

**बैंक ऑफ महाराष्ट्र**

(भारत सरकार का उपक्रम)

मानव संसाधन विकास विभाग

प्रधान कार्यालय, लोकमंगल, 1501 शिवाजीनगर, पुणे 5



**BANK OF MAHARASHTRA**

(A GOVERNMENT OF INDIA UNDERTAKING)  
HUMAN RESOURCES MGT DEPTT.

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**RECRUITMENT OF LEGAL ASSISTANTS AND AGRICULTURE ASSISTANTS IN CLERICAL CADRE  
RECRUITMENT PROJECT - 2016-17**

**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, form the eligible Indian Citizen for the appointment of (i) Legal Assistants (ii) Agricultural Assistants clerical cadre in Bank of Maharashtra.

We are looking for talented professionals with winning attitude to be partners in the growth journey of the Bank through shouldering the responsibility, as Legal Assistants and Agriculture Assistants in clerical cadre. The candidates can apply for vacancies in one state and for one post only. Applications for multiple posts will be summarily rejected. **The candidates applying for the post should be proficient (Reading, Writing, Speaking and understanding) in official language of the state to which he/she is applying.**

**[PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE ON-LINE APPLICATION]**

<b>Important Details</b>	<b>Dates</b>
OPENING DATE for making ON-LINE Applications and Payment of Fees& Intimation charges:-	<b>12.08.2016</b>
LAST DATE FOR MAKING ON-LINE APPLICATION & SUBMISSION OF APPLICATION FEES & INTIMATION CHARGES	<b>06.09.2016</b>
DATE OF WRITTEN TEST	<b>Will be communicated separately</b>

**1: NAME OF THE POST: (a) Legal Assistants in clerical cadre (b) Agriculture Assistants in clerical cadre.**

**I Vacancies - State and Union Territories wise.**

Since clerical cadre recruitment would be based on State/UT wise, it will therefore be necessary that candidates apply for vacancies of a State/UT from the candidate proficient (Reading, Writing, Speaking and Understanding) in the official language of the state to which he/she is applying.

**a) Legal Assistants in Clerical Cadre:**

Sr.No	State	Official Language	Legal Assistants									
			Category wise					PWD			Ex-Servicemen	
			GEN	OBC	SC	ST	TOTAL	OC	VI	HI	XS	DXS
1	Andhra Pradesh	Telugu	1	0	0	0	1	0	0	0		
2	Assam	Assamese	1	0	0	0	1	0	0	0		
3	Bihar	Hindi	1	0	0	0	1	0	0	0		
4	Chhattisgarh	Hindi	1	0	0	0	1	0	0	0		
5	Dadra Nagar Haveli	Gujarati	0	0	0	0	0	0	0	0		
6	Delhi	Hindi	1	0	0	1	2	0	0	0		
7	Goa	Konkani	0	1	0	0	1	0	0	0		
8	Gujarat	Gujarati	1	2	0	0	3	0	0	0		
9	Haryana	Hindi	1	1	0	0	2	0	0	0		
10	Himachal Pradesh	Hindi	0	0	1	0	1	0	0	0		
11	Jharkhand	Hindi	0	0	1	0	1	0	0	0		
12	Karnataka	Kannada	0	0	1	1	2	0	0	0		
13	Kerala	Malayalam	0	1	0	0	1	0	0	0		
14	Maharashtra	Marathi	33	20	4	3	60	1	1	1	10	4
15	Madhya Pradesh	Hindi	4	2	1	1	8	0	0	0		
16	Orissa	Odia	0	0	0	1	1	0	0	0		
17	Punjab	Punjabi	1	0	1	0	2	0	0	0		
18	Rajasthan	Hindi	0	0	2	0	2	0	0	0		
19	Telangana	Telugu	2	0	0	0	2	0	0	0		
20	Tamilnadu	Tamil	2	0	0	0	2	0	0	0		
21	Uttar Pradesh	Hindi	1	0	1	0	2	0	0	0		
22	Uttarakhand	Hindi	0	0	1	0	1	0	0	0		
23	West Bengal	Bengali	1	0	2	0	3	0	0	0		
	<b>Total</b>		<b>51</b>	<b>27</b>	<b>15</b>	<b>7</b>	<b>100</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>4</b>

**b) Agriculture Assistants in Clerical Cadre:**

Sr. No	State	Official Language	Agriculture Assistants									
			Category wise					PWD			Ex-Servicemen	
			GEN	OBC	SC	ST	TOTAL	OC	VI	HI	XS	DXS
1	Andhra Pradesh	Telugu	2	1	1	0	4					
2	Assam	Assamese	1	0	0	0	1					
3	Bihar	Hindi	2	1	1	0	4					
4	Chhattisgarh	Hindi	1	1	0	2	4					
5	Dadra Nagar Haveli	Gujarati	0	0	0	0	0					
6	Delhi	Hindi	2	1	0	0	3					
7	Goa	Konkani	1	1	1	0	3					
8	Gujarat	Gujarati	2	1	1	1	5					
9	Haryana	Hindi	3	1	1	0	5					
10	Himachal Pradesh	Hindi	1	0	0	0	1					
11	Jharkhand	Hindi	1	1	0	2	4					
12	Karnataka	Kannada	4	1	1	1	7					
13	Kerala	Malayalam	0	0	0	0	0					
14	Maharashtra	Marathi	51	35	15	1	102	1	1	2	15	8
15	Madhya Pradesh	Hindi	13	5	3	4	25	1	1		5	
16	Orissa	Odia	0	0	0	0	0					
17	Punjab	Punjabi	2	1	1	0	4					
18	Rajasthan	Hindi	2	0	1	1	4					
19	Telangana	Telugu	1	1	1	1	4					
20	Tamilnadu	Tamil	2	1	1	1	5					
21	Uttar Pradesh	Hindi	3	1	1	0	5					
22	Uttarakhand	Hindi	3	1	0	1	5					
23	West Bengal	Bengali	4	0	1	0	5					
	<b>Total</b>		<b>101</b>	<b>54</b>	<b>30</b>	<b>15</b>	<b>200</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>20</b>	<b>8</b>

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

**RESERVATIONS WILL BE MAINTAINED AS PER GOVT. GUIDELINES CATEGORYWISE  
RESERVATIONS IS AS PER ABOVE**

(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 31.03.2016 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/Union Territory/Zone.**

(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.

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

**2 Definitions: Physically Challenged candidates**

A) 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.

**B) 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.

**C) 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.

#### **Definitions: Ex-servicemen candidates**

**(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 27<sup>th</sup> 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.

**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).**

### 3. ELIGIBILITY CRITERIA (As on 01.07.2016) :

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.

iii) **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 1<sup>st</sup> 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 document verification 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.

iv) **Educational Qualifications:**

(a). EDUCATIONAL QUALIFICATIONS (as on 01.07.2016)

i) Legal Assistants : Graduation in Law from a Government recognized University/Institute.

ii) Agriculture Assistants : Graduation in Agriculture or Agriculture allied activities from a Government recognized University/Institute.

v) **Age:**

The Minimum and Maximum Age, excluding the Age with Relaxation, will be reckoned **as of 01.07.2016**.

**a) Age Limit (As on: as on 01.07.2016):**

Minimum age 18 years & Maximum age 28 yrs.[A candidate must have been born not earlier than 02.07.1988 and not later than 01.07.1998 (both days inclusive)]

**b) Relaxation in Upper Age Limit:**

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Disabilities	10 years
4	Ex-Servicemen / Disabled Ex-Servicemen	actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
5	Widows, divorced women and women legally separated	9 years

Sr. No.	Category	Age relaxation
	from their husbands who have not remarried	
6	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years
8	Regular employees of the Union Carbide Factory, Bhopal retrenched from service (Applicable to Madhya Pradesh state only)	5 years

Note:

(a) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in point C(4) to C(8).

(b) An Ex-serviceman who has once joined a government job on the 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 re-employment in government ceases.

(c) All persons eligible for age relaxation under (vi) above must produce the domicile certificate at the time of Document verification, from the respective District Magistrate of Jammu & Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Government of J&K, to the effect that the candidate had ordinarily been domiciled in the state of J&K during 1 January 1980 to the 31<sup>st</sup> day of December 1989.

(d) Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Community Certificate in support of his/her claim at the time of Pre-Examination Training / Document verification.

#### **Definition of Categories of Disabilities:**

##### **(i) 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 (smellen) 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.

**(ii) Orthopaedically Challenged (OC):** Only those Orthopedically 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;

(h) weakness of grip;

(c) ataxia

OL - One leg affected (R or L)

MW - Muscular weakness and limited physical endurance

### **Guidelines for Persons 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 may be from any academic stream.
- 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 fulfill 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 candidate for the same online examination. If violation of the above is detected at any stage of the process, candidature for the examination of both the candidate and the scribe will be cancelled.
- Applicants 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 favorably entertained.

### **Guidelines for candidates**

(i) with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour 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).

(ii) Visually Impaired candidates

A compensatory time of twenty minutes per hour shall be permitted for Visually Impaired candidates (who suffer from not less than 40% of disability) who opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

Please note the candidates not opting for scribe in the application form will not be allowed to use the facility of scribe.

### **4. Selection Procedure:**

The selection will be made on the basis of performance in the order of merit in Online Test conducted through IBPS/or any other examiner decided by the Bank and Documents & Biometric verification. Merely satisfying the eligibility norms do not entitle a candidate to be called for written test & document verification. The details of the written test shall be communicated to the candidates in advance. The Written test will be Objective type.

The date of written test will be communicated separately through e-mail and announcement in our Bank's website.



The structure of on-line examination would be as below.

Sr. No.	Name of Tests (NOT BY SEQUENCE)	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1	Reasoning	40	50	<b>2 hours</b>
2	English Language	40	40	
3	Quantitative Aptitude	40	50	
4	General Awareness (with special reference to Banking)	40	40	
5	Computer Knowledge	40	20	
	<b>Total</b>	<b>200</b>	<b>200</b>	

The questions in objective tests except General English will be in bilingual i.e. English & Hindi. The candidates are required to qualify in each of the Tests by securing Passing marks to be decided by the Bank. There will be negative marks for wrong answers in the objective tests. 1/4<sup>th</sup> mark will be deducted for each wrong answer. Candidates will have to pass in each of the objective tests.

The passing marks of the test will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score minimum percentage marks on aggregate (For SC/ST/OBC/PWD/XS candidates 5% relaxation available thereon). Minimum percentage marks on aggregate will be decided by the Bank.

Those who produce 10<sup>th</sup> standard mark sheet /certificate evidencing having studied official (local) language will not be subject to any language test. If the candidates do not possess the proficiency in official (local) language, his/her candidature will be summarily rejected at any stage.

The final selection will be based on the category wise merit in written test and subject to other eligibility criteria. Finally selected candidates will be called for document verification and after document verification, the posting will be done as per Bank's requirement. The candidates will be advised to attend personally with original documents for verification at their own cost and will not pay any TA/DA for on-line examination and document verification.

## 5. ONLINE EXAM CENTRES

The exact date of on-line test will be communicated to the candidates to registered e-mail ID and/or notification on our Bank website. The Bank however, reserves the right to cancel or make any change in the date of examination, if need arises. The candidates are requested to visit our Bank's website for regular updated information.

The exact schedule of events like, Pre-written test training to SC/ST/OBC/Minority/PWD/EXS candidates, date of written test and document verification will be informed through Bank's website and mail to registered e-mail.

The online test will be scheduled at the following centers and the address of the venue will be advised in the call letters:

The online test is proposed to be held at Hyderabad, Guwahati, Patna, Chandigarh, Delhi, Ahmedabad, Shimla, Jammu, Ranchi, Bengaluru, Thiruvananthapuram, Bhopal, Indore, Jabalpur, Aurangabad, Kolhapur, Mumbai, Nagpur, Nasik, Pune, Bhubaneswar, Jaipur, Chennai, Lucknow, Dehradun, Kolkata, Raipur, Panaji.

The candidates are requested to choose the nearest centre while punching in the online application. No change of centre will be allowed. The Bank reserves its own discretions to add /delete/modify the centre subject to availability of the candidates.

Note :

- i. Request for Change of Centre of Examination shall NOT be entertained.
- ii. Bank reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility, etc. The Bank also reserves the right to allot the candidate to any of the centers other than the one he/she has opted for.

## **PRE-EXAMINATION TRAINING**

Pre-Examination Training will be arranged to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/OBC/ Minority Communities/ Ex-Servicemen/ Persons With Disabilities at certain centres viz.

Hyderabad, Bengaluru, Delhi, Lucknow, Kolkata, Bhopal, Mumbai, Pune, Nagpur and Aurangabad.

All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centres. Depending on the response and administrative feasibility the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements is reserved.

By merely attending the Pre-Examination Training no candidate acquires any right to be selected in Bank of Maharashtra.

## **6. SELECTION METHODOLOGY:**

- The passing marks of the test will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score minimum percentage marks on aggregate (For SC/ST/OBC/PWD/XS candidates 5% relaxation available thereon). Minimum percentage marks on aggregate will be decided by the Bank
- The short-listing of the candidates for document verification will be made on the basis of the candidate's performance in the Written Test conducted by IBPS and the Total Weighted Score Card obtained from IBPS.
- Depending on the number of vacancies, only those candidates who are Qualified in the Common Written Examination conducted by IBPS and rank sufficiently high in the order of merit based on the total Weighted Score shall be called for a document verification personally in the ratio of 1:1 or as decided by the Bank against the vacancies stipulated. The Bank reserves its right to call for the **document verification** candidates otherwise than in the above ratio at its sole discretion.
- Subject to the vacancies available under the respective category, candidates passing the written test will be ranked in a descending order on the basis of the Weighted Score obtained in the Written Test conducted by IBPS, and in document verification under the respective SC / ST / OBC/ PWD/ExS GEN 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.

## **7. DOCUMENT VERIFICATION**

**When called for the document verification, 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 10<sup>th</sup>/SSC, HSC/Graduation passed with required percentage of marks.**

IN case of graduates-

- (a) *Copy of on-line application.*
- (b) **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)*
- (c) **YEAR-WISE / SEMESTER-WISE MARK SHEET FOR EACH YEAR / SEMESTER IN RESPECT OF EACH OF THE EXAMINATIONS PASSED** from the concerned College & University,

**AND**

- (d) **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.

**The candidature of candidates not fulfilling the above criteria will be summarily rejected and they will not be permitted to participate in the recruitment process.**

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 01.07.2016.**

## **8. CENTERES FOR DOCUMENT VERIFICATION :**

**The document & Biometric verification will be done at the selected centers and short listed candidates will be intimated to attend for document and Biometric verification at the selected centers.**

**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 document verification Dates & / or to add to or delete or modify / change the Centre and the Venues & / or to cancel the document verification on account of technical or administrative exigencies or any other reason.**

**The intimation for the purpose of document verification 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' along with details such as date, time and venue for the document verification 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 document verification process other than mentioned above will be followed.**

**Identity Verification :**

**The candidate should, while appearing personally for document verification produce originals for verification and submit photo copies of the following if required,**

- a) **Original document and biometric verification 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 document and Biometric verification.**

**9. 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. 11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540 (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.)

**10. 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.

**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 document verification , 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 in the 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:**

<b>CATEGORY</b>	<b>AMOUNT (Rs)</b>
SC/ST/PWD	Rs. 100 (Intimation charges only)
FOR ALL OTHERS	Rs. 600 (Application fee + Intimation charges)

Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate.

- 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 LEGAL ASSISTANTS AND AGRICULTURE ASSISTANTS IN CLERICAL CADRE PROJECT – 2016-17**".
- Candidates have the option of making the payment of requisite fees/ intimation charges
- through the ONLINE mode only:
- Payment of fees/ intimation charges via the ONLINE MODE from 12.08.2016 to 06.09.2016 and no other mode is acceptable.

**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:

- 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 SUMMARILLY 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 document verification, 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 submitting the On-Line Application Form, with the Application Fee details duly entered therein, candidates are required to obtain two (2) Print-outs of the Computerised System Generated Application Form. **one Print-out of the System**
- **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 document and Biometric verification.** 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 Document verification, 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 (1) educational qualifications (2) Date of Birth, (3) SSC & HSC Examination Passing Certificates & Marks Sheets (4) the Semester-wise / Year-wise Marks Sheets for each semester / year &
- Degree Passing Convocation Certificate(s) (Provision Passing Certificate only in case of those who have passed the relevant examination during the year 2016, (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/ Document verification 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 document verification, 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 2015-2016, i.e., as of 31.03.2016 and submit it at the time of the Document verification. OBC CERTIFICATES NOT IN THE PRESCRIBED FORMATS AND / OR NOT CONTAINING THE "NON-CREAMY LAYER CLAUSE" BASED ON FINANCIAL YEAR PRIOR TO 2015-2016 i.e., before 31.03.2016, 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 DOCUMENT VERIFICATION.**
- **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 Document verification.
- 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 Document verification, 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 document verification / 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 document verification 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 Document verification and (3) those selected for Pre-Recruitment Medical Examination on the basis of their overall performance in the Document verification, 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 Document verification, will be sent sufficiently in advance so as to give the candidate adequate time to attend the Document verification, 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 Document verification the ORIGINALS of the Documents stipulated above. Candidates failing to produce the Original Documents for verification will not be permitted to participate in the Document verification for selection and their candidature shall stand cancelled. Merely invited by the Bank for the Document verification 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 document verification call letter for any reason whatsoever shall not be permitted to participate in the Document verification even though they may have obtained the desired level of Score in the Written Examination of IBPS and called by the Bank for the Document verification.
- 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 Document verification. Candidates desirous of changing their communication address at any time after the conclusion of the Document verification may communicate the change to the Bank giving therein (1) their Full Name, (2) System Generated Registration Number, (3) Document verification Roll Number, (4) Document verification 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/- (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 legal assistants in clerical cadre /Agriculture Assistants in clerical cadre 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 / 1<sup>st</sup> 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 recruitment of Legal Assistants/Agriculture Assistants and General Clerks 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](http://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 06.08.2016 TO 06.09.2016 (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 LEGAL ASSISTANTS LEGAL & AGRICULTURE ASSISTANTS IN CLERICAL RECRUITMENT PROJECT – 2016-17**".
- (b) **CLICK ON THE APPROPRIATE ALONGSIDE LINK "ON-LINE APPLICATION FOR JUNIOR ASSISTANTS IN CLERICAL CADRE RECRUITMENT-2016 -2017" to open up the appropriate On-Line Application Format.**
- (c) Fill in On-Line the required details in the **Correct Application Form, make online fee payment and SUBMIT the On-Line Application electronically from 12.08.2016 and NOT LATER THAN 06.09.2016.**
- (d) Make a note of the allotted System Generated Application Registration Number and Password.
- (e) After applying On-Line, take two (2) Print-Outs of the duly filled in Computerised System Generated Application Form.
- (f) 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 Document verification. Ensure to also bring along the Original Documents for verification when invited for the Document verification. The other Print-out is to be retained by the applicant for future reference.

**PUNE:-**

Sd/-  
**DEPUTY GENERAL MANAGER  
HRM**