC / Examination / Passing Certificate & Marks Sheets (3) the~~
- Degree Passing Convocation Certificate(s) (Provision Passing Certificate only in case of those who have passed the relevant examination during the year 2011, (5) Computer Awareness Training, (6) Work Experience Certificate, if any.
- Candidates claiming the benefit of reservations / age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should also submit a clear and legible copy of the Medical Certificate issued as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995" in support of their disability issued by an Authorised Certifying Authority [as indicated at Para 14(ii)], **clearly indicating the Nature & Quantum (Percentage) of Disability**. We may inform that under section 33 of "The Persons with Disabilities (Equal Opportunities, Protection of Rights & 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. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of Test/ Interview if called by the Bank.

- Candidates belonging to SC/ST/OBC Category should submit a photocopy of their Caste Certificate, issued by the Competent Authority in the format prescribed by the (Central) Government of India, Dept. of Personnel & Training, and Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 & No.36036/8/98-Estt. (Res.) dated 16.03.1999. **The prescribed format of the SC / ST/OBC Caste Certificate is available on the Bank's Website after this Notification, which, if needed, may be downloaded, printed and made use of SC / ST / OBC candidates, claiming reserved status, failing to submit the photocopies of the caste certificate in prescribed format issued by the competent authority will not be considered for the posts under the respective reserved categories and their candidature will be cancelled. Candidates should, therefore ensure that the Caste Certificate is in the proper format.**
- **The Other Backward Class (OBC) Certificate to be submitted by OBC Candidates, at the time of Personal Interview, should be in the Format prescribed by the Government of India vide Government of India, Dept. of Personnel & Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997 entitled "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" and should invariably contain the 'CREAMY / NON-CREAMY LAYER' CLAUSE based on the income for the financial year 2010-2011, i.e., as of 31.03.2011 and submit it at the time of the Personal Interview. OBC CERTIFICATES NOT IN THE PRESCRIBED FORMATS AND / OR NOT CONTAINING THE "NON-CREAMY LAYER CLAUSE" BASED ON FINANCIAL YEAR PRIOR TO 2010-2011 i.e., before 31.03.2011, WILL NOT BE ACCEPTED AND THE CANDIDATE'S CANDIDATURE UNDER OBC CATEGORY WILL BE CANCELLED AS SUCH CANDIDATES HAVING APPLIED UNDER THE 'RESERVED CATEGORY', WILL BE DISQUALIFIED AND WILL NOT BE PERMITTED TO PARTICIPATE UNDER THE GENERAL / UNRESERVED CATEGORY. IT IS THEREFORE IN THE INTEREST OF THE CANDIDATES TO ENSURE THAT THEY GET THEIR OBC CERTIFICATES IN THE PROPER FORMAT AND WITH THE UP-DATED CREAMY LAYER CLAUSE CERTIFICATE ISSUED BY THE COMPETENT AUTHORITIES AND FURNISH THE SAME WHEN INVITED FOR THE PERSONAL INTERVIEW.**
- **As the 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 'GEN' while filling in the On-Line Application Form.**
- Candidates serving in Government / Public Sector Undertaking (including Banks & Financial Institutions) should submit a "No Objection Certificate" from the employer, at the time of the Personal Interview.
- Candidates claiming to have work experience should ensure that they submit along with the Printed On-Line Application Form, documentary proof thereof by way of Work Experience, Certificates for the periods mentioned in the Application Form, from all their employers, clearly stating the period and nature of employment / duties., Copies of Appointment Offer Letters, Salary Certificates, etc., in lieu of Work Experience Certificates will not be accepted.
- Candidates should ensure that they keep with themselves (and not attach with the System Generated Application Form) sufficient copies of the System Generated Application Form, for future use during the entire recruitment process, i.e., at the time of the Personal Interview, Medical Examination, Police Verification Formats and the Formal Application Formats. They are also advised not to change their appearance till the recruitment process is complete.
- The candidates will appear for the personal interview / medical examination, etc., at the allotted centres at their own cost and risks and the Bank will not be responsible for any injury / loss, etc., of any nature. However, eligible (unemployed) outstation SC / ST candidates attending the interview would be reimbursed to & fro Second Class Rail/ Ordinary State Transport Bus fare by the shortest route on production of satisfactory evidence of travel along with an application in this regard.
- Only those candidates (1) who have prima facie, on the basis of the information given in the On-Line Application Form, met with the eligibility criteria & / or (2) who are short-listed for appearing in the Personal Interview and (3)

those selected for Pre-Recruitment Medical Examination on the basis of their overall performance in the Personal Interview, will be individually intimated by e-mail at the e-mail address given by them in the application form. A List of all such candidates will also be hosted on the Bank's website 'www.bankofmaharashtra.in' under the link "Recruitments". CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME AND NOT TO MAKE TELEPHONIC or E-MAIL ENQUIRIES AS PERSONAL & / OR TELEPHONIC & / OR E-MAIL OR POSTAL ENQUIRIES WILL NOT BE ENTERTAINED /RESPONDED TO. While every attempt will be made to ensure that the Intimation to the eligible candidates, short listed for attending the Interview, will be sent sufficiently in advance so as to give the candidate adequate time to attend the Interview, the Bank will not be held responsible for delay/ non receipt in receiving the intimation by the candidate for any reason whatsoever. The candidates are therefore advised to keep track of the status of their candidature by visiting the Banks website from time to time.

- Candidates should ensure that they produce for Bank's verification at the time of the Personal Interview the ORIGINALS of the Documents stipulated above. Candidates failing to produce the Original Documents for verification will not be permitted to participate in the Personal Interview for selection and their candidature shall stand cancelled. Merely invited by the Bank for the Interview does not mean that the Bank is satisfied beyond doubt about the candidates eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the interview call letter for any reason whatsoever shall not be permitted to participate in the Interview even though they may have obtained the desired level of Score in the Written Examination of IBPS and called by the Bank for the Interview.
- Candidates are advised to up- date their communication addresses to ensure prompt receipt of postal mail sent by the Bank after the conclusion of the Interview. Candidates desirous of changing their communication address at any time after the conclusion of the Interview may communicate the change to the Bank giving therein (1) their Full Name, (2) System Generated Registration Number, (3) Interview Roll Number, (4) Interview Centre, (5) Earlier noted address and (6) the Changed Address. While every effort will be made to incorporate the changed address, the Bank will bear no responsibility & / or liability for not updating the change for any reason whatsoever.
- Candidates selected for appointment in the Bank will be required to execute a Financial **Service Bond** for rendering service for a minimum period of One year from the date of joining the Bank. The amount of the Financial Service Bond presently is **Rs.50,000.00 (Rs. FIFTY THOUSAND ONLY)**.
- Appointment of the short-listed / selected candidate is subject to his / her completing the entire prescribed pre-recruitment Medical Examination and he / she is not suffering from any illness or medical condition and he / she being declared medically fit as per the requirement of the Bank.
- Further, such appointment will also be subject to his / her executing a Financial Service Bond for rendering service for a specified tenure (where stipulated), receiving satisfactory references from respectable referees, police verification of antecedents, caste / class verification (all or any of which may be done even after the candidate provisionally joins the Bank but before his confirmation in the Bank's service), and compliance of the rules and regulations of the Bank.
- Selected candidates, who are presently in employment, will be required to produce a clear and valid discharge certificate / relieving letter from their present employer before joining the service.
- As Clerks are liable to be posted anywhere in the State/Region , only those candidates Willing to serve in any Branch / Office throughout the State/Region need apply.
- The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- While due care and caution will be exercised, the Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
- Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated at PUNE.

- Banking, being a versatile activity, needs all round grooming of the selected / recruited candidate. Accordingly, the candidates recruited / selected in the Bank will be required to inculcate overall knowledge of various facets of banking and allied subjects for which the bank will provide necessary on-the-job/theoretical training. It is expected that the candidates selected will endeavor to equip themselves with skill sets that will enable them to rise to higher positions in the Bank in due course of time.

Canvassing in any form will be a disqualification.

14 : COMPETENT AUTHORITIES FOR ISSUE OF THE CERTIFICATES TO SC/ST & PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED) CANDIDATES:

(i) For SC / ST / OBC Candidates:

- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub- Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c) Revenue Officer not below the rank of Tahsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(ii) For Persons With Disability / Physically Challenged Candidates:

Authorised Certifying Authority will be the Medical Board at the District level. The Medical Board will consist of a Chief Medical Officer, a Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon.

15 : HOW TO APPLY :

A.

- (a) **Candidates MUST POSSESS HIS / HER OWN VALID PERSONAL E-MAIL ID (as mentioned in the online application form while applying for CWE for recruitment **in clerical cadre WHICH SHOULD BE VALID FOR THE ENTIRE DURATION OF THIS RECRUITMENT PROJECT. In case a candidate does not have a valid personal e-mail id, he / she should create his/her new e-mail id. THIRD PARTY E-MAIL IDs ARE NOT PERMITTED.****
- (b) **Eligible candidates are required to apply only 'ON-LINE' through our website www.bankofmaharashtra.in. No other means/ mode of application will be acceptable.**
- (c) **A Candidate can submit ONLY ONE ON-LINE APPLICATION which can be made between 17-04-2012 TO 10-05-2012 (both days inclusive).**

The candidate should also keep the particulars of their Application Fee Paid details, Educational Qualifications, Work Experience details, and other Personal details ready before applying as these details are required to be entered in the On-Line Application.

A. To apply ON-LINE :-

- (a) Go to the Internet and to the Bank's website '[www. bankofmaharashtra.in](http://www.bankofmaharashtra.in)' and on the Home Page under the link "Recruitment", access the Recruitment Notification titled "**BOM CLERICAL RECRUITMENT PROJECT – 2011-12**".
- (b) Print the Recruitment Notification and the Recruitment Application Fee Payment Challan (attached to this notification) and make payment of the prescribed Application Fee at any Bank of Maharashtra Branch, OR through NEFT as spelt out under "**PAYMENT OF NON-REFUNDABLE APPLICATION FEE & INTIMATION CHARGES**" above.
- (c) After making Payment of the Application Fees re-visit the Bank's Website and the Recruitment Notification
- (d) **CLICK ON THE APPROPRIATE ALONGSIDE LINK "ON-LINE APPLICATION FOR CLERICAL RECRUITMENT-2011 -2012 to open up the appropriate On-Line Application **Format.****

- (e) Fill in On-Line the required details in the **Correct Application Form** and **SUBMIT the On-Line Application electronically NOT LATER THAN 10-05-2012.**
- (f) Make a note of the allotted System Generated Application Registration Number and Password.
- (g) After applying On-Line, take two (2) Print-Outs of the duly filled in Computerised System Generated Application Form.
- (h) The Candidate is required to download a copy of the Application Form and keep ready with the one set of the prescribed documents to be brought along and submitted only when invited for the Personal Interview. Ensure to also bring along the Original Documents for verification when invited for the Personal Interview. The other Print-out is to be retained by the applicant for future reference.

16 : LAST DATE FOR SUBMISSION / RECEIPT OF ON-LINE APPLICATION FORMS :

(a) The Last Date for **making payment of Application Fees at any Bank of Maharashtra Branch (prior to applying on-line) is 10-05-2012.**

(b) The Last Date for **making an On-Line Application is_10-05-2012.**_____

The printed copy of the system generated application form, photocopy of the recruitment application fee payment challan and one set of photocopies of the specified documents should not be submitted at the time of making the application. All these documents, along with the original of these documents, are required to be submitted only when invited for the personal interview.

Candidates are exhorted in their own interest not to wait till the last date to pay the recruitment application fees and to apply on-line, but to avail themselves of the opportunity of a large time span afforded for applying much before the closing date.

PUNE:- 31.03.2012

Sd/-
**GENERAL MANAGER
HRM & INSPECTION**



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
 ONE FAMILY ONE BANK



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
 ONE FAMILY ONE BANK

CLERICAL Recruitment Project -2011-12

CHALLAN

BRANCH COPY

Application Fee Details

Account No : **60093624604**

Applicant's Name

Mr./Mrs./Kum.

Category* -SC/ST/PWD- Only Intimation charges Rs.50/-
 (tick as applicable)

OBC/GEN/-Application Fee & Intimation charges

Rs 150/- (tick as applicable)

Branch Name :

Branch Code :

Journal No :

Deposit Date :

Application Fee/Postage Rs.

(Rupeesonly)

Authorized Signatory

* Tick whichever is applicable.

Fee receiving branch is advised to compulsorily
 write the correct Journal No and Branch Code

**(PAYMENT TO BE MADE BETWEEN 17-04-2012 TO
 10-05-2012)**

CLERICAL Recruitment Project -2011-12

CHALLAN

CANDIDATE'S COPY

(To be produced at the time of Personal Interview)

Application Fee Details

Account No : **60093624604**

Applicant's Name

Mr./Mrs./Kum.

Category* -SC/ST/PWD- Only Intimation charges Rs.50/-
 (tick as applicable)

OBC/GEN/-Application Fee & Intimation charges

Rs 150/- (tick as applicable)

Branch Name :

Branch Code :

Journal No :

Deposit Date :

Application Fee/Postage Rs.

(Rupeesonly)

Authorized Signatory

* Tick whichever is applicable.#Fee receiving branch is
 advised to write compulsorily the correct Journal No
 and Branch Code

**(PAYMENT TO BE MADE BETWEEN 17-04-2012 TO
 10-05-2012)**

