



## INDIAN OVERSEAS BANK

(A Govt of India Undertaking)

Central Office, 763, Anna Salai, Chennai – 600002

www.iob.in

Good People to Grow with

Advt No.: HRDD/RECT/01/2018-19

Dated: 20.07.2018

### **RECRUITMENT OF SPECIALIST OFFICERS FOR INFORMATION SECURITY AND INFORMATION SYSTEM AUDIT IN MMG SCALE II & MMG SCALE III - 2018-19**

Indian Overseas Bank, a leading Public Sector Bank with headquarters in Chennai having geographical presence all over India and abroad invites online applications from qualified candidates for recruitment against **20 Vacancies for Specialist Officers for the posts of Information Security and Information System Audit in MMG Scale II & MMG Scale III.**

Interested candidates who fulfill the eligibility criteria may apply online from 21.07.2018 to 04.08.2018 by visiting our website [www.iob.in](http://www.iob.in). No other mode of application will be accepted.

**Before applying, candidates are advised to read this advertisement carefully and ensure that they fulfill the stipulated eligibility criteria. They should note that Application Fee / Intimation charges once deposited will neither be refunded nor be adjusted against any other recruitment process. Candidates are advised to fill their particulars Online by themselves correctly.**

The important dates are as follows:

ACTIVITIES	DATES
Payment of Application Fee / Intimation Charges	21.07.2018 to 04.08.2018
Opening Date of Online Registration	21.07.2018
Closing Date of Online Registration	04.08.2018

#### **A. DETAILS OF THE POSTS & RESERVATION**

POST CODE	POST NAME	GRADE	SCALE	NO.OF VACANCIES	SC	ST	OBC	GEN	OF WHICH PC		
									VI	HI	OC
01	Manager (Information Security)	MMGS-II	II	04	-	-	1	3	-	-	-
02	Senior Manager (Information Security)	MMGS-III	III	04	-	-	1	3	-	-	-
03	Manager (Information System Audit)	MMGS-II	II	06	-	-	1	5	-	-	-
04	Senior Manager (Information System Audit)	MMGS-III	III	06	-	-	1	5	-	-	-

**SC** – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **GEN** – General, **PC** – Physically Challenged, **VI** –Visually Impaired , **HI**- Hearing Impaired, **OC** – Orthopedically Challenged, **MMGS II & III** - Middle Management Grade Scale II & III.

**Note:** Since round the clock surveillance is required to protect against emerging cyber threats, all the 4 posts will involve working in **shift basis, to ensure 24\*7\*365 operation.**

- a) As the reservation for Physically Challenged persons is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/GENERAL) to which they belong.
- b) The number of vacancies and the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.
- c) It is clarified that it may not be possible to employ Physically Challenged candidates in all Offices/Branches of the Bank and in case of selection they have to work in the post identified by the Bank as suitable for them.
- d) The selected candidates are 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 India.

## **B. ELIGIBILITY CRITERIA**

### **i. NATIONALITY/CITIZENSHIP**

A candidate must be either

- i) a Citizen of India or
- ii) a subject of Nepal or
- iii) a subject of Bhutan or
- iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
- v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Online Examination / Interview conducted by the Bank, may be provisionally selected, but on final selection the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard.

**Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.**

**ii. APPLICATIONS FROM SERVING EMPLOYEES:**

Subject to fulfilling the other eligibility criteria, existing employees of Indian Overseas Bank may also apply through proper channel after obtaining No Objection Certificate (NOC) from the bank. Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside.

**iii. AGE, EDUCATIONAL QUALIFICATION & POST QUALIFICATION WORK EXPERIENCE (AS ON 01.07.2018)**

All the eligibility criteria (**Age, Educational Qualification and Post Qualification Work Experience etc.**) shall be computed as on **01.07.2018** (inclusive). Relaxation in maximum age for SC/ST/OBC/PC/Ex-Servicemen will be as per extant Government Guidelines. The required minimum Age, Educational Qualification and Work Experience are as detailed below:

POST CODE	POST NAME	AGE (in years)	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE
01	Manager (Information Security)	Min-25 Max-35	B.E. / B. Tech Degree or Post Graduate Degree in Computer Science/ Computer Technology/ Computer Science & Engineering/ Information Technology/ Electronics & Communication/ Information Security/ Cyber Security with minimum 60% marks* or equivalent Grade or First Class.  Preference will be given to candidates who possess CISA/ CISSP/ CISM / DISA / Certified Cyber Forensic Professional (CCFP), Computer Hacking Forensic Investigator (CHFS), Certified Ethical Hacking (CEH) Certification.	Candidate with work experience in Banking Financial Services Insurance (BFSI) Sector or in IT Information Security/ Cyber Security industry in handling various Information Security related roles including Cyber Security identifying security risks, Development plan, Firewall & IPS Management.  Preference will be given to candidates with Work Experience in Cyber-Security Operations Centre.  Minimum 02 years experience in information security domain.
02	Senior Manager (Information Security)	Min-25 Max-40	B.E. / B. Tech Degree or Post Graduate Degree in Computer Science/ Computer Technology/ Computer Science & Engineering/ Information Technology/ Electronics & Communication/ Information Security/ Cyber Security with minimum 60% marks* or equivalent Grade or First Class.	Candidate with work experience in Banking Financial Services Insurance (BFSI) Sector or in IT Information Security/ Cyber Security industry in handling various Information Security related roles including Cyber Security identifying security risks, Development plan,

POST CODE	POST NAME	AGE (in years)	EDUCATIONAL QUALIFICATION	POST QUALIFICATION WORK EXPERIENCE
			Preference will be given to candidates who possess CISA/ CISSP/ CISM / DISA / Certified Cyber Forensic Professional (CCFP), Computer Hacking Forensic Investigator (CHFS), Certified Ethical Hacking (CEH) Certification.	Firewall & IPS Management.  Preference will be given to candidates with Work Experience in Cyber-Security Operations Centre, Cyber /Digital Forensic related role.  Minimum 04 years experience in Information Security Domain.
03	Manager (IS Audit)	Min-25 Max-35	B.E. / B. Tech Degree or Post Graduate Degree in Computer Science/ Computer Technology/ Computer Science & Engineering/ Computer Engineering/ Information Technology/ Electronics & Communication/ Information Security/ Cyber Security with minimum 60% marks* or equivalent Grade or First Class.  Preference will be given to candidates who possess CISA/ DISA Certification.	Candidate with work experience in BFSI Sector in handling various IS Audit.  Minimum 02 years experience in IS audit domain.  Experience in Cyber Security, Ethical Hacking, Audit/ Security tools are Preferred.
04	Senior Manager (IS Audit)	Min-25 Max-40	B.E. / B. Tech Degree or Post Graduate Degree in Computer Science/ Computer Technology/ Computer Science & Engineering/ Computer Engineering/ Information Technology/ Electronics & Communication/ Information Security/ Cyber Security with minimum 60% marks* or equivalent Grade or First Class.  Preference will be given to candidates who possess CISA/ DISA Certification.	Candidate with work experience in BFSI Sector in handling various IS Audit.  Minimum 04 years experience in IS audit domain.  Experience in Cyber Security, Ethical Hacking, Audit/ Security tools are Preferred.

(\* Relaxation in minimum marks for SC/ST applicable as per Government guidelines in force.)

**Note:** Required work experience should be full time, relevant to the post applied and should be **post qualification** i.e. from the date of acquiring the prescribed qualification till **01.07.2018 (inclusive)**.

**iv. RELAXATION IN UPPER AGE LIMIT**

S. No.	CATEGORY	AGE RELAXATION
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	Physically Challenged Category candidates	10 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
5	Persons affected by 1984 riots	5 years
6	Ex-servicemen, Commissioned Officers, including ECOs/SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 12 months from the date prescribed for closing of online registration) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment	5 years

**Note:**

- i) In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in Point 3 to 6. This cumulative age relaxation is available to SC/ST/OBC candidates, subject to a maximum upper age limit of 50 years.
- ii) All persons eligible for age relaxation under S.No. 4 mentioned above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/ she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1<sup>st</sup> January 1980 to 31<sup>st</sup> December 1989.
- iii) 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, candidates should submit a copy of the necessary/requisite Certificate(s) at the time of interview.
- iv) There is no reservation for Ex-servicemen in Officers' Cadre. However, age relaxation is applicable as per extant Government guidelines.

**v. Definition OF Ex-Servicemen (EXSM):**

- a) 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 & Administrative Reforms Notification No. 36034/5/85 Est. (SCT) dated 27.10.1986 as amended from time to time.

- b) 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, including a job in Public Sector Undertaking ceases to enjoy Ex-serviceman status for further employment.

vi. **PHYSICALLY CHALLENGED PERSONS (PC)**

**Definition of Categories of Disabilities:**

- a) 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.
- i) **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.
- ii) **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.
- b) **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.
- c) **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:

(i) total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending 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.

- d) **Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):**

**For Scheduled Castes / Scheduled Tribes / Other Backward Classes:** (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

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

Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

## **C. EMOLUMENTS (As on 01.07.2018) AND RELEVANT POLICIES**

### **vii. PAY SCALE, ALLOWANCES AND PERQUISITES**

<b>Scale / Grade</b>	<b>Scale of Pay</b>
MMGS II	<b>31,705 – 1,145 / 1 / 32,850 – 1,310 / 10 – 45,950</b>
MMGS III	<b>42,020 – 1,310 / 5 / 48,570 – 1,460 / 2 – 51,490</b>

DA, HRA, CCA etc., will be as per rules in force from time to time.

### **viii. PROBATION PERIOD**

Candidates selected will be on probation for a period of 2 years (active service) from the date of joining the Bank. Their confirmation in Bank's service will be as determined by the Bank in terms of Officers' Service Regulation (OSR).

### **ix. BOND AMOUNT**

Candidates selected for appointment will be required to execute a Financial Service Indemnity Bond for ₹ 1,00,000 (Rupees One lac) for rendering service for a minimum period of 3 years.

### **x. POSTING, TRANSFER AND JOB ROTATION**

The selected candidates will be posted/ transferred/ moved to other roles at discretion of the Bank to various offices / branches of the Bank from time to time and on such terms and conditions as may be decided by the Bank.

### **xi. LEAVE, TRAVEL ALLOWANCE**

The leave and travel allowance will be as per Service Rules of the Bank applicable at the time of appointment.

## **D. SELECTION PROCESS**

Selection will be made on the basis of an Online Examination followed by Interview. Candidates qualifying in the Online Examination would be called for personal Interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Online Examination or Interview.

The Bank reserves the right to call only the requisite number of candidates for the Online Examination and Interview after preliminary screening / short listing with reference to candidates' qualification, experience, profile vis-à-vis job requirements etc.,

Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final select list will be published on the website.

## **E. APPLICATION GUIDELINES**

The candidates can apply for **more than one post**, subject to fulfilment of eligibility criteria. However, registration and payment of application fee is to be done individually, for each post applied for. Candidates can apply online only from **21.07.2018 to 04.08.2018** and no other mode of application will be accepted.

**xii. PRE-REQUISITES FOR APPLYING ONLINE**

Before applying online, candidates should:

- a) Go through the detailed advertisement by clicking the **Advertisement (English)** available under the title **“RECRUITMENT OF SPECIALIST OFFICERS FOR INFORMATION SECURITY AND INFORMATION SYSTEM AUDIT IN MMG SCALE II & MMG SCALE III - 2018-19”** in our website [www.job.in](http://www.job.in) under **“Careers”** page and ensure candidate's eligibility before applying for the said post.
- b) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in **Annexure I** to this advertisement.
- c) Have a valid personal email ID, which should be kept active throughout the entire recruitment process. Bank may send call letters for the Interview/Final Selection etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying Online and must maintain that email account.

**xiii. PROCEDURE FOR APPLYING ONLINE**

- a) Candidates are first required to go to the Bank's website [www.job.in](http://www.job.in) and click on the “Careers” Page to open the link **“Recruitment Of Information security & Information Audit Officers in MMG Scale II & III – 2018-19”** and then click on the **“Apply Online”** link to open the Online Application Form.
- b) Candidates will have to enter all the required details in the online application form.
- c) 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 (**Annexure I**).
- d) Candidates should fill in the details in the Online 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 that every field is filled in the application using the **“RECHECK”** button. 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.
- e) **Application Fee / Intimation Charges (Non-Refundable)**

Category of Applicant	Application Fee
<b>SC/ST/PWD (Only Intimation charges)</b>	INR 100.00 (Rupees One Hundred Only)
<b>For all others (Including OBC)</b>	INR 500.00 (Rupees Five Hundred Only)

- f) On successful submission of the Online Application form, an acknowledgement with Registration Number will be generated. **Candidates should note this Unique Registration Number for future reference failing which they will not be able to proceed further.**
- g) Candidates are required to upload their relevant documents as per the specifications given in the Guidelines for Scanning and Upload of documents (**Annexure I**).
- h) Candidates should take a printout of the system generated submitted Online application form by clicking the “Print your Application” link & save the printed application form for future reference.
- i) Candidates should complete uploading of relevant documents, before paying the fees / applying online.
- j) Candidates should ensure their eligibility before paying the fees/applying online.**



- k) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be adjusted against any other recruitment process.

**xiv. MODE OF PAYMENT**

- a) Candidates have to make the payment of requisite application fees / intimation charges through ONLINE mode only.
- b) In case the candidate is unable to fill the application form in one go, he/ she can save the data already entered.
- c) Once the application is filled in completely, candidate should submit the final data.
- d) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, by providing information as asked on the screen.
  - After Final Submission, an additional page of the application form is displayed wherein candidates may follow the instructions and fill the requisite details.
  - If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
  - On successful completion of the transaction, an e-receipt will be generated.
  - Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.
  - Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
  - There is a facility to print the application form containing fee details post payment of fees.
  - Bank Transaction charges for Online Payment of Intimation charges through internet banking payment facility of any Bank (other than IOB) will have to be borne by the candidate.
- e) After submitting 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.
- f) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- g) To ensure the security of your data, please close the browser window once your transaction is completed.
- h) 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 NEED NOT SEND THIS PRINTOUT TO THE BANK.
- i) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- j) Candidates are hence requested to fill the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- k) An email / SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement.
- l) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.
- m) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log onto the website on account of heavy load on internet / website jam.
- n) Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- o) Bank Transaction charges for Online Payment of Intimation charges through internet banking payment facility of any Bank (other than IOB) will have to be borne by the candidate.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. 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 / details furnished by him/her are found to be false at a later stage.

**xv. USE OF SCRIBE & COMPENSATORY TIME**

In the event of the conduct of examination as part of the selection process, the facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- a) Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.
- b) The candidate will have to give a suitable undertaking, in the prescribed format at the time of online examination.
- c) Such candidates who are eligible for use of a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- d) The candidate will have to arrange his/her own scribe at his/her own cost.
- e) The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Deptt. of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.
- f) Same scribe should not be used by more than one candidate.  
The scribe should be from an academic stream different from that prescribed for the post.

**xvi. GUIDELINES FOR APPLICANTS WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY**

If any applicant has locomotor disability and cerebral palsy, where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Minimum of

40% impairment), he / she may be given compensatory time of 20 minutes for every hour of examination. However, no scribe shall be permitted to such applicants.

**xvii. GUIDELINES FOR VISUALLY IMPAIRED APPLICANTS**

Visually Impaired applicants (who suffer from not less than 40% of disability) may opt to view the contents of the examination in magnified font. This facility will not be available to visually impaired applicants, who use the services of a scribe for the examination. Compensatory time of 20 minutes for every one hour of the examination will be available to visually impaired using magnified font.

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

**xviii. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)**

The following documents in **ORIGINAL** together with **A SELF-ATTESTED PHOTOCOPY** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his/ her candidature from further participation in the recruitment process.

- i. Printout of the valid Interview Call Letter
- ii. Valid system generated printout of the online application form registered
- iii. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- iv. Photo Identify Proof such as Passport/ Aadhaar / e-Aadhaar Card / PAN Card/ Driving Licence/ Voter's Card.
- v. Mark sheets & certificates for educational qualifications.
- vi. Work Experience: Documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Relieving Letters, Pay or Salary Slips should be produced by the candidates in order to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature liable for cancellation.
- vii. Certificates, namely CISA/ CISSP/ CISM / DISA / Certified Cyber Forensic Professional (CCFP), Computer Hacking Forensic Investigator (CHFS), Certified Ethical Hacking (CEH).
- viii. Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates.
- ix. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- x. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- xi. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Disability category. If the candidate has used the services of a Scribe at

the time of the examination, the duly filled in details of the scribe in the prescribed format.

- xii. Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce **original "No Objection Certificate"** from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- xiii. Persons eligible for age relaxation under "Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89" must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- xiv. Persons eligible for age relaxation under "Persons affected by 1984 riots" must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- xv. Any other relevant documents in support of eligibility.
- xvi. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

**xix. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION**

After cut-off date, Bank will shortlist eligible candidates based on the prescribed criteria and call letter will be issued through e-mail, with details of Examination Centre, Examination Date etc., For examination, the candidates must bring one photo identity proof such as Passport/ Aadhaar/ e-Aadhaar Card/ PAN Card/ Driving Licence/ Voter's Card/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested photocopy thereof. The photocopy of identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt, the candidate will not be permitted to appear for the examination.

**Ration Card will not be accepted as a valid id proof for this process.**

**xx. EXAMINATION CENTRES**

- i. The Examination will be conducted at various centers across in India. The list of Examination centers is available in Annexure I.
- ii. However, Bank reserves the right to delete any of the Examination Centres and/ or add some other Centers, depending upon the response, administrative feasibility, etc.
- iii. As far as possible candidates will be allotted to a centre of his/her choice however Bank also reserves the right to allot the candidate to any of the Centre other than the one he/she has opted for.
- iv. Candidate will appear in the examination from a Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- v. No request for change of centre for Examination shall be entertained.

**xxi. INTERVIEW**

The interview will be held at any Centre(s) across India, as desired by the Bank and the same will be advised in the interview call letters.

**Note:**

- a) Request for change in Interview dates shall **NOT** be entertained.
- b) Bank reserves the right to change/add/cancel the date, time, centre, venue of the Interview and to call the candidates for the Interview at any other centre or hold supplementary selection process for particular date/time/centre/venue/set of candidates at its discretion, under any circumstances, if any. The change, if any, will be announced in our Bank's website / by email.

**xxii. CALL LETTERS FOR THE INTERVIEW**

The venue, time & date for Interview will be informed to the shortlisted candidates in the Interview call letter and candidates have to attend the same. The call letter will be **sent by email only**. The details of shortlisted candidates for Interview or any other process will be hosted in our website. Request for change of Centre will not be entertained. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process. The shortlisted candidates have to carry their documents during the interview process as mentioned while applying for the post.

Final selection will be made on the basis of marks obtained by the candidates in the Interview process and Online examination and will be according to the merit ranking. **The Bank reserves the right to change the selection procedure, if necessary.**

**xxiii. 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 and 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 above-mentioned 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 Bank's service.

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

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview or taking away the documents from the venue, or
- iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for 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 Bank.

**xxiv. GENERAL ELIGIBILITY**

Medical Fitness, Character and caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically Fit by a Doctor or a panel of Doctors approved by IOB and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

**xxv. IMPORTANT GENERAL INSTRUCTIONS**

- a) Candidates are required to apply only 'ONLINE' through Bank's website. Any other form of application shall not be entertained.
- b) Candidates are advised to take a printout of their system generated online application form after submitting the application.
- c) Candidates should satisfy themselves about their eligibility for the post applied for.
- d) Incomplete applications / Applications without supporting documents will be rejected outright.
- e) In case of candidates uploading more than one application for any reason, the latest registered application will only be considered.
- f) **Only Candidates willing to serve anywhere in India and willing to work in shift basis (24\*7\*365) should apply.**
- g) Before applying, the candidates must ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement and has in his/her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the Online application are true and correct in all respects.

Mere calling for applications for the Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Bank has the right to cancel candidature at any stage if found that he/she is not fulfilling the eligibility criteria and /or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings are detected even after appointment his/her services are liable to be terminated.

The Bank is free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidate. **No correspondence or personal queries in this regard shall be entertained by the Bank.**

- h) All candidates called for Interview, will have to produce originals as well as self-attested photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/PC Category are required to submit originals as well as self-attested photocopies of their caste certificate/certificate of disability issued by the competent authority, in addition to the other certificates in support of their eligibility criteria.
- i) In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under Government of India. The OBC certificate containing **"Non Creamy Layer Clause" in Central Government format, should be valid as on the last date of online registration i.e. 04.08.2018 (issued within one year prior to the last date for online registration).**
- j) Candidates belonging to OBC category but coming under Creamy Layer are **not entitled for OBC reservation.** They should indicate their category as General in the online application form.
- k) Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalised Bank, Financial Institutions will be required to produce **Original "No Objection Certificate"** from the employer at the time of interview, failing which the candidature may not be considered.
- l) Candidates belonging to reserved category, including Physically Challenged category, for which no reservation has been announced, are free to apply for vacancies announced for General category, provided they fulfill all the eligibility criteria.
- m) Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Interview call letter, whomsoever, shall not be permitted to attend the Interview, even though they have been called for Interview.

- n) The candidates will have to appear for interview at their own expense. However, outstation eligible SC/ST/PC candidates who are not employed and attending the interview will be reimbursed to and fro second-class ordinary train fare by the shortest route on production of evidence of travel (as per extant Govt. Guidelines). The Bank will not be responsible for any injury / losses, etc. of any nature.
- o) Canvassing in any form will be a disqualification.
- p) Any request for change of address/ e-mail id for communication will **NOT** be entertained.
- q) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank.
- r) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- s) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
- t) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Bank reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.

**xxvi. ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on our authorised website <http://www.iob.in/> from time to time.

**xxvii. DISCLAIMER**

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has 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. Decision of Bank in all matters regarding eligibility, conduct of written examination, other tests, interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IOB in this regard.

**The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit our Bank's website [www.iob.in](http://www.iob.in/) for detailed advertisement.**

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

Sd/-  
General Manager – HR  
Central Office  
763, Anna Salai  
Chennai – 600 002

## Annexure I

### Guidelines for scanning and Upload of Photograph & 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)
- 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 Hall Ticket 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 Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Ensure that the size of the scanned image is not more than 20KB

#### Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor 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/Microsoft Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or Microsoft Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu.
- Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

#### Procedure for Uploading the Photograph and Signature

- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file and click on it



- Photo and signature will be uploaded automatically once you submit the online application.

**Uploading Documents:**

The following documents are to be uploaded by the candidate, in addition to Photograph and Signature:

- i. **PROOF OF DOB\*** - Birth Certificate / SSC Certificate
- ii. **PROOF OF PROFESSIONAL QUALIFICATION\*** - Graduation Certificate / PG Certificate
- iii. **PROOF OF WORK EXPERIENCE\*** – Any document related to work experience
- iv. **PROOF OF CERTIFICATION, IF ANY**

The documents indicated from S No (i) to (iii) are to be compulsorily uploaded. Document specified in S No (iv) can be uploaded, if the candidate possesses the same. However, if a candidate has more than one certification(s), the same must be scanned as a single set and is to be uploaded.

Please ensure that the scan / image is clear and legible.  
The size of each document should not exceed 200 kb.

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

**Note:**

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (1) In case the uploaded documents are not legible the candidate's application may be rejected.
- (2) After registering online, candidates are advised to take a printout of their system generated online application forms.

**LIST OF IDENTIFIED EXAMINATION CENTRES:**

- 1) New Delhi
- 2) Mumbai
- 3) Chennai
- 4) Kolkata
- 5) Hyderabad
- 6) Bangalore