



बैंक ऑफ महाराष्ट्र

BANK OF MAHARASHTRA

(A Government of India Undertaking)

HUMAN RESOURCES MANAGEMENT DEPTT

Head Office, "Lokmangal", 1501 Shivajinagar, Pune – 411 005

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Bank of Maharashtra invites on-line applications from Indian citizens for the following posts of **SPECIALIST OFFICERS in the field of Information Technology in various grades.**

Eligible candidates are requested to apply ON-LINE through Bank's website www.bankofmaharashtra.in. No other means / mode of Application will be accepted. Please read this advertisement carefully and ensure your eligibility before paying fees / submitting on-line application.

Important Dates	
Event	Date
Opening Date for on-line registration on Website	06.05.2014
Closing Date for on-line registration on Website [including far-flung areas]	22.05.2014
Tentative Date of Online Test	06.07.2014

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DESCRIPTION OF POSTS

POST CODE	NAME OF THE POST	SCALE	TOTAL VACANCIES
01	NETWORKING ADMINISTRATOR	JMGS-I	2
02	WINDOWS ADMINISTRATORS	JMGS-I	2
03	ORACLE DATA BASE ADMINISTRATOR	JMGS-I	2
04	MSSQL DATABASE ADMINSTRATOR	JMGS-I	2
05	SOFTWARE PROGRAMMER	JMGS-I	2
06	IT SUPPORT ADMINISTRATOR	JMGS-I	30
07	INFORMATION SECURITY OFFICERS	MMGS-II	3
08	PEOPLE SOFT IMPLEMENTATION SPECIALIST	MMGS-II	2
TOTAL VACANCIES			45

The number of vacancies are provisional and may vary according to actual requirements of the Bank.

2.RESERVATIONS

The Scale-wise reservations are as under;

Scale	No. of Posts for								
	SC	ST	OBC	UR	Total	Of which PWD			
						VC	HI	OC	Total
MMGS-II	1	1	1	2	5	-	-	-	-
JMGS-I	6	2	10	22	40	-	-	1	-

Note:

- Candidates can apply only for one post.
- The number of posts and the reservations provided are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.

- c. 3% of the total posts @ 1% each for VC, HI & OC candidates are reserved for the Persons with Disabilities. It is clarified that it may not be possible to employ Persons with Disabilities in all Offices / Branches of the Bank and they will have to work in the posts identified by the Bank as suitable for them.
- d. As the reservations for PWD candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.
- e. The above reservation is inclusive of shortfall / backlog reservation.
- f. The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.

PAY SCALE & EMOLUMENTS

SCALE	PAY SCALE (Rs.)
JMGS-I	14500 – 600/7 – 18700 – 700/2 – 20100 – 800/7 – 25700
MMGS – II	19400 – 700/1 – 20100 – 800/10 – 28100

- (*) Medical Aid, Leave Fare Concession, House rent reimbursement, retirement benefits and other perquisites admissible as per the rules of the Bank.

3.ELIGIBILITY CRITERIA

a.NATIONALITY / CITIZENSHIP:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 1st 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/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.

b.Age as on 01-04-2014

For JMGS-1 -- Minimum -23 years, Maximum- 30 years

i.e. a candidate must have been born not earlier than 02.04.1984 and not later than 01.04.1991 (both dates inclusive)

For MMGS-II -- Minimum-28 years Maximum-35 years

i.e. a candidate must have been born not earlier than 02.04.1979 and not later than 01.04.1986 (both dates inclusive)

Relaxations in upper age limit:

i	Scheduled Castes / Scheduled Tribes	:	5 Years
ii	Other Backward Classes	:	3 Years
iii	Ex-servicemen	:	5 years
iv	Persons with Disability candidates (As per rules of Govt. of India)	:	10 Years
v	Persons domiciled in Kashmir Division of State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989	:	5 Years

DEFINITIONS :

(A) Ex-Serviceman (EXSM):

- (i) Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/ 5/85/Estt.(SCT) dated 27.10.1986 as amended from time to time.
- (ii) An Ex-Serviceman who has once joined in a Govt. Job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment ceases.

(B) Persons With Disabilities (PWD)

Categories of Disabilities:

- (i) An Orthopedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/ State Govt.) would be eligible for reservation in services/ posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

- (ii) Deaf & Hearing Impaired (HI): the deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all, even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

- (iii) Visually Impaired (VI): The visually impaired persons are those suffering from blindness or low vision.

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

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

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

- (iv) **Degree of Disability:** Degree of disability will be as per Govt. of India guidelines.

c. EDUCATIONAL QUALIFICATION AND EXPERIENCE AS ON 01.04.2014

<u>POST CODE & NAME</u>	Particulars	
1 Network Administrators	No. of Posts	2 in JMGS I
	Min. / Max Age	Min. 23 Years – Max 30 Years
	Qualification	B.Tech / B.E. in Computer Science / Electronics / Electronics & Telecommunications. [Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/ST Candidates]

<u>POST CODE & NAME</u>	Particulars	
		<p>Very strong fundamental knowledge in Networking including TCP/IP including DHCP and DNS, ISO/OSI Layer, and IEEE Standards is essential.</p> <p>Experience in Installation, Administration & Managing CISCO Switches, Routers & Firewalls.</p> <p>Hands on experience on Networking & Security products</p> <p>Exposure to Structured Cabling systems, Fibre Optics, WAN, MPLS, VSAT.</p> <p>Exposure to NMS like CA Unicenter, HP OpenView.</p>
	Experience	Minimum one Year's work experience in the mentioned areas.
	Desirable	<p>Candidates having additional certifications like CCNA / CCNP would be preferred.</p> <p>Candidates having work experience in Banks/ financial institutions will be preferred.</p>
2 Windows Administrators	No. of Posts	2 in JMGS I
	Min. / Max Age	Min. 23 Years – Max 30 Years
	Qualification	<p>B.Tech / B.E in Computer Science / IT / Electronics / MCA / MSC Computer Science [Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/ST Candidates] Knowledge in Windows Administration, Maintenance with exposure to Windows Installation, Configuration, Patch Management, IIS/Website configuration, Backup / Restore management, Windows scripts management, Active Directory services, Configure IP addressing, Access control, User Management, Group policy, FTP, SFTP setups, Scheduling of jobs, Remote access etc for Servers 2003,2008/Desktop PCs/Laptops/iPADs/Mobiles etc is essential.</p>
	Experience	Minimum one Year's work experience in the mentioned areas.
	Desirable	<p>Candidates with additional qualification of suitable certification in the above areas would be preferred. Knowledge of Lotus notes mail administration preferred. Candidates having work experience in Banks / Financial institutions are preferred.</p>
3 Oracle Database Administrator	No. of Posts	2 in JMGS I
	Min. / Max Age	Min. 23 Years – Max 30 Years
	Qualification	B. Tech / B.E in Computer Science / IT / Electronics / MCA / MSC Computer Science

<u>POST CODE & NAME</u>	Particulars	
		[Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/ST Candidates] Knowledge in Database Administration, Maintenance with exposure to ORACLE 9 or above is essential.
	Experience	Minimum one Year's work experience in the mentioned areas.
	Desirable	Candidates with additional qualification of ORACLE certification would be preferred. Candidates having work experience in Banks / Financial institutions are preferred. Job includes the development and design of large database strategies, monitoring and improving database performance and capacity, Replication, backup, recovery, User management, access control and planning for future expansion as per the changing requirements of Bank, etc.
4 MSSQL Database Administrator	No. of Posts	2 in JMGS I
	Min. / Max Age	Min. 23 Years – Max 30 Years
	Qualification	B.Tech / B.E in Computer Science / IT / Electronics / MCA / MSC Computer Science [Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/ST Candidates] Knowledge in Database Administration, Maintenance with exposure to MSSQL 2000, 2005, 2008 is essential.
	Experience	Minimum one Year's work experience in the mentioned areas.
	Desirable	Candidates with additional qualification of MSSQL certification would be preferred. Candidates having work experience in Banks / Financial institutions are preferred. Job includes the development and design of large database strategies, monitoring and improving database performance and capacity, Replication, backup, recovery, User management, access control and planning for future expansion as per the changing requirements of Bank, etc.
5 IT Support Administrators	No. of Posts	30 in JMGS I
	Min. / Max Age	Min. 23 Years – Max 30 Years
	Qualification	B. Tech / B.E in Computer Science / IT / MCA / MCS/ M. Sc (Electronics / Comp. Science) [Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/ST Candidates] Knowledge of implementing, supporting, trouble shooting, vendor co-ordination, data conversion from Legacy systems to CBS Data environment, SLA

<u>POST CODE & NAME</u>	Particulars	
		management, and providing support / training to end users preferably in Core Banking environment.
	Experience	Minimum one Year's work experience in the mentioned areas.
	Desirable	Candidates having work experience in Banks / Financial institutions are preferred
6 Software Programmers	No. of Posts	2 in JMGS I
	Min. / Max Age	Min. 23 Years – Max 30 Years
	Qualification	<p>Graduates in Computer Science B.Sc (Computer Science), BCA, B.Tech / B.E. in Computer Science / IT, M.Sc (Computer Science), MCA [Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/ST Candidates]</p> <p>Knowledge in MS SQL, Oracle, ASP, JSP, various .Net technologies, Visual Studio, Scripting languages, HTML, XHTML, XML, CSS, Java Servlets, ActiveX controls is essential.</p> <p>A broad knowledge and understanding of multiple other languages is also required.</p> <p>Candidates should be able to demonstrate and provide proofs for having done projects on any of the languages mentioned.</p>
	Experience	Minimum one Year's work experience in the mentioned areas.
	Desirable	<p>Candidates, who are thorough in building programming logic and are able to do analysis, design, develop, test, debug, implement and maintain various Client-Server technology based software and web-based software (as per Bank's requirements) under Unix/Window platforms by strictly following SDLC would be preferred.</p> <p>Candidates with additional qualification of suitable certification in the above areas would be preferred.</p> <p>Candidates having work experience in Banks / Financial institutions are preferred</p>
7 Information Security Officers	No. of Posts	3 in MMGS II
	Min. / Max Age	Min. 28 Years – Max 35 Years
	Qualification	<p>B.Tech / B.E in Computer Science / IT / MCA / MCS/ M.Sc (Electronics / Comp. Science) [Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/St Candidates]</p>

<u>POST CODE & NAME</u>	Particulars	
	Experience	Minimum Five Year's work experience in Information Security. Preference will be given for any of the certifications in ISO Lead Auditor, ITIL, CEH, CH-FI, CCNA, CISA, CISSP or equivalent.
	Desirable	Candidates having work experience in Banks / Financial institutions are preferred
8 PeopleSoft Implementation specialist	No. of Posts	2 in MMGS II
	Min. / Max Age	Min. 28 Years – Max 35 Years
	Qualification	B. Tech / B.E in Computer Science / IT / MCA / MCS/ M. Sc (Electronics / Comp. Science) [Minimum 55% Marks in Aggregate for General candidates and Minimum 50% for SC/St Candidates. Candidates should possess relevant certification in PeopleSoft Suite of Oracle in the areas of CRM, Online Marketing, Support & Helpdesk, and CRM Automation & Configuration Rel 9.1.
	Experience	A minimum of 2 years experience in customizing, implementing & supporting the PeopleSoft Suite of Products in the areas of CRM, Online Marketing, Support & Helpdesk, CRM Automation & Configuration Rel 9.1. Candidates should be able to demonstrate and provide proofs for the same.
	Desirable	Candidates having work experience in Banks / Financial institutions are preferred

Educational Qualifications:

The date of passing the examination, which is reckoned for eligibility, will be the date appearing on the mark sheet/passing certificate. Candidates should indicate the percentage calculated to the nearest two decimals in the online application. Where CGPA/SGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application.

Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honors/optional/additional optional subjects, if any. This will be applicable for those Universities also where Class/Grade is decided on basis of Honors marks only.

4. PROBATION :

The selected candidates will be on probation for a period of one year.

5. SERVICE BOND

The candidates selected for JMGS -I post shall be required to furnish a Service Bond of Rs 1.00 Lakh which will be invoked if the candidates leave the service within two years from date of joining the Bank.

The candidates selected for MMGS –II post shall be required to furnish a Service Bond of Rs 2.00 Lakh which will be invoked if the candidates leave the service within two years from date of joining the Bank.

6. SELECTION PROCEDURE :

The selection of the candidates will be based on written/online test **and / or group discussion** followed by interview.

The Test will be conducted on-line at the identified centres. The list of identified centres will be made available in on-line application and candidates have to choose the centre for test at the time of on-line registration. However, Bank reserves the right to change the test centres in case of exigencies and allot the candidates to any other centres. The details of test pattern are as under;

Test	Name of the Tests	No. of Questions	Total Time
I	Reasoning	50	120 Minutes
II	Quantitative Aptitude	50	
III	Professional Knowledge	50	
	Total	150	

Penalty for wrong answers

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

Use Of Scribe by PWD candidates:

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 during the written examination. In all such cases where a scribe is used, the following rules will apply:

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- The candidate will have to arrange his own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the examination under this recruitment process. If violation of the above is detected at any stage of the process, candidature for this recruitment process of both the candidate and the scribe will be cancelled.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.

Those candidates who use a scribe shall be eligible for additional/ compensatory time of 20 minutes for every hour of the examination.

Guidelines for candidates:-

(i) **With locomotor disability and cerebral palsy**

An additional/ compensatory time of 20 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), although no scribe shall be permitted to such candidates.

(ii) **Visually Impaired candidates**

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. Additional/

compensatory time will not be available to Visually impaired candidates using magnified font.

Guidelines with regard to PWD candidates/ use of scribe are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

The on-line Written Test is proposed to be held on **06.07.2014** at following centers **Bangalore, Delhi, Kolkatta, Mumbai, and Pune**. The allocated Centre/ Venue for the Examination will be intimated through Call Letter.

- Bank reserves the right to cancel any of the above mentioned centers and/ or add some other centers, depending upon the response of the candidates, administrative feasibility, etc.
- The Candidates will have to appear for the online examination at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature.
- The date of the test is tentative. The exact date/ centre /venue of examination will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure, if necessary.

7.APPLICATION FEE (NON REFUNDABLE)

Sr. No	Category	Amount of Fees / Intimation Charges [Non-Refundable]
1	<i>SC/ ST/ PWD (Intimation charges only)</i>	<i>Rs.100/-</i>
2	<i>All Others</i>	<i>Rs. 500/-</i>

Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other examination or selection.

8. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PC IS AS UNDER:

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

For Persons With Disabilities : Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Govt. having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon/ Ophthalmology Surgeon/ ENT Surgeon as the case may be.

9. HOW TO APPLY:

The candidates can apply only for one post. The applications of candidates applying for more than one post and / or submitting Multiple Applications/Registrations for the same post will be summarily rejected and the application fee/ intimation charges will be forfeited. The candidates

can apply only online from **06.05.2014 to 22.05.2014** (both days inclusive) and no other mode of application will be accepted.

Pre-Requisite for applying online:

Before applying online, candidates should:

- I. Scan their photograph and signature ensuring that both the photograph and signature conform to the required specification given in Annexure-I to this Notification.
- II. Keep the necessary details of educational Qualification, Post qualification work experience and other personal details ready for entering in the online application.
- III. Have a valid personal email ID, which should be kept alive for entire duration of the recruitment project. Under no circumstance, a candidate should share with/mention email ID to/of any other person. In case a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online and must maintain that email account. Third party email ID is not permitted.

Non-refundable Application fees/Intimation Charges (payable only through online mode):

Category of Applicant	Amount Payable
SC/ ST/ PWD (Intimation charges only)	Rs.100/-
All Others	Rs. 500/-

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

Note: Payment of application fees by any other mode except online will not be accepted. Instruments like Demand Draft / Banker's cheque / Indian postal orders received towards payment of application fees/ intimation charges will not be accepted under any circumstance. Application fees/Intimation Charges are non-refundable and once paid will not be refunded on any account nor can be held for in reserve for any other examination or selection.

Procedure for applying online:

- (1) Candidates are required to go to the Bank's website "www.bankofmaharashtra.in" and click on the link "Recruitment" under "Career" page to access the Recruitment **Link for Notification and Online Application**".
- (2) **Eligible candidates are then required to click on the link for the online application form.**
- (3) Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (4) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (5) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (6) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (7) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (8) If the online transaction has been successfully completed, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (9) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- (10) On successful completion of the transaction, an e-receipt will be generated.

- (11) Candidates are required to take a printout of the e-receipt and the submitted online application form.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission. The registration at this stage is provisional. After online payment no edit of the details in the online application form is possible.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line, including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/ Banks.

Important Note:

Please note that all the particulars mentioned by the applicants in the online applications, including Name, Post Applied, Category, Date of Birth, Address, Mobile number, Email ID, Post qualification experience etc. will be considered final and no modification will be allowed after online submission. The Bank will not be responsible for any consequence arising out of furnishing of incorrect / incomplete details in the application or omission to provide the required details.

The Bank will not be responsible if the candidate is not able to submit the application within the last date on account of any reason. The candidates are, therefore, advised in their own interest to apply well in time.

Any information submitted by an applicant in his/her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/detail furnished by him/her is found to be false at any stage.

Note: 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.

APPLICATIONS FROM SERVING EMPLOYEES:

Subject to their fulfilling the eligibility criteria, existing employees of Bank of Maharashtra may apply through proper channel (HR Departments of the Regional Office under whose jurisdiction they work). Such candidates, if selected, shall resign from their present positions in the Bank and re-join the Bank's service afresh.

10. GENERAL INSTRUCTIONS:

- (a) 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.
- (b) The Bank will be free to reject any application at any stage of the process. The decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. 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/incomplete 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 shall be summarily terminated without notice.
- (c) The candidate should produce System Generated Application Form and all the prescribed documents in original along with one set of photocopies, in support of his/her eligibility as per this notification, if invited for the Group Discussion and /or Personal Interview. Candidates failing to produce the Original Documents for verification will not be permitted to participate in the process and their candidature shall stand cancelled.
- (d) The candidates claiming benefit of reservation/age relaxation under the category of Persons With Disabilities (i.e., Physically Challenged Persons) should submit a clear and legible copy of the Medical Certificate issued by Competent Authority as specified in "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995" in support of their disability. The prescribed format is available on the Bank's website, which, if needed, may be printed and made use of.
- (e) The candidates belonging to SC/ST 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 and Training, Office Memo No.36012/6/88-Estt. (SCT), (SRD III), dated 24.04.1990 and No.36036/8/98-Estt. (Res.) dated 16.03.1999. The prescribed format of the SC / ST Caste Certificate is available on the Bank's website, which, if needed, may be printed and made use of. The candidates who fail to produce the certificates will not be allowed to participate in the process.
- (f) The Other Backward Class (OBC) Certificate to be submitted by OBC Candidates should be on the Format prescribed by the Government of India vide Government of India, Dept. of Personnel and 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 2012-2013, i.e., as of 31.03.2013. The certificate should be issued on or after 01.04.2013. The prescribed format of the OBC Certificate is available on the Bank's website, which, if needed, may be printed and made use of. The OBC certificates not on the prescribed format and/or without the creamy / non creamy layer clause, will not be accepted and the applicant's candidature will be cancelled, who will also not be permitted to participate under the General / unreserved category.
- (g) The candidates serving in the Government / Public Sector Undertakings (including banks and Financial Institutions) should submit a "No Objection Certificate" from the employer.
- (h) Candidates should ensure that they keep with themselves (and not attach with the System Generated Application Form) sufficient number of copies of the photograph uploaded by them on the Application Form for future use in the recruitment process. They are also advised not to change their appearance till the recruitment process is complete.

- (i) The candidates will appear for the written examination *and/or Group Discussion and/or Personal Interview*, etc. at the allotted centers at their own cost and risk and the Bank will not be responsible for any injury/loss, etc. of any nature. However, the eligible outstation SC/ST and Physically Challenged candidates attending the interview will be reimbursed to and 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.
- (j) The Bank may, at its discretion, hold a re-examination wherever necessary in respect of a centre/venue/specific candidate(s).
- (k) The use of calculator, telephone and mobile phone of any kind, pagers or any other such instruments are not permitted during the written examination. The candidates are advised not to bring such gadgets as these will not be allowed inside the venue.
- (l) Only those candidates who on the basis of the information given in the On-Line Application Form (1) prima facie meet with the eligibility criteria and (2) cleared Written Examination and/or (3) short-listed for appearing in the Group Discussion and/or Personal Interview will be individually intimated at the Communication address furnished by them in the on line Application Form. A List of all such candidates will also be posted on the Bank's website 'www.bankofmaharashtra.in' under the link "Recruitment".
- (m) The candidates are advised to keep track of status of their applications from the Bank's website. The personal and/or telephonic and/or e-mail or postal enquiries will not be entertained/responded to.
- (n) While every attempt will be made to ensure that the intimation to the eligible candidates short listed for attending the Group Discussion and/or Personal Interview, is sent sufficiently in advance, the Bank will not be responsible for any delay in receiving the intimation by the candidate for any reason whatsoever. The applicants are, therefore, advised to keep a track of the status of their candidature by visiting the Banks website from time to time.
- (o) Selected candidates, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate/relieving letter from their present employer before joining the service.
- (p) Appointment of the short-listed / selected candidate is subject to his / her completing the prescribed pre-recruitment Medical Examination and being declared medically fit by Bank's approved Doctor/Medical Centre.
- (q) The appointment will be subject to executing a Service Bond by the candidate.
- (r) The appointment will also be subject to 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.
- (s) Canvassing in any form by a candidate will lead to his/her disqualification in the selection process.
- (t) Candidate should ensure that the signatures appended by him/her in all the places, viz. in his/her application form, call letter, attendance sheet etc and in all correspondence with the Bank in future are identical.
- (u) 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.
- (v) The Bank also reserves the right to scrap the entire process or any of the vacancies of the process at any stage.

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

(x) Any dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/ interview/ Group Discussion (wherever applicable), if a candidate is/has been found guilty of:

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

12. CALL LETTERS FOR THE ON-LINE TEST

The date of the On-line Test is TENTATIVELY FIXED as 06.07.2014 . However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Written Examination.

PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING WRITTEN TEST:

All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the Bank's website www.bankofmaharashtra.in Link (Recruitment) tentatively on or after **23.06.2014**. Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on the Recruitment Section of Bank's website www.bankofmaharashtra.in>link Recruitment. Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of written examination / interview call letters. Candidates should note that the call letters will not be sent through any other mode.

In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call letter.

Candidates are advised to regularly visit the Bank's website>Recruitment Section for updates/ notices/ instructions.

Last Date for Registration of On-line Applications : 22.05.2014

The above advertisement can also be viewed at the Bank's Website -www.bankofmaharashtra.in.

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

**Dy. General Manager
HRM**

Annexure-I

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying on-line, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below;.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

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

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button

Your On-line Application will not be registered unless you upload your photo and signature as specified.

NOTE :

- a. In case the face in the photograph or signature is unclear, the candidate’s application may be rejected.
- b. Candidates are advised to take a printout of their system generated on-line application form after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.