



**Institute of Banking Personnel Selection**  
**COMMON RECRUITMENT PROCESS FOR**  
**RECRUITMENT IN CLERICAL CADRE IN PARTICIPATING ORGANISATIONS- (CWE Clerks-III)**  
Email: [ibpsp@ibps.in](mailto:ibpsp@ibps.in) Website: [www.ibps.in](http://www.ibps.in)

The next Common Written Examination (CWE) as a pre-requisite for selection of personnel for Clerical cadre posts in the Participating Organisations listed below will be conducted online by the Institute of Banking Personnel Selection (IBPS) tentatively in November/ December 2013.

Any eligible candidate, who aspires to join any of the Participating Organisations listed at (A) as a Clerk or in a similar post in that cadre, is required to register for the Common Recruitment Process- (CWE Clerks-III). Candidates who appear and are shortlisted in the examination, will subsequently be called for a Common Interview to be conducted by the Participating Organisations and co-ordinated by IBPS. **Depending on the State/UTwise available vacancies in Participating organisations, candidates shortlisted will be allotted to one of the Participating Organisations, keeping in view the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc.**

This system of Common Recruitment Process –common written examination, interview and allotment- for recruitment of Clerical cadre posts in Participating Organisations has the approval of the appropriate authorities. IBPS, an autonomous body, has received a mandate from the organisations mentioned at (A) below to conduct the recruitment process as mentioned above, once a year. Prospective candidates will have to apply to IBPS after carefully reading the advertisement regarding the process of examination, interview and allotment, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

**A PARTICIPATING ORGANISATIONS**

Allahabad Bank	Canara Bank	Indian Overseas Bank	UCO Bank
Andhra Bank	Central Bank of India	Oriental Bank of Commerce	Union Bank of India
Bank of Baroda	Corporation Bank	Punjab National Bank	United Bank of India
Bank of India	Dena Bank	Punjab & Sind Bank	Vijaya Bank
Bank of Maharashtra	Indian Bank	Syndicate Bank	Any other Bank/ Financial Institution

**The tentative schedule of events is as follows:**

<b>Events</b>	<b>Tentative Dates</b>
Online Registration	19.08.2013- 07.09.2013
Payment of Application Fees- Online	19.08.2013- 07.09.2013
Payment of Application Fees- Offline	21.08.2013- 12.09.2013
Download of Call Letter for Pre-Examination Training (PET) for SC/ST/ Minority Community/ EXSM/ PWD candidates	After 29.10.2013
Pre-Examination Training	09.11.2013-16.11.2013 (excluding holidays)
Download of Call letter for Examination	After 18.11.2013
Online Examination (Tentative dates)- some/ all/ additional dates as the need arises	30.11.2013/ 01.12.2013/ 07.12.2013/ 08.12.2013/ 14.12.2013/15.12.2013
Sharing of result status of examination (CWE)	Second week of January 2014
Download of call letters for Interview	Last week of January 2014
Conduct of Interview	Second week of February 2014
Allotment	April 2014

**Candidates are advised to regularly keep in touch with the authorised IBPS website [www.ibps.in](http://www.ibps.in) for details and updates.**

Since recruitment in clerical cadre in Public Sector Banks is done on State/UT-wise basis, candidates can apply for vacancies in any one State/ UT only. Consequently, a candidate would be required to appear for CWE & Interview in any one of the centres in that particular State/UT. However, depending upon the response, administrative feasibility etc. candidates may be allotted to a centre of examination/ interview outside the chosen State/UT for which vacancies he/she is applying. Please note **this reallocation is only for the conduct of examination/ interview and the candidate will be considered for vacancies in the State/UT applied for, as aforesaid.**

**B. ELIGIBILITY CRITERIA (as on 01.08.2013)**

Candidates, intending to apply for CWE Clerks-III should ensure that they fulfil the minimum eligibility criteria specified by IBPS:

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility as indicated in the online application form-pertaining to category, nationality, age, educational qualifications etc. Please note that no change of category will be permitted at any stage after registration of the online application. Merely applying for CWE/ appearing for and being shortlisted in the examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in any of the Participating Organisations.**

**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 1<sup>st</sup> 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.

**II. Age (As on 01.08.2013):**

Minimum: 20 years Maximum: 28 years

i.e. a candidate must have been born not earlier than 02.08.1985 and not later than 01.08.1993 (both dates inclusive)

**Relaxation of Upper age limit**

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4	Ex-Servicemen / Disabled Ex-Servicemen	actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
5	Widows. Divorced women and women legally separated from their husbands who have not remarried	9 years

6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years
8	Regular employees of the Union Carbide Factory, Bhopal retrenched from service (Applicable to Madhya Pradesh state only)	5 years

**NOTE: (i) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. II (3) to II (8). PWD candidates applying for a State/UT where vacancies are not available for PWD category will be eligible for upper age relaxation as available to PWD candidates. Ex-Servicemen candidates applying for a State/UT where vacancies are not available for Ex-Servicemen category will not be eligible for upper age relaxation available to Ex-Servicemen candidates.**

- (ii) The maximum age limit specified is applicable to General Category candidates.
- (iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by IBPS/ Participating Organisation(s).**
- (iv) **The following rules applicable to Ex-Servicemen re-employed under the Central government would apply to Ex-Servicemen candidates appearing for the CWE:**
  - (i) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.
  - (ii) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases.
  - (iii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category whose date of completion of specific period of engagement (SPE) is completed one year from the last date for receipt of online application i.e. on or before 09.09.2014 are eligible to apply.

### **III. Educational Qualifications:**

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

Computer Literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/Language/ should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.

**Proficiency in the Official Language of the State/UT (candidates should know how to read/write and speak the Official Language of the State/UT) for which vacancies a candidate wishes to apply is preferable.** (Some questions may be put at the time of interview to ascertain the candidate's familiarity with the Official Language of the State/UT)

Ex-Servicemen who do not possess the above civil examination qualifications should be matriculate Ex-Servicemen who have obtained the Army Special Certificate of Education or corresponding certificate in the Navy or Air Force after having completed not less than 15 years of service in the Armed Forces of the Union as on 01.08.2013. Such certificates should be dated on or before 01.08.2013.

- Note:**
- (1) **Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicate the same in online application.**
  - (2) All the educational qualifications mentioned should be from a recognized University / Institution and the result should have been declared on or before 01.08.2013.  
**Proper document from Board / University for having declared the result on or before 01.08.2013 has to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the marksheet/ Provisional certificate.**
  - (3) **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 honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

#### **IV. Definition of Ex-Servicemen (EXSM)**

- i. **Ex-Servicemen(EXSM):** 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 Estt. (SCT) dated 27.01.1986 as amended from time to time.
- ii. **Disabled Ex-Servicemen(DISXS):** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen (DISXS).
- iii. **Dependents Of Servicemen Killed In Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz: Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.  
For the purpose of availing the concession of reservation for Dependents of Servicemen killed in action the member of the family would include his widow, son, daughter or his near relations who agree to support his family and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action will have to be submitted at the time of interview.

The relaxation in upper age limit and in educational qualifications is not available to Dependents of Servicemen.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

#### **V. Definition of Persons With Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the

last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Interview/at any stage of the process if allotted to any of the Participating Organisations. Persons With Disabilities will have to work in Branches/ Offices as identified by the respective Participating organisation.**

### **Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (1) 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 in angle of 20 degrees or worse.

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

### **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.

### **Orthopaedically Challenged (OC)**

Those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R and or L)

MW - Muscular weakness and limited physical endurance

### **Guidelines for Persons With Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the 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 twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), 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 are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

**C. PRE-EXAMINATION TRAINING**

It is proposed that Pre-Examination Training will be imparted to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ Ex-Servicemen/ Persons With Disabilities at some centers viz. Agartala, Agra, Ahmedabad, Allahabad, Amritsar, Aurangabad, Balasore, Bareilly, Behrampur (Ganjam), Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Dehradun, Dhanbad, Gorakhpur, Gulbarga, Guwahati, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jammu, Jodhpur, Kanpur, Karnal, Kavaratti, Kochi, Kolkata, Lucknow, Ludhiana, Madurai, Mangalore, Mumbai, Muzaffarpur, Mysore, Nagpur, New Delhi, Panaji (Goa), Patiala, Patna, Port Blair, Puducherry, Pune, Raipur, Rajkot, Ranchi, Rohtak, Sambalpur, Shimla, Shillong, Siliguri, Thiruchirapalli, Thiruvananthapuram, Tirupati, Vadodara, Varanasi, Vijaywada and Vishakhapatnam.

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

By merely attending the Pre-Examination Training no candidate acquires any right to be selected in any of the Participating Organisations mentioned.

**D. WRITTEN EXAMINATION**

**I. The structure of the examination which will be conducted online is as follows:**

Sr. No.	Name of Tests (Objective)	Maximum Marks	Total Time
1	Reasoning	40	2 hours
2	English Language	40	
3	Numerical Ability	40	
4	General Awareness (with special reference to Banking Industry)	40	
5	Computer Knowledge	40	
	Total	200	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi.

**IBPS reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorised IBPS website [www.ibps.in](http://www.ibps.in).**

**II. 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.

### III. Examination Centers

- (i) The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in Annexure I.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (iv) As far as practicable, candidates will be allotted to a centre of his/her choice. However, IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for and a **candidate may be allocated a centre of exam outside the State/UT for which vacancies he/she is applying.**
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.

### IV. Scores

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method.

### V. Cutoff Score

Each candidate will have to secure a minimum score in each test and also on total to be considered to be called for interview. For each State/UT, mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of merit to be called for interview.

**Please note that candidates will not be permitted to appear for the Common Written Examination without the following documents:**

**(1) Valid Call Letter for the respective date and session of Examination**

**(2) Photo-identity proof (as specified in Point G) in original and**

**(3) Photocopy of photo-identity proof (as mentioned in (2) above)**

**Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.**

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

### E. INTERVIEW

Candidates who have been shortlisted in the examination for CWE Clerks-III will subsequently be called for an Interview to be conducted by the Participating Organisations. Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorised IBPS website [www.ibps.in](http://www.ibps.in). Please note that any request regarding change in date, centre etc. of interview will not be entertained. However the conducting agencies reserve the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The total marks allotted for Interview are 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PWD/EXSM candidates). The weightage (ratio) of CWE (exam) and interview will be 80:20. For each State/UT, the combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in CWE Clerk-III and Interview. A candidate should qualify both in the CWE and interview to be shortlisted for subsequent allotment process, details of which will be available subsequently on IBPS website.

**While appearing for the Interview, the candidate should produce valid prescribed documents given below.**

**List of Documents to be produced at the time of interview**(as applicable)

**The following documents in original and 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

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for CWE Clerks-III
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point G of the advertisement
- (v) Marksheets & certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 01.08.2013 has to be submitted.
- (vi) Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates.

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 issued during the period 01.04.2013 to 31.03.2014. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.

- (vii) Medical Certificate in prescribed format in case of Persons With Disability category  
If the candidate has used the services of a Scribe at the time of CWE the duly filled in Biodata of the scribe in the prescribed format is to be submitted
- (viii) Ex-Servicemen candidates: (i) Candidates who are released/ retired from Armed Forces are required to submit a certificate as per Proforma A. Such Ex-servicemen candidates have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. (ii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit Proforma B from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in Proforma C. Such candidates whose SPE is completed on or before 09.09.2014 are eligible to apply. Such candidates have to submit a release letter and a self declaration from the candidate that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules (iii) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per Proforma D. (iv) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled
- (ix) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "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.
- (x) Persons eligible for age relaxation under II (5) must produce the Death certificate of husband/ documents in support of Divorce or judicial separation and an affidavit/ declaration that they are not remarried
- (xi) Persons eligible for age relaxation under II (6) 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 Kashmir Division of the State of J&K during the period from 01.01.80 to 31.12.89.

- (xii) Persons eligible for age relaxation under II (7) 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.
- (xiii) Persons eligible for age relaxation under II (8) above must produce an affidavit/ certificate in support of their claim of belonging to Regular employees of the Union Carbide Factory, Bhopal retrenched from service (Applicable to Madhya Pradesh state only) category
- (xiv) Experience certificates, if any
- (xv) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India
- (xvi) Any other relevant documents in support of eligibility

**The 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 / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (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 Orthopaedic / Ophthalmic / ENT Surgeon.

Prescribed Formats of SC, ST, OBC, PWD certificates, Proforma A, B, C, D as applicable for Ex-Servicemen can be downloaded from IBPS website [www.ibps.in](http://www.ibps.in). Candidates belonging to these categories to be submitted at the time of interview, are required to produce the certificates strictly in these formats only.

**F. ALLOTMENT**

On completion of the interview process, depending on the available State/UT wise vacancies, candidates shortlisted will be allotted to one of the Participating Organisations, keeping in view the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc.

A candidate who is shortlisted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the Participating Organisation, if allotted.

The decision of IBPS in allotment of Organisations shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel, reallocate Organisation-wise allocation depending upon exigencies or otherwise. Offer of appointment is solely the decision of the Participating Organisations and shall be final and binding. IBPS has no role here.

**G. IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity

Card issued by a recognised college/ university/ 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 Examination/ interview.**

**Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.**

## **H. HOW TO APPLY**

Candidates can apply online only from **19.08.2013 to 07.09.2013** and no other mode of application will be accepted.

### **Pre-Requisites for Applying Online**

Before applying online, candidates should—

- (i) 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.
- (ii) If desiring to make **Online Payment** of the requisite application fee/ intimation charges keep the necessary details/documents ready (In case of **Offline Payment** i.e. CBS candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/ intimation charges).
- (iii) have a valid personal email ID, which should be kept active till the declaration of results of this round of CWE. IBPS may send call letters for the Examination 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 on-line and must maintain that email account.

**Application Fees/ Intimation Charges [Payable from 19.08.2013 to 07.09.2013 (Online payment) and 21.08.2013 to 12.09.2013 (Offline payment) both dates inclusive]**

- Rs. 100/- for SC/ST/PWD/EXSM candidates.
- Rs. 600 /- for all others

Bank Transaction charges for Offline/ Online Payment of application fees/ intimation charges will have to be borne by the candidate

### **Procedure for applying online**

- (1) Candidates are first required to go to the IBPS's website [www.ibps.in](http://www.ibps.in) and click on the Home Page to open the link "CWE Clerks-III" and then click on the option "CLICK HERE TO APPLY ONLINE FOR CWE- Clerical Cadre (CWE Clerks-III)" to open the On-Line Application Form.
- (2) 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 (Annexure II).

### **Mode of Payment**

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

- (1) **Payment of fees/ intimation charges via the ONLINE MODE**

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully including registration of preferences for Participating Organisations and click on the “SUBMIT” button at the end of the On-Line 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.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) 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.
- (iv) In case candidates wish to pay fees/ intimation charges through the online payment gateway 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.
- (v) 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.
- (vi) 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.
- (vii) On successful completion of the transaction, **an e-receipt** will be generated.
- (viii) Candidates are required **to take a printout of the e-receipt.**

Note:

- o 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
- o 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.
- o To ensure the security of your data, please close the browser window once your transaction is completed.

(2) **Payment of fees/ intimation charges via OFFLINE MODE (at counters of specified Bank branches):**

Payment of fee/ intimation charges through the offline mode can be made through the CBS branches of any one of the following 7 Public Sector Banks-

**Bank of Baroda, Bank of India, Bank of Maharashtra, Central Bank of India, Indian Overseas Bank, Punjab National Bank, United Bank of India**

Candidates should fill in the details in the On-Line Application at the appropriate places very carefully including registration of preferences for Participating Organisations and click on the “SUBMIT” button at the end of the On-Line 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. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

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.**

**Fee Payment:** Fee payment will be accepted at the CBS branches of the banks listed above from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on **24.08.2013** then he/she will be able to deposit the fee from **27.08.2013** to **29.08.2013** considering **25.08.2013** is a non- working day). Once fee has been paid, the registration process is completed.

Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees/ intimation charges. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

**Note- - There is also a provision to reprint the submitted application containing fee details, three days after fee payment.**

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 **three days after fee payment**, 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.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for Participating Organisations etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IBPS 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.**

**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. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

**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.**

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 on to the IBPS website on account of heavy load on internet/website jam. IBPS 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 IBPS.

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 is found to be false at a later stage.

## I. GENERAL INSTRUCTIONS

- (1) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof etc. at the time of examination and interview respectively.**
- (2) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.
- (3) **A Candidate's admission to the examination/ shortlisting for interview and/ subsequent process is strictly provisional. The mere fact that the call letter(s)/ allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS/ Participating Organisation. IBPS/ Participating Organisations would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms 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 is/are detected after appointment in a Participating Organisation, his/her services are liable to be summarily terminated.**
- (4) Decision of IBPS/ Participating Organisations in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to CWE Clerks-III will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the IBPS in this behalf.
- (5) **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 application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances in written examination and/ interview will be summarily rejected/ candidature cancelled.**
- (6) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- (7) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (8) Canvassing in any form will be a disqualification.
- (9) Any request for change of address, details mentioned in the online application form will not be entertained.
- (10) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on IBPS website shall prevail.

- (11) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the IBPS/ Bank in future should be identical and there should be no variation of any kind.
- (12) **A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process/ doubt about identity at any stage could lead to disqualification.**
- (13) The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.
- (14) Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Disabilities category candidates called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- (15) IBPS/ Participating Organisations shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidate are advised not to share their application details with anyone.
- (16) Appointment of allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Participating Organisation and subject to service and conduct rules of the Participating Organisation. Decision of Participating Organisations to which candidates are allotted will be final and binding on candidates. IBPS has no role to play here.
- (17) IBPS reserves the right to change (cancel/ modify/add) any of the criteria, method of selection and allotment etc.
- (18) **Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form for CWE Clerks-III.**  
IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website [www.ibps.in](http://www.ibps.in) for latest updates.
- (19) **Order of preference for Participating Organisations has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this connection shall be entertained.**

**J. Use of Mobile Phones, pagers, calculator or any such devices:**

- (a) **Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.**

- (b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- (c) Candidates are not permitted to use or have in possession calculators in examination premises.

**K. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) 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 or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, 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 conducted by IBPS
  - (c) for termination of service, if he/ she has already joined the Bank.

**Important:**

**IBPS would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.**

**L. CALL LETTERS**

The Centre, venue address, date and time for examination and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the IBPS's website [www.ibps.in](http://www.ibps.in) by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

**Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form for CWE Clerks-III. IBPS/ Participating Organisations will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of IBPS/ Participating Organisations. Candidates are hence advised to regularly keep in touch with the authorised IBPS website [www.ibps.in](http://www.ibps.in) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.**

**M. ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on authorised IBPS website [www.ibps.in](http://www.ibps.in) from time to time.

**Mumbai**  
**Date: 12.08.2013**

**Director**  
**IBPS**

**EXAMINATION CENTERS (Tentative List)**

The examination may be held at the following centers and the address of the venue will be advised in the call letters. IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. As far as practicable, candidates will be allotted to a centre of his/her choice however IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

<b>State Code</b>	<b>State /UT</b>	<b>Centre</b>
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Chirala Chittoor Gudlavaluru Gudur Guntur Hyderabad Kakinada Kanchikacharla Karimnagar Kurnool Mylavaram Narasaropeta Nellore Rajahmundry Tirupati Vijaywada Vishakhapatnam Vizianagaram
13	Arunachal Pradesh	Itanagar
14	Assam	Dibrugarh Guwahati Jorhat Silchar
15	Bihar	Bhagalpur Darbhanga Muzaffarpur Patna Purnea
16	Chandigarh	Chandigarh
17	Chhattisgarh	Ambikapur Bhilai Bilaspur Raigarh Raipur
18	Dadra & Nagar Haveli	Surat
19	Daman & Diu	Jamnagar
20	Goa	Panaji
21	Gujarat	Ahmedabad Anand Bhavnagar Gandhinagar Jamnagar Kheda Mehsana Rajkot Surat Vadodara Vallab Vidyanagar



State Code	State /UT	Centre
22	Haryana	Ambala Faridabad Gurgaon Hissar Kaithal Karnal Kurukshetra Panchkula Panipat Rohtak Yamuna Nagar
23	Himachal Pradesh	<b>Dharamsala</b> Kangra Shimla Solan Una
24	Jammu & Kashmir	Baramulla Jammu Srinagar
25	Jharkhand	Bokaro Deoghar Dhanbad Jamshedpur Ranchi
26	Karnataka	Belgaum Bengaluru Bidar Dharwad <b>Gulbarga</b> Haveri Hubli Mandya Mangalore Mysore Shimoga Udipi
27	Kerala	Kannur Kochi Kollam Kottayam Kozhikode Malappuram Palakkad Pathanamathitha Thrichur Thiruvananthapuram
28	Lakshwadweep	Kavarrati
29	Madhya Pradesh	Bhopal Gwalior Indore Jabalpur Satna Ujjain

<b>State Code</b>	<b>State /UT</b>	<b>Centre</b>
30	Maharashtra	Akola Amravati Aurangabad Bhusawal Buldana Jalgaon Kolhapur Mumbai Nagpur Nanded Nasik Pune Ratnagiri Satara Solapur Wardha Warnanagar
31	Manipur	Imphal
32	Meghalaya	Ri-Bhoi Shillong
33	Mizoram	Aizawl
34	Nagaland	Kohima
35	New Delhi	New Delhi
36	Odisha	Angul Balasore Bargarh Berhampur(Ganjam) Bhubaneshwar Cuttack Dhenkanal Jeypore Keonjhar Rourkela Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar Bhatinda Fategarh Sahib Jalandhar Ludhiana Moga Mohali Nawanshahr Patiala Phagwara Ropar Sangrur
39	Rajasthan	Ajmer Alwar Bharatpur Bhilwara Bikaner Jaipur Jodhpur Kota Sawaimadhapur Sikar Udaipur

<b>State Code</b>	<b>State /UT</b>	<b>Centre</b>
40	Sikkim	Bardang <b>Gangtok</b>
41	Tamilnadu	Cuddalore Chennai Coimbatore Madurai Salem Thiruchirapalli Tirunelveli Vellore Villipuram Virudhunagar
42	Tripura	Agartala
43	Uttar Pradesh	Agra Aligarh Allahabad Baghpat Banda Bareilly Bijnor Bulandshahr Faizabad Ghaziabad Gonda Gorakhpur Jhansi Kanpur Lucknow Mathura Meerut Moradabad Muzaffarnagar Noida Raebareli Sitapur Sultanpur Unnao Varanasi
44	Uttarakhand	Dehradun Haldwani Roorkee
45	West Bengal	Asansol Balurghat Berhampur (West Bengal) Burdwan Durgapur Hooghly Howrah Kalyani Kolkata Krishnanagar Malda Murshidabad Raiganj Suri Siliguri

**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)
- 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 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

**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.

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

1. This is to certify that Sri / Smt / Kum\* \_\_\_\_\_ son /  
daughter\* of \_\_\_\_\_ of village / town\*  
\_\_\_\_\_ in District / Division\* \_\_\_\_\_ of the State / Union  
Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a

**Scheduled Caste/ Scheduled Tribe\* under :**

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution ( Scheduled Tribes) Order, 1950 ;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists (Modification Order),1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution)Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,1976]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996.

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**# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.**

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_ of village / town \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their No. \_\_\_\_\_ dated \_\_\_\_\_.

**3.** Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ Distcict / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place:

[With seal of Office]

Date :

State/Union Territoty

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officer not below the rank of Tahsildar
4. Sub-divisional officer of the Area where the candidate and or his family normally resides.

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FORM OF CERTIFICATE TO BE PRODUCED BY  
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT  
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt / Kum. \_\_\_\_\_ Son/Daughter of  
Sri/Smt. \_\_\_\_\_ of \_\_\_\_\_ village/Town of  
\_\_\_\_\_ District/Division in \_\_\_\_\_ State belongs to  
\_\_\_\_\_ community which is recognized as a Backward Class under:

- [i] Resolution No.12011/68/93-BCC[C], dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section-1 No.186, dated the 13th September 1993.
- [ii] Resolution No.12011/9/94- BCC [C], dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section-1 No.163 dated the 20th October 1994.
- [iii] Resolution No. 12011/7/95-BCC [C], dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part-I, Section-I No.88, dated the 25th May 1995.
- [iv] Resolution No.12011 / 96 / 94 - BCC, dated 9th March 1996.
- [v] Resolution No.12011/44/96- BCC[C], dated the 6th December 1996, published in the Gazette of India, Extraordinary Part-I, Section-1 No.210, dated the 11th December 1996.
- [vi] Resolution No.12011 / 13 / 97 - BCC, dated 3rd December 1997.
- [vii] Resolution No.12011/99/94-BCC, dated 11th December 1997.
- [viii] Resolution No.12011/68 /98-BCC, dated 27th October 1999.
- [ix] Resolution No.12011/88/98-BCC, dated 6th December 1999 published in the gazette of India. Extraordinary Part-I, Section-I, No.270, dated 6th December, 1999.
- [x] Resolution No.12011/36/99-BCC, dated 4th April 2000, published in the Gazette of India. Extraordinary Part-I, Section-I, No.71, dated 4th April, 2000.
- [xi] Resolution No.12011/44/99-BCC, dated 21-9-2000, published in the Gazette of India, Extraordinary Part-I, Section-I, No.210 dated 21-9-2000.

Sri/Smt/Kum. \_\_\_\_\_ and/or his/her family ordinarily reside[s] in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons /sections [Creamy Layer] mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt.[SCT], dated 8-9-1993, and modified vide Department of Personnel & training OM No. 36033/3/2004 Estt.(Res.) dated 9.3.2004 and 14.10.2008.

Dated :  
Seal :

District Magistrate or  
Deputy Commissioner, etc

.....2



NB:

- (a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the representation of the Peoples Act, 1950.
- (b) The authorities competent to issue Caste certificates are indicated below:
  1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate/ Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
  2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
  3. Revenue Officer not below the rank of Tahsildar
  4. Sub-divisional officer of the Area where the candidate and or his family normally resides.

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Name & Address of the Institute / Hospital:

Certificate No : \_\_\_\_\_ Date : \_\_\_\_\_

**DISABILITY CERTIFICATE**

Recent Photograph of the candidate showing the disability, duly attested by the Chairperson of the Medical Board.

This is certified that Shri / Smt / Kum \_\_\_\_\_  
Son / Wife / Daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_  
\_\_\_\_\_ is

suffering from permanent disability of following category:

**A Locomotor or Cerebral palsy:**

**BL - Both legs affected but not arms.**

**BA – Both arms affected**

- (a) Impaired reach
- (b) Weakness of grip

**BLA – Both legs and both arms affected**

**OL – One leg affected (right or left)**

- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic

**OA – One arm affected**

- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic

**BH – Stiff back and hip (Cannot sit or stoop)**

**MW – Muscular weakness and limited physical endurance.**

**B Blindness or Low Vision:**

- (i) B – Blind
- (ii) PB – Partially Blind

**C Hearing impairment:**

- (i) D – Deaf
- (ii) PD – Partially Deaf

(Delete the category whichever is not applicable)

....Contd.Pg.2.

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_years \_\_\_\_\_months.
3. Percentage of disability in his / her case is \_\_\_\_\_percent.
4. Sh. / Smt. / Kum \_\_\_\_\_meets the following physical requirements for discharge of his / her duties:-

- |  |             |
|--|-------------|
| (i) F-can perform work by manipulating with figures. | Yes /<br>No |
| (ii) PP-can perform work by pulling and pushing      | Yes /<br>No |
| (iii) L-can perform work by lifting.                 | Yes /<br>No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes /<br>No |
| (v) B-can perform work by bending.                   | Yes /<br>No |
| (vi) S-can perform work by sitting.                  | Yes /<br>No |
| (vii) ST-can perform work by standing.               | Yes /<br>No |
| (viii) W-can perform work by walking.                | Yes /<br>No |
| (ix) SE-can perform work by seeing.                  | Yes /<br>No |
| (x) H-can perform work by hearing / speaking.        | Yes /<br>No |
| (xi) RW-can perform work by reading and writing.     | Yes /<br>No |

(Dr \_\_\_\_\_)  
Member  
Medical Board

(Dr \_\_\_\_\_)  
Member  
Medical Board

(Dr \_\_\_\_\_)  
Chairperson  
Medical Board

Countersigned by  
Medical Superintendent / CMO/ Head of  
Hospital (with seal)

\* Strike out which is not applicable.

# PROFORMA - A

## Form of Certificate applicable for Released/Retired Personnel

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in  
Army/Navy/Air Force.

2. He has been released from military services :

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place : \_\_\_\_\_ Signature, Name and Designation of the  
Competent Authority \*\*

Date: \_\_\_\_\_

SEAL

*% Delete the paragraph which is not applicable.*

\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

# PROFORMA - B

## Form of Certificate for Serving Personnel (Applicable for serving personnel who are due to be released within one year)

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_.

2. He is due for release/retirement on completion of his specific period of assignment on \_\_\_\_\_
3. No disciplinary case is pending against him

Place :

Signature, Name and Designation of the  
Competent Authority \*\*

Date:

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.

# PROFORMA - C

## Undertaking to be given by serving Armed Force personnel who are due to be released within one year

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
  
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place :

Date :

Signature and Name of Candidate

# PROFORMA - D

## Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_

2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_
  
3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the  
Competent Authority \*\*

Date :

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.
  
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.