



**Institute of Banking Personnel Selection**  
**COMMON RECRUITMENT PROCESS FOR**  
**RECRUITMENT OF SPECIALIST OFFICERS IN PARTICIPATING ORGANISATIONS- (CWE SPL-III)**

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The next online CWE for selection of personnel in the following Specialist Officers' cadre posts in the Participating Organisations listed below is tentatively scheduled in February 2014 and will be co-ordinated by the Institute of Banking Personnel Selection (IBPS).

Sr. No	POSTS
01	I.T. Officer (Scale-I)
02	Agricultural Field Officer (Scale I)
03	Rajbhasha Adhikari (Scale I)
04	Law Officer (Scale I)
05	HR/Personnel Officer (Scale I)
06	Marketing Officer (Scale I)
07	I.T. Officer (Scale-II)
08	Law Officer (Scale II)
09	Chartered Accountant (Scale II)
10	Manager Credit (Scale II)/ Finance Executive (Scale II)

Any eligible candidate, who aspires to join any of the Participating Organisations listed at (A) herein below as an Officer in one of the Specialist Officers' posts mentioned above, is required to register for the Common Recruitment Process- (CWE SPL-III). Candidates who appear and are shortlisted in CWE, will subsequently be called for a Common Interview to be conducted by the Participating Organisations and co-ordinated by IBPS. **Depending on the available vacancies for 2014-15 in Participating organisations, candidates shortlisted will be provisionally allotted to one of the Participating Organisations, keeping in view the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc. Bank-wise vacancies for the last recruitment process (2013-14) are already available on the authorised website of IBPS.**

This system of Common recruitment Process-Common Written Examination, Common Interview and allotment for recruitment of Specialist Officers in Participating Organisations has the approval of the appropriate authorities.

IBPS, an autonomous body, has received a mandate from the organisations listed 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 CWE, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

**A. PARTICIPATING ORGANISATIONS**

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

The tentative schedule of events is as follows:

Events	Tentative Dates
Online Registration	25.11.2013 to 14.12.2013
Payment of Application Fees- Online	25.11.2013 to 16.12.2013
Download of Call letter for CWE	After 28.01.2014
Online CWE (Tentative dates)- some/ all/ additional dates as the need arises	08.02.2014/ 09.02.2014
Sharing of result status of CWE	February 2014
Download of call letters for Interview	March 2014
Conduct of Interview	March/ April 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.**

**B. ELIGIBILITY CRITERIA (as on 01.11.2013)**

Candidates, intending to apply for CWE SPL-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 pertaining to category, nationality, age, educational qualifications, post qualification work experience etc. in original alongwith 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. Merely applying for CWE/ appearing for and being shortlisted in the CWE 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. No request for considering the candidature under any category other than in which applied will be entertained.**

**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, Educational Qualifications & Post Qualification Work Experience (As on 01.11.2013):**  
**For posts in Scale I: a candidate must have been born not earlier than 02.11.1983 and not later than 01.11.1993 (both dates inclusive)**  
**For posts in Scale II: a candidate must have been born not earlier than 02.11.1978 and not later than 01.11.1993 (both dates inclusive)**

Post Code	Name of the Post	Age	Educational Qualifications (from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies)	Post Qualification Minimum Work Experience
01	I.T. Officer (Scale-I)	Min- 20 Years Max-30 Years	a) 4 year Engineering Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation OR b) Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications OR Graduate having passed DOEACC 'B' level	---
02	Agricultural Field Officer (Scale I)	Min- 20 Years Max-30 Years	4 year Degree (graduation) in Agriculture/ Horticulture/Animal Husbandry/ Veterinary Science/ Dairy Science/ Agri. Engineering/ Fishery Science/ Pisciculture/ Agri Marketing & Cooperation/ Co-operation & Banking/ Agro-Forestry	---
03	Rajbhasha Adhikari (Scale I)	Min- 20 Years Max-30 Years	Post Graduate Degree in Hindi with English as a subject at the degree (graduation) level OR Post graduate degree in Sanskrit with English and Hindi as subjects at the degree (graduation) level.	---
04	Law Officer (Scale I)	Min- 20 Years Max-30 Years	A Bachelor Degree in Law (LLB) and enrolled as an advocate with Bar Council	---
05	HR/Personnel Officer (Scale I)	Min- 20 years Max- 30 years	Graduate <u>and</u> Full time Post Graduate degree or Full time Post Graduate diploma in Personnel Management / Industrial Relations/ HR/Social Work / Labour Law.*	---
06	Marketing Officer (Scale I)	Min- 20 years Max- 30 years	Graduate <u>and</u> Full time MBA (Marketing) / Full time 2 years PGDBA / PGDBM with specialization in Marketing *	---

Post Code	Name of the Post	Age	Educational Qualifications (from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies)	Post Qualification Minimum Work Experience
07	I.T. Officer (Scale-II)	Min- 20 Years Max-35 Years	4 year Engineering Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation OR Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications OR Graduate having passed DOEACC 'B' level	2 years in IT field
08	Law Officer (Scale II)	Min- 20 Years Max-35 Years	A Bachelor Degree in Law (LLB)	Enrolled as an advocate with Bar Council <b>and</b> 3 years experience of practice at Bar or Judicial service <b>and/or</b> 2 years as a Law Officer in the Legal Dept. of a Scheduled Commercial Bank or the Central/State Government or of a Public Sector Undertaking <b>and</b> candidates should produce a certificate of having the requisite post qualification work experience from the Court/ Bar council/ organisation.
09	Chartered Accountant (Scale II)	Min- 20 Years Max-35 Years	Passed final examination for Chartered Accountants	---
10	Manager Credit (Scale II)/ Finance Executive (Scale II)	Min- 20 Years Max-35 Years	Graduate <b>and</b> CFA/ ICWA/ Full time MBA/ Full time PGDBM (Finance) *	2 years in the area of Credit Appraisal of big/ medium industrial projects in Scheduled Commercial Banks

\* In case of dual qualifications/ specialisations candidates have to necessarily produce proof at the time of interview as also at the time of recruitment that their major specialisation conforms to the requisite eligibility prescribed for the post

**For posts other than IT Officer Scale I & II 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.**

**Note:** (1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.11.2013.

Proper document from Board / University for having declared the result on or before 01.11.2013 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.

- (2) 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.
- (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%.
- (4) **Candidates can apply for only one post. Multiple applications will be summarily rejected.**

### III. 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, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	5 years
5	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
6	Persons affected by 1984 riots	5 years

- NOTE:** (i) The maximum age limit specified in (II) above is applicable to General Category candidates.
- (ii) **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. III (3) to III (6).**
- (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:**
- (a) 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.

- (b) 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.

There is no reservation for Ex-servicemen in Officers' Cadre.

#### **IV. 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 (as per GOI guidelines dated 29.07.2013). 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 arranged by the candidate should **not** be a candidate for the examination (CWE-SPL-III). If violation of the above is detected at any stage of the process, candidature for CWE of both the candidate and the scribe will be cancelled.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of CWE.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

**Guidelines for candidates**

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

An 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. **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. ONLINE CWE**

The structure of the Online CWE will be as follows:

**Law Officer- Scale I & II & Rajbhasha Adhikari Scale I**

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Total Time
1	Reasoning	50	50	120 Minutes
2	English Language	50	25	
3	General Awareness with special reference to Banking Industry	50	50	
4	Professional Knowledge	50	75	
	Total	200	200	

**IT Officer Scales I & II, Agriculture Field Officer Scale I, HR/ Personnel Officer Scale I, Marketing Officer Scale I, Chartered Accountants Scale-II & Manager Credit / Finance Executive Scale-II**

Sr. No.	Name of the Tests	No. of Questions	Maximum Marks	Total Time
1	Reasoning	50	50	120 Minutes
2	English Language	50	25	
3	Quantitative Aptitude	50	50	
4	Professional Knowledge	50	75	
	Total	200	200	

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

**Other detailed information regarding the Online CWE will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the IBPS website.**

**D. 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.

**E. 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) IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (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.

**F. SCORES**

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

**G. 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. 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 Online CWE without the following documents:**

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

**(2) Photo-identity proof (specified in Point J below) 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.

**H. INTERVIEW**

Candidates who have been shortlisted in the examination for CWE SPL-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 score required in interview will not be less than 40% (35% for SC/ST/OBC/PWD candidates). The weightage (ratio) of Online CWE (SPL-III) and interview will be 80:20. The combined final scores of candidates shall be arrived at on the basis of total

scores obtained by the candidates in CWE (SPL-III) and Interview. A candidate should found suitable 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 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

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for CWE SPL-III
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point J below
- (v) Marksheets & certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 01.11.2013 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 desires to use 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. **This is a must.**
- (viii) An Ex-serviceman candidate has 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. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 16.12.2014.
- (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 B III (5) 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.
- (xi) Persons eligible for age relaxation under B III (6) 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.
- (xii) Experience certificates, as applicable.

- (xiii) 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
- (xiv) 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 as applicable to be submitted at the time of interview can be downloaded from IBPS website [www.ibps.in](http://www.ibps.in). Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

**I. ALLOTMENT**

On completion of the interview process, candidates shortlisted will be provisionally 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 and so allotted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the Participating Organisation.

The decision of IBPS in provisional allotment of a candidate to a Participating Organisation shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel and 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.

**J. 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/ Bar Council Identity card with photograph 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.**

## **K. HOW TO APPLY**

Candidates can apply online only from **25.11.2013 to 14.12.2013** 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) keep the necessary details/documents for **Online Payment** of the requisite application fee/ intimation charges ready.
- (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 25.11.2013 to 16.12.2013 (only through Online payment mode) both dates inclusive]**

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

Bank Transaction charges, if any, for 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 SPL-III" and then click on the option "CLICK HERE TO APPLY ONLINE FOR CWE- Specialist Officers (CWE SPL-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).
- (3) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully including registration of preferences for Participating Organisations and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (4) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.

- (9) On successful completion of the transaction, **an e-receipt** will be generated.
- (10) Candidates are required **to take a printout of the e-receipt and the submitted online application form.**

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.

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

**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, 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.

## L. 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 mentioned specialist posts, 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)/ provisional 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 relating to CWE SPL-III will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the IBPS in this behalf.
- (5) **A candidate can apply for only one post and 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.**  
**The scribe arranged by the candidate should not be a candidate for the examination (CWE-SPL-III). If violation of the above is detected at any stage of the process, candidature for CWE of both the candidate and the scribe will be cancelled.**  
**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) No request for change of address, or changes in any other details mentioned in the online application form will 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. Candidates 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 also 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. with or without assigning any reason.
- (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 SPL-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. 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.**

**M. 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 items 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.**

**N. 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.**

**O. CALL LETTERS**

The Centre, venue address, post applied for, 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 SPL-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.**

**P. 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: 18.11.2013**

**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. IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

Sr. No.	Centre
1	Port Blair
2	Hyderabad/ Secunderabad
3	Tirupati
4	Vijaywada
5	Vishakhapatnam
6	Itanagar
7	Guwahati
8	Bhagalpur
9	Darbhanga
10	Muzaffarpur
11	Patna
12	Purnea
13	Chandigarh
14	Bhilai
15	Bilaspur
16	Raipur
17	Panaji
18	Ahmedabad/ Gandhinagar
19	Vadodara
20	Ambala
21	Panchkula
22	Shimla
23	Jammu
24	Srinagar
25	Bokaro
26	Dhanbad
27	Jamshedpur
28	Ranchi
29	Bengaluru
30	Hubli/ Dharwad
31	Mangalore
32	Kochi
33	Kozhikode
34	Thiruvananthapuram
35	Bhopal
36	Gwalior
37	Indore
38	Jabalpur

39	Aurangabad
40	Greater Mumbai/ Navi Mumbai/ Thane
41	Nagpur
42	Pune
43	Imphal
44	Shillong
45	Aizawl
46	Kohima
47	National Capital Region (India)
48	Berhampur(Ganjam)
49	Bhubaneshwar
50	Sambalpur
51	Puducherry
52	Amritsar
53	Ludhiana
54	Mohali
55	Patiala
56	Ajmer
57	Bikaner
58	Jaipur
59	Jodhpur
60	Udaipur
61	Gangtok
62	Chennai
63	Coimbatore
64	Madurai
65	Thiruchirapalli
66	Tirunelveli
67	Agartala
68	Agra
69	Allahabad
70	Gorakhpur
71	Kanpur
72	Lucknow
73	Varanasi
74	Dehradun
75	Roorkee
76	Berhampur (West Bengal)
77	Burdwan
78	Durgapur
79	Greater Kolkata
80	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 the preceding paragraphs in this Annexure 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.

.....2

**# 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 \_\_\_\_\_ District / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place:

[With seal of Office]

Date :

State/Union Territory

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

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\* 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.