इंडियन बैंक
Indian Bank
Your Own Bank

Corporate Office
HRM Department
254-260, Avvai Shanmugham Salai
Royapettah, Chennai 600 014

RECRUITMENT OF SECURITY GUARD CUM PEON

Indian Bank invites applications from Ex-servicemen for filling up of following vacancies across different States for the post of Security Guard cum Peon in Subordinate cadre.

Before applying, Candidates should ensure that they fulfill the eligibility criteria for the post. The Candidates are requested to apply online through Bank's website in the careers page www.indianbank.in.

IMPORTANT DATES

Submission of Applications	Opening Date	14.10.2019
	Closing Date	08.11.2019

State	SC	ST	OBC	EWS	GENERAL	TOTAL
ANDHRA PRADESH	1	0	2	1	7	11
ASSAM	0	0	1	0	3	4
DELHI	0	0	0	0	3	3
GUJARAT	0	0	1	0	4	5
KARNATAKA	0	0	0	0	2	2
KERALA	1	0	2	1	6	10
MAHARASHTRA	0	0	2	0	6	8
ORISSA	0	0	0	0	2	2
PONDICHERRY	0	0	1	0	3	4
PUNJAB	1	0	1	0	3	5
TAMIL NADU	9	0	12	4	23	48
TELENGANA	0	0	0	0	3	3
UTTAR PRADESH	1	0	1	0	4	6
WEST BENGAL	0	0	0	0	4	4

This post is not identified for reservation under Persons with Disabilities (PWD) category. Finally selected candidates can be posted against vacancy anywhere in the State applied for, as per the administrative requirements of the Bank.

Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'.

Note: The Bank reserves its right to increase/decrease the number of vacancies or not to fill up the vacancies in the category as per its requirements

I. **Eligibility Criteria**:

   A. Age:

   Age (as on 01.07.2019): Minimum 18 years and Maximum 26 years

Category	Relaxation in age for Ex-servicemen	Relaxation in age for SC/ST and OBC	Maximum Age
General	Actual Period of service rendered in the Defence forces + 3 years (max upto 45 years)	Nil	45 years
SC/ST	Actual Period of service rendered in the Defence forces + 3 years (max upto 45 years)	5 years	50 years
OBC	Actual Period of service rendered in the Defence forces + 3 years (max upto 45 years)	3 years	48 years

   Candidates seeking relaxation in age will be required to submit the necessary Certificate(s) at any stage of recruitment process as required by the Bank.

   B. Other Eligibility conditions (As on 01/07/2019)

   1. Must be Ex-Servicemen from Army / Navy / Air force.
   2. Minimum a pass in 10th standard examination or its equivalent.
   3. The candidate should be able to speak, read and write in local vernacular language.
   4. Character – "Exemplary" (Minimum requirement).
   5. Candidates having valid driving license for minimum of light motor vehicle will be preferred.
   6. Medical Standards –Category "A"/ Shape-I medical category at the time of retirement
   7. Must be physically fit to carry out duties of Security Guard.
   8. This post is not identified for reservation under Persons with Disabilities (PWD) category.

II. **Salary & Allowances:** Rs. 9560-325/4-10860-410/5-12910-490/4-14870-570/3-16580-655/3-18545
   The dearness allowance, HRA and other allowances will be payable at applicable rates.

III.   Mode of Selection:

The mode of selection as follows:

(A) Objective type Test – Online.
(B) Test of local language.
(C) Physical fitness Test.
(D) Preference to candidates having valid driving license of Light Motor Vehicle.

<u>(A) Objective type test - Online</u>

The Objective type test comprise of 60 questions for duration of 90 minutes (Max marks 40).

S.No.	Name of the Test	No of questions	Maximum Marks	Duration
1	General Knowledge / simple Arithmetic and Reasoning	20	10	30 minutes
2	Basics of Banking	20	10	30 minutes
3	Knowledge in security aspects	20	20	30 minutes

For conduct of further round of selection process candidates will be shortlisted in the ratio 1:5 i.e. for one vacancy; 5 candidates in each category viz. SC,ST,OBC,EWS and General. Accordingly cut off in the above Tests will be arrived. Only those candidates who qualify in the Online Examination will be called for Test of Local language and Physical fitness test.

<u>(B)Test of local language</u>

Test in local language will consist of 10 questions. This will carry one mark each. Minimum qualifying marks in the test of local language will be 40 % for General Category and 35 % for SC, ST, OBC and EWS categories.

<u>(C)Physical fitness test</u>

The Physical fitness test will consist of (1) Five meter shuttle in one minute (2) Push ups and   (3) Sit ups. The marks for the fitness test are furnished hereunder:

S.No.	Event	Rating		
		Excellent (40 marks)	Good (30 marks)	Satisfactory (20 marks)
1	5 meter shuttle in one minute	13 times or more in one minute	12 times in one minute	11 time in one minute
2	Push ups	20 or more	17-19	13-16
3	Sit ups	30 or more	26-29	20-25

(D)Preference to candidates who have valid driving licence for light motor vehicle

10 marks will be awarded to candidates who have valid driving licence for minimum of light motor vehicle

Merit list

Merit list (Max marks 100) will be drawn by adding the marks of objective type test (max marks 40), test of local language (max marks 10), physical fitness test (max marks 40) and preference marks for having valid Driving licence of light motor vehicle (max marks 10). Further in case two candidates getting the same mark they will be ranked based on seniority of age i.e. senior candidate will be given higher rank.

IV. **General Rules / Instructions:**

   a. Candidates should satisfy themselves about their eligibility for this post.
   b. Bank may at its discretion modify the selection process.
   c. The candidates have to apply in online mode only.
   d. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the other multiple registration(s) will stand forfeited.
   e. Candidates should have a valid Email-Id which should be kept active till the declaration of final result. No change in Email ID will be entertained during the entire process of recruitment
   f. If at any stage, it is found that any information furnished in the application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his candidature/ appointment will be cancelled/ terminated.
   g. Any incomplete application is liable to be rejected.

h. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.

i. Candidates already in service of Government/Quasi-Government Organizations and Public Sector Banks /Undertakings will have to produce a "No Objection Certificate (NOC)" from their employer, at the time of Local Language Test. Without 'NOC', no candidate shall be allowed to appear for the Test. However, before appointment in Indian Bank, a proper discharge certificate from the employer will have to be produced.

j. The Bank does not furnish the mark-sheet to candidates.

k. Canvassing in any form will be a disqualification.

l. In all matters regarding eligibility, assessment, prescribing minimum qualifying standards in test in relation to number of vacancies and communication of result, the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

m. Candidates have to make their own travel arrangement and Bank will not bear any expense.

n. Any resultant dispute arising out of this advertisement/ recruitment shall be subject to the sole jurisdiction of the Courts situated at Chennai only.

BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (thumb impression and the photograph) of the candidates on the day of the Online Examination.

The biometric data and photograph will be verified subsequently . Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

IDENTITY VERIFICATION:

    a. Documents to be Produced:
    In the examination hall, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Test.

    b. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.

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

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending the Test, without which they will not be allowed to take up the Test.

HOW TO APPLY

Detailed guidelines/procedures for Application Registration

Candidates can apply through online only from 14.10.2019 to 08.11.2019. No other mode of application will be accepted.

    Important points to be noted before registration

    Before applying online, candidates should:

    a. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure II to this advertisement.

b. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination, if any, and Interview and / or Group Discussion etc. through the registered e-mail ID. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/interview date advices etc. If the communication sent to registered e-Mail ID, happens to return for any reason Bank will not take any responsibility.

Application Procedure

a) Candidates to visit the Bank's website **www.indianbank.in** and click on the **'Career'** and then under **Recruitment of Security Guard cum Peon - 2019** section, click on "**Apply Online**".

b) To register applications choose the tab "Click here for New Registration" enter Name, contact details and e-mail-ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An e-mail & SMS indicating the Provisional Registration number and Password will also be sent.

c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

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

e) 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.

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

g) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature - (Annexure II).

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

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

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

After completing the procedure of applying on-line, the candidate should take a printout of the system generated on-line application and should 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 Bank.

Disclaimer:

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, it will lead to disqualification of the candidate from the selection process and the candidate will not be allowed to appear for any exams of the Bank in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. The Bank reserves the right to cancel the conduct of this recruitment process without assigning any reason.
Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Chennai   **General Manager (HRD & HRM)**

Centre of Examination

State /UT / NCR	Examination Center
Andhra Pradesh	Guntur, Kurnool, Vijaywada, Vishakhapatnam
Assam	Guwahati, Silchar
Bihar	Bhagalpur, Darbhanga, Muzzafarpur, Patna,
Chandigarh	Chandigarh/Mohali
Chhattisgarh	Raipur, Bhilai , Bilaspur
Delhi	Delhi/New Delhi, Faridabad, Ghaziabad, Greater Noida, Gurugram
Goa	Panji
Gujarat	Ahmedabad, Vadodra
Haryana	Ambala, Hissar
Himachal Pradesh	Hamirpur, Shimla
Jammu & Kashmir	Jammu, Srinagar
Jharkhand	Dhanbad, Jamshedpur, Ranchi
Karnataka	Bengaluru, Hubli, Mangalore
Kerala	Kochi, Thiruvananthapuram
Madhya Pradesh	Bhopal, Indore
Maharashtra	Aurangabad, Mumbai/ Thane/ Navi Mumbai, Nagpur, Pune
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Bhubaneshwar, Sambalpur
Puducherry	Puducherry
Punjab	Jalandhar, Ludhiana, Mohali, Patiala
Rajasthan	Jaipur, Udaipur
Sikkim	Bardang/ Gangtok
Tamil Nadu	Chennai, Madurai, Tirunelveli
Telangana	Hyderabad, Warangal
Tripura	Agartala
Uttar Pradesh	Allahabad, Kanpur, Lucknow, Meerut, Varanasi
Uttarakhand	Dehradun
West Bengal	Asansol, Greater Kolkata, Kalyani, Siliguri

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

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

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.

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 Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may 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

- Signature in CAPITAL LETTERS shall NOT be accepted.

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 Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2) After registering online candidates are advised to take a printout of their system generated online application forms.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.