

No. 36012/39/2014-Estt.(Res.)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training  
\*\*\*\*\*

New Delhi, dated the 28<sup>th</sup> August 2015

**OFFICE MEMORANDUM**

**Subject: Copies of advertisements issued by Departments/Ministries, PSUs, Corporations etc. conducting Recruitment Drives for filling up vacancies of persons with disabilities**

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Enclosed are copies of some of the advertisements issued by Departments/Ministries, Public Sector Undertakings, Corporations etc. conducting Recruitment Drives, including Special Recruitment Drives (SRD), for filling up vacancies of persons with disabilities.

2. This may please be placed on the website of this Department for information of all concerned

*G. Srinivasan*  
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Tel. No. 23093074

**Director (NIC)  
Department of Personnel and Training**



**GOVERNMENT OF INDIA, MINISTRY OF RAILWAYS**  
**RAILWAY RECRUITMENT BOARDS**



**CENTRALISED EMPLOYMENT NOTICE No. 02/2015**  
**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES**  
**FOR NON TECHNICAL POPULAR CATEGORIES (UNDER GRADUATE)**

DATE OF PUBLICATION	DATE & TIME OF CLOSING	DATE OF WRITTEN/ONLINE EXAMINATION
22/08/2015	21/09/2015 up to 23.59 Hrs.	Between 24/10/2015 to 04/11/2015 (Refer Para 16 of the General Instructions)

ONLINE applications are invited from eligible Persons with Disabilities (PWDs) of Indian Nationality for the following different Non Technical Popular Categories (Under Graduate) posts. Applications complete in all respects should be submitted only ONLINE to the concerned Railway Recruitment Board, as mentioned in Para-15 of General Instructions, till 23.59 hrs of closing date.

**IMPORTANT INSTRUCTIONS**

- CANDIDATES TO ENSURE THEIR ELIGIBILITY BEFORE APPLYING:** Only the candidates who come under the definition of Persons with Disabilities (PWDs) as defined in Para 11 of this notification are eligible to apply. The candidates must ensure that they fulfil all eligibility conditions prescribed for the post/examination on the date of application. Admission of the candidates for the written/online examination(s) for the posts notified in this notification would be on the basis of the information furnished by them in the ONLINE application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post(s), his/her candidature will be cancelled forthwith.
- EXAMINATION FEE: NIL.**
- HOW TO APPLY:** Candidates are required to apply ONLINE to any one RRB ONLY, on the website of Railway Recruitment Board (RRB) as indicated in Para 15. Detailed instructions for filling up ONLINE applications are available on the website of RRB(s). Brief Instructions to fill up the same are given in Para Nos. 5 and 5 (A) of this notification. Application to more than one RRB will lead to rejection of all the applications.
- LAST DATE FOR RECEIPT OF APPLICATIONS:** The ONLINE application, complete in all respect, can be submitted to RRB concerned upto 21/09/2015 till 23.59 hrs. No physical copy of application is required to be sent to RRBs.
- SAME DAY EXAMINATION:** Written/Online Examination will be held on the same day by all participating RRBs.
- NEGATIVE MARKING:** There shall be penalty (negative marking) in written/online examination and marks shall be deducted for each wrong answer @ 1/3 of the marks allotted for each question.
- MOBILES PHONES AND ELECTRONIC COMMUNICATION DEVICES:**
  - (a) Mobile phones, blue tooth, papers, calculators or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail action such as rejection of candidature and/or 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/blue tooth etc. to the venue of the examination, as arrangement for safe-keeping cannot be assured.

**Candidates are required to apply only through ONLINE mode. No other mode for submission of application is allowed.**

Details of the RRB-wise and Railway-wise posts/categories, vacancies, age-limit, type of disability and minimum educational qualification required are as under:

Post	Scale	Age	Category	Scale	Age	Category
Jr. Clerk cum Typist	Rs. 5200-20200 + 1530-GP	Normal Age as on 01/01/2016: 18-23 years (relaxations apply)	Accounts	Rs. 5200-20200 + 1530-GP	Normal Age as on 01/01/2016: 18-23 years (relaxations apply)	Commercial Clerk
Name of RRB	Rly.	OH	VH	HH	TO	TAL
Ahmedabad	WR	9	10	8	28	28
Almer	NWR	3	2	3	8	28
Allahabad	DLW	0	4	0	4	28
Aligarh	NR	2	0	0	2	28
NCR	4	5	5	14	14	28
Bangalore	SWR	3	19	8	31	28
Bhopal	WR	1	6	1	10	28
Chennai	WR	4	5	4	14	28
Guwahati	WR	1	14	7	21	28
Mumbai	WR	4	4	4	12	28
Muzaffarpur	ECR	0	0	1	1	28
Patna	WR	5	4	0	9	28
Shimla	WR	1	11	3	15	28
Bilaspur	SCR	1	11	3	15	28
Chandigarh	NR	8	8	8	8	28
Chennai	SR	3	5	3	11	28
Gorakhpur	RDSO	0	1	0	1	28
Guwahati	NR	1	0	9	10	28
Kolkata	ER	0	2	2	4	28
SER	7	22	28	58		
Mumbai	CR	3	18	13	32	28
WR	11	9	10	30		
Muzaffarpur	ECR	0	0	1	1	28
Patna	ECR	0	0	8	9	28
Ranchi	ECR	0	5	6	11	28
Secunderabad	SCR	1	0	0	1	28
<b>ABBREVIATIONS USED:</b> B = Blind, BL = Both Leg, CR = Central Railway, ER = Eastern Railway, ECR = Economically Backward Class, ECR = East Central Railway, ECOR = East Coast Railway, EM = Employment Notice, EX = Ex-Serviceman, GP = Grade Pay, HH = Hearing Handicapped, LV = Low Vision, MW = Muscular Weakness, NCG = No Objection Certificate, NR = Northern Railway, NCR = North Central Railway, NE = North Eastern Railway, NFR = Northeast Frontier Railway, NW = North Western Railway, OA = One Arm, OAL = One Arm & One Leg, OM = Optical Mark Reader answer sheet, OBC = Other Backward Classes, OH = Orthopedically Handicapped, OL = One Leg, PWD = Persons with Disability, RDSO = Research Design and Standards Organisation, Lucknow, Rly = Railway, RRB = Railway Recruitment Board, SCR = Scheduled Castes, ST = Scheduled Tribe, SR = Southern Railway, SCR = South Central Railway, SER = South Eastern Railway, SECR = South East Central Railway, SWR = South Western Railway, SRD = Special Recruitment Drive, UR = Unreserved (General), VH = Visually Handicapped, WR = Western Railway, WCR = West Central Railway.						
<b>1(A) GENERAL INSTRUCTIONS:</b>						
<b>1.01 CANDIDATES SHOULD NOTE THAT:</b>						
(a) Written/online examination for Non Technical Popular Categories (Under Graduate) posts mentioned above will be held simultaneously by all participating RRBs, therefore, Candidates can submit ONLINE application to any one RRB only.						
(b) Admission to the written/online examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions.						
(c) RRBs conduct verification of eligibility conditions, with reference to original documents, only after candidates have qualified in all the stages of examination. RRBs may reject the applications of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria, and if appointed, such candidate(s) is/are liable to be removed from service summarily.						
(d) Before applying for any post, candidates should satisfy themselves that they fulfil all the eligibility conditions including type of disability and educational qualifications etc. (Refer Para 3.0).						
(e) Candidate should ensure that they have requisite educational qualifications from recognized Board/University/Institute as on the date of submission of the application for this Centralised Employment Notice. Those awaiting results of the final examination need NOT apply.						
1.03 Candidates who have been declared fit for all RRB/RRC examinations or candidates who have been declared fit for a specified period which is not yet completed need NOT apply in response to this Centralised Employment Notice. Their candidature will be rejected during any stage of recruitment as and when declared.						
1.04 Candidates submitting more than one application with different particulars like name/father's Name/Community/photoface/educations and/or technical qualification will be summarily rejected & also debarred from RRB examinations as per Para 13 given below. A candidate will also be debarred from examinations of all RRBs for a specified period. However (i) if the candidate submits applications to more than one RRB, (ii) if the candidate submits multiple applications for the same post & category, (iii) if the candidate submits multiple applications with different community for the same post & category, (iv) if the candidate submits multiple applications with different photo (face) and different names for same post & category and (v) the candidate submits multiple applications with different documents for the same post & category.						
1.05 Signatures of the candidates on Answer Sheet, Question Booklet and other prescribed places, as applicable, should be identical, either in English or Hindi, and must be in running hand and not in block/capital or disjointed letters. Signatures in different style or language, at the time of written/online examination and document verification etc., may result in cancellation of candidature.						
1.06 Candidates should note that only the Name, Father's Name and Date of Birth as recorded in the Matriculation/High School Examination Certificate or an equivalent Certificate on the date of submission of applications will be accepted by the RRBs.						
NOTE: In case candidate has changed his name then gazette notification or any other legal document as applicable should be submitted at the time of document verification. Such candidates should indicate their changed name in the application. However other details should match with the Matriculation or equivalent certificate.						

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- Preference for post(s) and/or Railway(s)/Unit: Candidates should give their order of preference of Category of post(s) and the Railway(s)/Unit while applying. RRB will allot the post and the Railway/Unit to the selected candidate as per the preference of the candidate subject to merit and vacancy position. However, RRBs reserve the right to allot even non-preferred Post and/or Railway/Unit subject to merit and vacancy position all-over Indian Railways.
- Selection by RRB does not confer upon candidates any right of appointment in the Railways. The function of the RRB is to recommend names of suitable candidates to the Chief Personnel Officer of the Zonal Railway/industries Unit concerned who in turn issues the offer of appointment letter subject to availability of vacancies and candidates being found medically fit and satisfying all eligibility criteria.
- Ordinarily, a railway servant shall be employed throughout his service on the railway or railway establishment to which he/she is posted on first appointment and shall have no claim of right for transfer to another railway or another establishment. In the exigencies of service, however, it shall be open to the Competent Authority to transfer the railway servant to any other department or railway or railway establishment including a project in or out of India.
- Selected candidates will have to undergo training wherever training is prescribed for the post.
- Emoluments on initial appointment will be minimum pay of the Pay Band plus Grade Pay plus other allowances admissible at that time. During training period only stipend will be paid as applicable. Candidates may have to give security deposit and execute indemnity bond wherever necessary.
- Free Second Class Railway Pass as admissible will be issued to candidates belonging to SC/ST communities when they are called for written/online examination/skill test/document verification, provided they submit/upload valid caste certificate along with ONLINE application.
- Female candidates are also eligible for all the posts. However, it may be noted that some categories involve duties which are arduous in nature and call for working in shifts at odd hours, at road side station and also away from headquarters.
- The number of vacancies indicated in this Centralised Employment Notice is provisional and may increase or decrease or even become NIL depending upon the actual needs of the Railway.

Administration. The Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.

1.15 Serving Defense Personnel (PWD) likely to be released within one year of the closing date (i.e. up to 21.09.2016) can also apply.

1.16 Any subsequent change(s) in the terms and conditions of this Centralised Employment Notice as per extant rules will stand good. RRBs reserve the right to incorporate any subsequent changes/modifications/editions in the terms & conditions to recruitment under this Centralised Employment Notice as necessitated and applicable.

**1(B) RESERVATION:**  
Since the persons with disabilities have to be placed in the appropriate community viz. SC/ST/OBC/General in the roster meant for reservation of SC/ST/OBC, the candidates have to indicate whether they belong to SC/ST/OBC or General Community while submitting ONLINE application.

NOTE-I : SC/ST/OBC candidates should furnish Caste Certificates from competent authorities as per the format given at Annexure-3 (for SC/ST candidates) and Annexure-4 (for OBC candidates) at the time of Document Verification. Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Est. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Est. (Res) dated 09.03.2004, further revision if any received till the closing date of this Centralised Employment Notice. The certificate produced shall not be older than one year.

NOTE-II : If any vacancies which reserved for PWD cannot be filled due to non-availability of suitable candidates under that category of Disability or for any other sufficient reason, such vacancy/vacancies shall not be filled and shall be carried forward as "Backlog Reserved Vacancy".

**ELIGIBILITY CRITERIA :**

2. AGE LIMIT : The lower and upper age limit indicated for a particular post(s) in the vacancy table will be reckoned as on 01.01.2016. The upper age limit is relaxable as under, subject to submission of requisite certificates:

2.01. By 10 years for Persons with Disabilities (PWD) (13 years for OBC and 15 years for SC/ST)

2.02. For Ex-Servicemen with disabilities, up to the extent of service rendered in Defense, plus 3 years, provided they have put in more than 6 months service after attestation.

2.03. For serving Group "C" and ex-service Group "D" Railway Staff, Casual Labour and Substitutes, the upper age limit will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates, provided they have put in a minimum of 3 years service (continuous or in broken spells).

2.04. The date of birth should be between the dates given below (Both dates inclusive):

SR. NO.	UPPER DATE OF BIRTH		LOWER DATE OF BIRTH FOR ALL		REMARKS
	AGE GROUP	UR	OBC	SC/ST	
1	18 - 28	02/01/1987	02/01/1984	02/01/1982	For categories listed in Para 2.01 to 2.03, age relaxation as indicated will be applicable.

3. EDUCATIONAL QUALIFICATION: Candidates should have requisite Educational/Technical qualifications (as indicated in the vacancy table) from recognized Board/University/Institute as on the date of submission of the ONLINE application for this Centralized Employment Notice. Those awaiting results of the final examination need NOT apply.

4. EXAMINATION FEE : NIL

5. HOW TO APPLY :

5.01. Candidates can apply to any one RRB only through ONLINE application mode by visiting the website of RRB concerned. The website addresses of RRBs is given in Para 15. Before applying, candidates are advised to go through the instructions available on the website of RRB and in this notification. The onus is on the candidate to prove that all the information provided/submitted by him/her in the application is true.

5.02. Candidates are required to go to the link provided for filling ONLINE application and fill up the personal details/BIO-DATA etc. carefully. They are also required to exercise their option/preference for posts & Railway/Production Unit, wherever applicable.

NOTE-I : The candidates are required to indicate their Post-wise and Railway-wise preferences very carefully. Options once exercised in the ONLINE application shall be final and no request for change shall be entertained.

NOTE-II : Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also to debarment. (Please refer Para 1.06 Note also).

NOTE-III : Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process as important messages will be sent by email / SMS which will be deemed to have been read by the candidates.

5.03. Photograph: Candidates are required to upload their colour photograph (size 3.5cm x 3.5cm, not earlier than three months from the date of application in colour, JPEG/PEG format, 100 DPI, size of the file should be between 20 KB - 50 KB) with clear front view of the candidate without cap and sunglasses. Candidates may note that RRBs may, at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photograph uploaded in the Application Form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing along with Hall Tickets/Admit Card and valid Photo ID at the time of examination (Refer to Para 7.04). Photostatic copy of photograph is not permitted.

5.04. Candidates need NOT send any application printouts or certificates or copies to RRB concerned by post. The candidature of the candidates will be considered only on the strength of the information furnished in the ONLINE application.

5.05. During submission of ONLINE application, a Registration Number will be issued to each applicant. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence with RRB concerned.

NOTE-I : Applications with Mandatory columns not filled, incomplete, without photo or candidate are liable to be rejected.

NOTE-II : In case the application is rejected, candidates will be able to view their status ONLINE on the website of RRB concerned along with the reasons for rejection(s). SMS / e-mail alerts shall also be sent to the candidates on their registered mobile number / e-mail ID, as indicated in their ONLINE application. Candidates whose application/candidature is rejected will NOT be intimated by post.

NOTE-III : To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date since there may be a possibility of inaccessibility/failure to log on to the website of RRB concerned on account of heavy load on the internet or website jam during last days.

NOTE-IV : RRBs do not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

**5(A) ENCLOSURES TO BE UPLOADED ALONG WITH APPLICATION FORM:**

SC/ST candidates who want to avail the facility of free travel authority (Second Class Railway Pass) for written/online examination/skill test/document verification should also upload their caste certificates (as per Annexure-3) issued by the competent authority. At the time of obtaining reservation and travelling, the Reservation Clerk/and/or Ticket Checking Staff may ask for the original SC/ST certificate for verification of genuineness of the candidate.

NOTE : No print-out/hard copy of application complete in all respect and/or SC/ST certificate needs to be sent to the RRB concerned.

Submit ONLINE application for the post(s) of that RRB to which he/she want to apply.

Steps to submit ONLINE Application

- Visit the website of the RRB to which the candidate wants to apply (refer Para 15).
- Click on the "ONLINE-Application" Link.
- Click on the "New Registration" link. Select RRB to which the candidate wishes to submit application and click on the "APPLY NOW" button.
- Fill in the basic details viz. Name, Father's name, Date of Birth, Community, e-mail Address, mobile number and other details related to 10th/SSLC certificate etc. The details should match with that of 10th class certificate/merit sheet.
- Visually Handicapped candidates / candidates whose writing speed is affected by Cerebral Palsy / candidates with one arm / candidates with muscular weakness can avail the assistance of SCRIBE for writing answers on their behalf. Such candidates who wish to avail the facility of Scribe shall have to enter required details as per Annexure-10.
- On submission of required details, an e-mail will be received in the registered e-mail ID with a link for activation. On clicking the link, the registration number is generated and a confirmation page is displayed.

(vi) For proceeding to the Second Stage of registration, login using the Registration ID and Date of Birth.

(vii) Fill up other details such as educational/technical qualification, and address for communication etc.

Depending upon the type of disability of the candidate, all the post(s) matching with the type of disability of the candidate in the RRB being applied to shall be listed out. Similarly if that RRB has vacancies from more than one Railway/Unit, then all such units will also be listed out. Candidates have to indicate their priority/preference for the post(s) and Railway(s)/Unit(s).

(ix) Upload your colour photograph (size 3.5cm x 3.5cm, not earlier than three months from the date of application in colour, JPEG/PEG format, 100 DPI, size of the file should be between 20 KB - 50 KB) with clear front view of face of the candidate without cap and sunglasses. Candidates availing services of Scribe will be required to upload photograph of Scribe also. The photograph will be of same type as prescribed for the candidate.

(x) Candidates belonging to SC/ST who want to avail the facility of free travel authority (second class Railway Pass) have to upload scanned copy of their SC/ST certificates also. Scan the certificate in the JPEG/PEG format. Size of the file should be 50 KB and 100K.

(xi) Submit the application. Print out the application/acknowledgement for records.

(xii) Editing of Application : Even after final submission if a candidate wishes to make any modifications, he/she can do so but for any such modification fee of Rs.100/- shall be payable.

(xiii) To modify application already submitted ONLINE, go to the "ONLINE-Application" link on the website of the chosen RRB.

(xiv) Click on the "Modify Application" link.

(xv) Login using Registration Number and Password.

(xvi) Pay fee (Rs.100/-) either online or through SBI branch/computerized Post Office after downloading a pre-printed Challan/Pay-in-Slip. Ensure payment is done within the dates mentioned in the challan.

NOTE : The fee should be paid ONLINE using internet banking or debit/credit cards (service charges apply for all banks, which will be borne by the candidates) or can be paid through a challan in any branch of SBI or computerized Post Office Pay-in-Slip. If the fee paid through a challan at SBI branch, the receipt should be preserved. At the time of Document Verification, the same can be called for verification.

(xvii) After making payment login using Registration Number and Password and proceed with the modification as per instructions given and submit the application. Take a printout of the revised acknowledgement for records.

**5(B) VERIFICATION OF ORIGINAL DOCUMENTS AND FORMAT OF CERTIFICATES:**

To ascertain their eligibility as on the date of submission of application, candidates are required to produce all original documents at the time of document verification.

(i) Matriculation/High School Examination Certificate or Equivalent certificate (Proof for Date of Birth and Matric Classification).

(ii) 12th (H2 stage) or its equivalent examination certificate/Degree/Diploma certificate (As applicable).

(iii) Caste Certificate for SC/ST - Annexure-3.

(iv) Caste Certificate for OBC - Annexure-4.

(v) Medical Certificate for Persons with Disabilities (PWD) - Annexure-9.

(vi) NOC from employer for serving employees.

(vii) Attestation/discharge certificate for Ex-Servicemen.

NOTE-I : SC/ST/OBC candidates should furnish Caste Certificate issued by competent authorities as per the format given at Annexure-3 (for SC/ST candidates) and Annexure-4 (for OBC candidates) at the time of Document Verification. Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Est. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Est. (Res) dated 09.03.2004, further revision if any received till the closing date of this Centralised Employment Notice. The certificate produced shall not be older than one year.

NOTE-II : All Certificates should be either in English or in Hindi only. Where certificates are not in English/ Hindi, self attested translated version (in Hindi / English) should be produced wherever / whenever required.

**6. INVALID APPLICATIONS/REJECTIONS:**

Candidates are requested to read all instructions thoroughly before submitting ONLINE application to any RRB. Otherwise their applications are likely to be rejected on one or more of the following reasons. In case the application is rejected, candidates will be able to view their status ONLINE on the website of RRB concerned along with the reasons for rejection(s). SMS / e-mail alerts shall also be sent to the candidates on their registered mobile numbers / e-mail IDs, as indicated in their ONLINE application. Candidates will not be intimated by post regarding the reason(s) of rejection.

6.01. Application without Colour photo (or) photo with cap, wearing Goggles, disfigured, small size or unrecognizable or scanned or Photostatic copy.

6.02. Not possessing the prescribed qualification for the post(s) on the date of submission of application.

6.03. Over-aged or under-aged or Date of Birth not filled or wrongly filled.

6.04. Candidate's name figuring in the debarred list.

6.05. Multiple applications to various RRBs or same RRB.

6.06. Any other irregularities which are considered invalid by RRB.

**7. HALL TICKET (e-ADMIT CARDS) FOR WRITTEN/ONLINE EXAMINATION:**

7.01. Candidates can verify their eligibility from the website of RRB concerned. SMS and e-mail messages will be sent to all eligible candidates. Candidates should keep their emails active till the end of document verification. RRBs will not entertain any request for change of mobile number and e-mail address at any stage.

7.02. The e-admit card to the eligible candidate (alongwith Scribe admit card, wherever applicable) shall be available TWO weeks before commencement of the written/online examination on the website of RRB concerned for downloading. No admit card will be sent to candidates by RRBs by post. In case of SC/ST candidates who have uploaded their proper community certificates for availing the benefit of free travel authority (Second Class Railway Pass), Free travel authority (for written/online examination / skill test / document verification) will also be downloadable as a part of admission certificate and it will be allowed to book ticket on submission of self attested copy of Hall ticket/e-admit card and SC/ST certificate. During the journey, these candidates should carry original SC/ST certificate and one original prescribed proof of identity for undertaking journey failing which they will be treated as travelling without ticket and charged accordingly.

7.03. Candidates must bring their e-admit cards along with a valid Photo ID (viz. Voter card, Aadhar Card, Driving License, PAN card, Passport, Identity Card issued by his/her employer in case the candidate is a Govt. employee, School/College/University Photo ID card etc.) in original into the examination hall, failing which candidates shall NOT be allowed to appear for the written/online examination.

7.04. Candidates must also bring two colour photographs (of size 3.5 cm x 3.5 cm), with clear front view of the candidate without cap and sunglasses, for appearing in the written/online examination (Please refer Para 5.03).

7.05. RRB(s) will not entertain any request for any change in examination centre allotted to provisionally allotted candidate(s).

7.06. Candidates should ensure that they are carrying the following while coming for the examination. (i) e-admit card/hall ticket (ii) Valid Photo ID (iii) Two Passport size photos (iv) Original SC/ST certificate (if applicable).

**8. RECRUITMENT PROCESS:**

8.01. The recruitment process for the post(s) notified in this Centralized Employment Notification will have a written/online examination followed by qualifying skill test i.e. typing test for posts of Jr. Clerk-cum-Typist & Account Clerk-cum-Typist and verification of original documents. RRBs, at their discretion, may decide to hold exams only online or offline.

The Railway Recruitment Board, at its discretion, may hold additional written/online test(s) if considered necessary for all or for a limited number of candidates, as may be deemed fit by the Railway Recruitment Board.

The date, time and venue of the written/online examination and skill test will be fixed by the RRB and will be intimated to the eligible candidates in due course. Request for postponement of the examination/skill test and change of centre/venue will not be entertained under any circumstances.

8.02. Selection is made strictly according to merit on the basis of written/online examinations for the vacancies notified.

8.03. The Question papers shall be of Objective Multiple Choice Type. The questions paper will be in English, Hindi, Urdu and local languages as indicated in Para 15.

8.04. The standard of questions for the written/online examination will be generally in conformity with the educational standards prescribed for the posts. The Questions are likely to include subjects pertaining to General Awareness, Arithmetic, General Intelligence and Reasoning and General Science also. The question paper will have approximately 100 questions.

RRB	Web Address and Telephone Numbers	Local Languages choice (in addition to Hindi, English & Urdu)	Tentative Exam Towns
Ahmedabad	www.rrbahmedabad.gov.in Phone : 079 - 22940058	Gujarati	Ahmedabad, Rajkot, Vadodara
Almer	www.rrbalmer.org Phone : 0145 - 2423292	Gujarati, Punjabi	Almer, Jalandhar, Jodhpur, Kota & Bikaner
Allahabad	www.rrbalrbd.nic.in Phone : 0532 - 2435052	-	Allahabad, Kanpur, Lucknow
Bangalore	www.rrbbangalore.gov.in Phone : 080 - 2334147	Kannada, Tamil, Telugu, Marathi, Konkani	Bangalore, Mysore, Hubli
Bhopal	www.rrbbhopal.gov.in Phone : 0755 - 2746660	Gujarati	Bhopal, Indore
Bhubaneswar	www.rrbbhuba.gov.in Phone : 0674 - 2303015	Oriya, Telugu	Bhubaneswar, Cuttack
Bilaspur	www.rrbbilaspur.gov.in Phone : 07752 - 247291	Marathi, Odia	Bilaspur, Raipur & Nagpur
Chandigarh	www.rrbchdcpa.gov.in Phone:0172-2783444/2783445	Punjabi	Chandigarh, Ambala
Chennai	www.rrbchennai.gov.in Phone : 044 - 26275323	Tamil, Telugu	Chennai, Nellore, Tiruchirapalli
Gorakhpur	www.rrbgp.gov.in Phone : 0551 - 2212009	-	Gorakhpur, Bareilly & Lucknow
Guwahati	www.rrbgwahat.gov.in Phone : 0361 - 2640815	Assamese, Bengali, & Manipuri	Guwahati, Jorhat
Jammu - Srinagar	www.rrbjam.sic.nic.in Phone : 0191 - 2478757	Punjabi	Jammu, Srinagar
Kolkata	www.rrbkolkaa.gov.in Phone:033-25430108, 033-32917928	Bengali	Kolkata, Hooghly, Durgapur, Asansol & Port Blair
Meitei	www.rrbmeitei.gov.in Phone : 03512 - 284567	Meitei	-
Mumbai	www.rrbmumbai.gov.in Phone : 022 - 23090422	Marathi, Gujarati, Kannada	Mumbai, Nagpur, Nashik, Pune
Muzaffarpur	www.rrbmuzaffarpur.gov.in Phone : 0621 - 2213405	-	Muzaffarpur
Patna	www.rrbpatna.gov.in Phone : 0612 - 2677880	-	Patna
Ranchi	www.rrbranchlong.gov.in Phone : 0651 - 2462429/2787114	Oriya, Bengali	Ranchi, Jamshedpur, Dhanbad
Secunderabad	www.rrbsecunderabad.nic.in Phone : 040 - 27821883	Telugu, Marathi, Kannada & Oriya	Secunderabad/Hyderabad, Visakhapatnam, Guntur, Tirupati
Siliguri	www.rrbsiliguri Long Phone : 03533 - 2863840	Bengali & Assamese	Siliguri
Thrissur/Kozhikode	www.rrbthrissur/kozhikode.gov.in Phone : 0471 - 2323357	Malayalam, Tamil, Kannada	Thrissur/Kozhikode, Kochi & Kavaratti
16.	The written/online examination is tentatively scheduled to be held between 24/10/2015 to 04/11/2015 at locations indicated against each RRB at Para 15. However, RRBs reserve the right to change the date of examination without any notice. RRBs also reserve the right to change / delete exam towns based on the response and exigencies and may hold the written/online examinations anywhere in the country and the centres allotted by RRBs will be final and binding.	Chairpersons, Railway Recruitment Boards	
Warning 1 :	Beware of touts and job racketeers trying to deceive by false promises of securing job in railways either through influence or by use of unfair and unethical means. RRB has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons / agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence RRB directly or indirectly shall be disqualified and legal action can be initiated against them.		
Warning 2 :	Candidates are advised to consult only the official website of RRBs as mentioned in column 2 of Para 16. They should beware of FAKE websites put-up by unscrupulous elements / touts.		

# HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Govt. of India Undertaking)

Registered Office: 17, Jamsheji Tata Road, Mumbai - 400020

CIN No. L23201MH1952GOI008858



Hindustan Petroleum Corporation Limited (HPCL) is a Government of India operating in the Oil and Natural Gas sector which has been conferred with Status. Apart from various other innumerable recognitions, it also holds of leasing on the prestigious Forbes 2000 and Global Fortune 500 lists and enjoys a market share of 20.94% among PSUs in India.

In the past financial year, HPCL has recorded the highest ever profit after tax of ₹2,733 crores in the history of the corporation with an increase of around 50% compared to the corresponding period last year. Our Market capitalization on year-on-year basis improved by about ₹11,500 crores at the closing share price of ₹550 per share as on March 31, 2015. This has been possible because of our robust performance in all spheres including Refining, Marketing, Retail, Direct Sales, LPG, Aviation, Operations and Distribution, Projects & Pipeline Group, LNG and other services.

HPCL has always taken pride in acknowledging the efforts of its workforce which has resulted in setting of high industry benchmarks in its core competency. We, at HPCL, believe that all the resources, our employees are the most vital ones.

Towards fulfilling its Mission, to be a fully integrated company in the hydrocarbons sector of exploration and production, refining and marketing; focusing on enhancement of productivity, quality and profitability, HPCL invites bright and dynamic professionals to join team in various disciplines.

#### About HPCL:

HPCL's vast marketing network consists of 13 Zonal offices in major cities and 106 Regional Offices facilitated by a Supply and Distribution Infrastructure comprising of Terminals, Pipeline networks, Aviation Service Stations, LPG Bottling Plants, Inland Relay Depots & Retail Outlets, Lube and LPG Distributors.

HPCL operates two major refineries at Mumbai and Vishakhapatnam producing a wide variety of petroleum fuels & specials, with a total refining capacity of 14.6 MMTPA. HPCL holds an equity stake of 16.95% in Mangalore Refinery and Petrochemicals Limited, a state-of-the-art refinery with a capacity of 15 MMTPA. A fourth refinery of 9 MMTPA set up by HML, a joint venture with Mittal Energy Investments Pvt. Ltd. has also commenced commercial operations at Bathinda, Punjab.

HPCL also owns and operates the largest Lube Refinery in the India producing Lube Base Oils of international standards, with a capacity of 428 TMT. This Lube Refinery accounts for over 40% of the India's total Lube Base Oil production.

HP Green R&D Centre is located in garden city of Bengaluru. It is a vibrant research centre in India for carrying out research and development activities in oil refining and alternate energy sector. The centre started research activities in 2012 in the areas of catalysis, fluid catalytic cracking, hydro processing, process intensification, residue up-grading, crude and crude compatibility, alternative energies such as bio-fuels, solar etc. The centre is recognised by The Department of Scientific and Industrial Research (DSIR) and has collaborations with research institutes in India and abroad.

HPCL invites applications for the positions of R&D, Safety, Packaging, Medical, Information Systems, HR, CSR, Legal and Assistant Accounts Officers.

#### R&D Professionals:

Sr. No.	Position Description	Salary Grade	"F"	"E"	"D"	"C"	"B"
	Positions		1	2	1		
	Age	50	45	40	35	35	
	Experience in years	15	12	9	7	4	
	Experience Description	Experience in Spectroscopy (FT-NMR, FT-IR, UV-VIS, RAMAN etc.), Chromatography (GC-MS, GC-HPLC, SFC, IC etc.), Elemental analysis (ICP-MS, WD-XRF etc., Thermal (TGA, DTA), Microscopy (TEM/SEM / EDXA), XPS, XRD, etc.					
	Educational Qualification	Ph.D. – Analytical / Organic / Physical Chemistry / Petrochemicals / Polymers					
	Positions	-	-	1	-	-	
	Age	-	-	40	-	-	
	Experience in years	-	-	9	-	-	
	Experience Description	Research experience in development of nanomaterials, nano catalysts etc. Experience in handling nanomaterial characterization/ synthesis techniques.					
	Educational Qualification	Ph.D. – Nanotechnology/ Tribocorrosion/ Chemistry/ Inorganic / Physical Chemistry / Materials/ Chemical Engineering					
	Positions	-	-	-	1	-	
	Age	-	-	-	35	-	
	Experience in years	-	-	-	7	-	
	Experience Description	Research experience in the development of biolysis, fermentation, micro/ molecular biology lab experience					
	Educational Qualification	Ph.D. – Microbiology / Molecular Biology / Biotechnology					
	Positions	-	-	-	-	1	
	Age	-	-	-	35	35	
	Experience in years	-	-	-	7	4	
	Experience Description	Experience in crude distillation, crude assay, opportunity crude processing, crude compatibility studies, extraction etc.					
	Educational Qualification	Ph.D. / M.Tech – Chemical Engineering					
	Positions	-	-	-	-	1	
	Age	-	-	-	35	35	
	Experience in years	-	-	-	7	4	
	Experience Description	Experience in petroleum refining processes, especially hydro processing. Experience in process optimization/ process development, evaluation of hydro processing catalysts for commercial units.					
	Educational Qualification	Ph.D. / M.Tech – Chemical Engineering					
	Positions	-	-	-	-	2	
	Age	-	-	-	35	35	
	Experience in years	-	-	-	7	4	
	Experience Description	Research experience in homogeneous/ heterogeneous catalyst development and experience in catalyst characterization/ evaluation techniques.					
	Educational Qualification	Ph.D. – Catalysis / Materials/Chemistry / Chemical Engineering with specialization in heterogeneous or homogeneous catalysis, synthesis, characterization of materials and/or catalytic applications					
	Total Positions					10	

\*For the positions 2, 4, 5 & 6 - candidates with Ph.D. will be given 2 years relaxation in work experience. However no relaxation in work experience will be given to candidates with Ph.D after M.Sc./ B.Tech.

"For the positions 1 & 3 - candidates having Graduate and Post Graduate qualification along with Ph.D. in relevant Science stream are only eligible to apply.

Reservation of posts for SC, ST, OBC-NC as per Presidential/Government Directives are applicable.

Sr. No	Position Description	Positions	Sal Grade	Upper age Limit	Work Experience	Application Fees Payable
	R&D Officer	15	"A"	27	32	NA YES
	Qualifications					

• Regular 4 years full time Bachelor Engineering Degree in Chemical with 60% marks (aggregate of all semesters/ years) and 50% for SC/ST/PWD Candidates AND

• M.Tech / M.E Chemical Engg. with 60% marks (aggregate of all semesters/years) and 50% for SC/ST/PWD Candidates

OR

• Full time Ph.D in Chemical Engineering

OR

• Full time Ph.D in Chemistry (catalysis, analytical, organic, polymer, inorganic, microbiology, biotechnology) and also having full time M.Sc. and B.Sc in relevant area of chemical sciences.

• Maximum age limit is relaxable by 3 years for OBC-NC and 5 years for SC & ST.

• Notwithstanding the above, the maximum age of the candidates applying for the positions in Salary Grade E/F should not be more than 57 years as on last date of application. (Current superannuation age is 60 years).

• Candidates belonging to Unreserved and OBC-NC category should have secured minimum 60% marks (aggregate marks of all semesters/years) in graduate and post graduate degree examinations, relaxed to 50% (aggregate marks of all semesters/ years) for SC/ST/PWD candidates.

• Eligibility for Ph.D. holders would be Ph.D. after M.Tech/B.Tech or M.Sc in relevant branch.

• Wherever, M.Tech/ M.E / B.Tech / B.E in Chemical Engg. is mentioned, the prescribed degrees are Chemical, Petroleum Refining, Petrochemical, Petroleum Refining & Petrochemical.

• Candidates with Ph.D. qualification will be given preference.

• Candidates must be in possession of all applicable Degree certificates at the time of application.

• All work experience must be in supervisory/executive capacity. Post qualification work experience will only be considered as relevant work experience.

• In case of Ph.D candidates, experience will be counted from the date of successful defense of Ph.D dissertation / thesis. It is mandatory for candidates possessing Ph.D qualification to mention the date of successful defense of Ph.D in their application. In case of candidates with Masters Degree, experience will be counted from the date of successful completion of Masters degree.

• In case of candidates with Ph.D after B.Tech, experience will be reckoned after Ph.D

• Research work carried out during course of acquiring Ph.D. will not be considered as work experience.

• Research Experience has to be in the relevant specialized area.

B) Medical Professionals, Safety Officers, Packaging & Quality Control Officers, IS Officers, Officer Trainee - HR, Officer Trainee - CSR officers, Legal officers and, Assistant Accounts Officers:

Sr. No	Position Description	Positions	Salary Grade	Age	Work Experience
	Dy. Manager - Medical Services	2	C	35	7
	St. Medical Officer		B	33	4
	Medical Officer		A	30	1

A Physician with a MBBS degree (MD or equivalent is desirable) from a recognized Indian University / Institute.

And Registration at State Medical Council or Medical Council of India.

And Three months Certificate Course viz. AFPH (Association Fellowship in Industrial Health) or DPH (Diploma in Industrial Health) or equivalent qualification from Central Labour Institute (CL) or National Institute of Occupational Health (NIOH) of any recognized Government Institute.

Note: Work experience gained post Internship only will be considered. Initial Posting in Visakh. Candidates with knowledge of Telugu will be given preference.

Sr. No	Position Description	Positions	Salary Grade	Age	Work Experience
	Safety Officer	10	A	27	NA
	Qualification				

Regular Four years full time Bachelor Degree in Engineering / Technology from a recognized Indian University / Institute.

And Degree or diploma in Industrial safety recognized by the State Government of Tamil Nadu and Uttar Pradesh under their Factory rules or Central Labour Institutes or Regional Labour Institutes.

Note: Possess adequate knowledge of local language (Tamil for Tamil Nadu & Hindi for Uttar Pradesh). Initial positions only in the state of Tamil Nadu & Uttar Pradesh.

Sr. No	Position Description	Positions	Salary Grade	Age	Work Experience
	Packaging and Quality Control Officer	2	A	27	NA
	Qualification				

Regular full time Bachelor Degree in Engineering / Technology / Science with minimum 60% in aggregate of all the semesters/ years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates) from a recognized Indian University / Institute.

And 2 years Full Time Post Graduate Qualification Degree / Diploma in Packaging minimum 60% in aggregate of all the semesters/ years, for Unreserved and OBC-NC candidates (50% for SC, ST & PWD candidates) from a recognized Indian University / Institute.

OR

Two years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS) from AICTE approved / UGC recognized institute / university.

OR

Two years full time course in Masters in Business Administration (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.

OR

Two years full time course in Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.

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Two years full time course in Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization from AICTE approved / UGC recognized institute / university.

OR

1. Indian Nationals	OAOL
2. Overseas Medical Services	
3. General Officer	OAOL
4. Senior Officer	
5. Packaging & Quality Control Officer	OAOL
6. Information Systems Officer	OAOL/BL/BL/H
7. Officer Trainee - HR	OAOL/BL/BL/H
8. Officer Trainee - CSR	OAOL/BL/BL/H
9. Officer Legal	OAOL/BL/BL
10. Assistant Accounts Officer	OAOL/BL/BL/H

Abbreviations Used: OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, B=Blind, LV=Low Vision, HH=Hearing Impaired.

e.g. for post of Manager Analytical, candidate with disability of either One Arm (OA) or One Leg (OL) are eligible.  
As per Notification No: 16/70/2004.DD.111 DT.18/01/2007 by Ministry of Social Justice & Empowerment

- Any request for change in Category (UR/SC/ST/OBC-NC/PWD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- The reserved category candidates are required to submit the caste/ PWD certificate/s in prescribed format applicable (the format can be downloaded from our site [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) under career opportunities) for appointment to posts under Government of India & issued by the competent authority at the time of interview, if called for, in support of their claim.
- In addition, the OBC-Non Creamy candidates will be required to submit a valid caste certificate in recent prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPt. Memo No. 360/362/2013-Ext. (Res.) dated 30-05-2014 from a competent authority issued in the year of advertisement. Further the OBC-NC candidates will have to give a self-understanding, at the time of Personal Interviews in terms of DOPt. memo No. 360/222/93-Ext. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer.
- For availing the reservation under OBC-NC category, the name of caste and community of the candidate must appear in the 'Central List of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website, [www.ncbc.nic.in](http://www.ncbc.nic.in).
- The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR).
- If the SC/ST/OBC-NC/PWD certificate has been issued in a language other than English/Hindi the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- Maximum age limit is relaxable by 5 years for SC & ST, 3 years for OBC-NC and 10 years for PWD (UR), 13 years for PWD (OBC-NC) and 15 years for PWD (SC/ST) candidates, as applicable.
- Maximum age limit relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by Govt. of India.
- Relaxed standards in assessment/selection, Written Test, Personal Interview and overall (Test & Personal Interview) will be applicable for SC, ST, OBC-NC & PWD candidates.
- Reimbursement of 2nd class rail fare by the shortest route to examination Centre is admissible for candidates from SC, ST & PWD categories appearing for written test, provided the distance travelled is not less than 30 km. (Candidates opting for examination in the Travel Allowance (TA) Form as detailed on HPCL website and submit it along with Travel Proofs for travel undertaken. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs).

#### PHYSICAL / MEDICAL FITNESS:

Desirable candidates seeking employment with Hindustan Petroleum need to be medically fit as per Hindustan Petroleum's pre-employment medical standards.

#### SELECTION METHODOLOGY:

Candidates fulfilling all the eligibility criteria (based on scrutiny of the application and resume as submitted in the online application), will be considered for further selection process. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage / multiple stage selection process.

In the event of number of applications being large, corporation will adopt shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number by any one or more of the following methods:

- On the basis of higher educational qualifications than minimum prescribed in the advertisement.
- On the basis of higher experience in the relevant field than minimum prescribed in the advertisement.
- By holding a written test.

The multiple stage process may comprise of various shortlisting tools like written test, Interview etc.

#### For Assistant Accounts Officer position:

Candidates fulfilling all of the eligibility criteria (based on details submitted by the candidates in the online application), will be called for personal interview through a list drawn on the basis of the aggregate of CA Inter marks of both the Groups. The list for personal interview would be drawn category-wise in a pre-determined ratio to the number of vacancies in each category. Candidates are required to mention only aggregate of CA Inter marks taking both groups into consideration (up to two decimal points). Candidates shortlisted for personal interview would be required to produce Articulatehip completion Certificate of Institute of Chartered Accountants of India.

#### For all Positions:

A category wise merit list of combined score (wherever applicable) will be drawn for all the candidates who qualify in all selection parameters & offer of appointment would be extended as per the vacancies available category -wise subject to being declared as Medically Fit by HPCL designated Physician, and subject to fulfillment of other eligibility criteria w.r.t. Academic Qualification, Age, work experience, NOC, Relieving letter from previous employer etc. as may be applicable.

Reference for a medical examination does not mean final selection, which may please be noted.

All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). All queries pertaining to recruitment including selection process may be addressed to our Corporate Recruitment Team through [corporateshr@hpcl.co.in](mailto:corporateshr@hpcl.co.in). Candidates are also requested to visit FAQs Section on our website with respect to this recruitment drive. Candidates may please note that personal calls and/or interaction with any of the HPCL's officials during recruitment drive is discouraged, except when absolutely necessary.

#### TRAINING, EMOLUMENTS AND PLACEMENTS:

These positions are in Management Cadre in various grades as specified below:

Sr. No.	Position	Salary Grade	Scale of Basic Salary	Appox CTC*
1	Chief Manager	F	51,300 - 73,000*	20.65 Lacs
2	Senior Manager	E	43,200 - 66,000*	17.64 Lacs
3	Manager	D	36,600 - 62,000*	14.85 Lacs
4	Deputy Manager	C	32,800 - 58,000*	13.43 Lacs
5	Senior Officer	B	29,100 - 54,500*	11.89 Lacs
6	Officer	A	24,900 - 50,500	10.17 Lacs
7	Officer Trainee	000	33,000*	
8	Assistant Accounts Officer	E1	16400 - 45000	6.69 Lacs

\*Candidates having sufficient relevant work experience than the required minimum work experience may be considered for additional increments over the minimum pay scale up to maximum of 3 increments

\*\*Selected candidates will initially undergo training for six months. During the training period, Officer Trainees will be entitled for a consolidated Stipend ₹33,000/- per month. Upon successful completion of training, they will be absorbed at the entry level in the criterion, and will be on Probation for a further period of minimum 6 months.

The Selected Officer will be on Probation for 1 year from the date of joining. Besides Basic Pay, the employee is entitled to allowance at 50% of Basic Pay under Ceiling Approach (including medical benefits for self and family members, but excluding dependent parents), Dearness Allowance, HRA and Relief Benefit up to 30% of Basic Pay & DA which include Constitution Provident Fund, Gratuity, and Superannuation Benefit applicable as per Corporation's policy in force at that time. The candidates called for joining will also be extended joining benefits applicable to their salary grade.

Upon completion of the Probation period, they will be considered for confirmation in their respective grades subject to complying with attendance requirements, verification of antecedents, verification of caste status / certificate wherever applicable and qualifying in technical competency test (for officers recruited in Salary Grade "A").

The above CTC is including Relief Benefits. In addition to this, Performance Related Pay (PRP) is also paid as per the Corporation's policy. It may please be noted that the relief benefits like superannuation benefit is payable only on separation from the services of the Corporation after completing minimum 15 years of service in the Corporation (resignation/ termination not included) of the employee. CTC is for candidates posted in metro cities; and may vary for other locations.

**PAYMENT OF APPLICATION FEES:** (For Officer Trainees, S/G "A" and "E1" positions only)

Applicants / Candidates are required to pay a Non-Refundable Amount of ₹305/- (Application fee inclusive of service tax and bank charges of ₹35/-). SC, ST & PWD candidates are exempted from payment of application fees.

**A. Payment through chellan at State Bank of India (SBI):**  
Under this option candidates are required to take a print of 2 part chellan (1.Candidate copy,2.Bank copy) along with filled application form. Non-Refundable Amount of ₹605/- (Application fee inclusive of service tax and bank charges of ₹35/-) for General & OBC candidates is to be deposited through preprinted chellan in HPCL Powergrid AC Number 32315049001 at any branch of SBI across country after two working days from date of online application. Candidates are required to ensure that bank puts 'payment received' stamp and Journal no. on both parts of chellan. Candidates are required to collect the 'Candidate's copy' and 'Bank copy' of 2 part chellan from bank and preserve the same for future reference.

Once the payment is received by HPCL against the application no., payment status will change to "Payment Received".

Payment status will not be accepted. In case payment status is not updated within 2 working days then kindly send the scanned copy of paid chellan to [corporateshr@hpcl.co.in](mailto:corporateshr@hpcl.co.in).  
B. Online Payment through Debit / Credit card: Under this option candidates can pay applicable application & processing fee online by using Debit / Credit card. The payment status will automatically change to "Payment Received", immediately on successful receipt or pay through chellan at SBI. All the candidates must ensure that the payment status is "Payment Received". The transaction will be taken print of acknowledgment of payment and preserve the same for future reference.

No other mode of payment than those mentioned above will be accepted.

NOTE: Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fees.

#### SPECIAL RECRUITMENT DRIVE FOR PWD:

Post Name	Group	Vacancy	Reserved for	Locations	PWD category	Age limit	Qualification criteria	Salary Scales	Approx CTC*
Jr. Admin- istrative Assistant	C	8	UR	Solapur	HH	35	Graduation in B.Sc / B.Com with 50% aggregate of all semesters / years and 1 year certification course in Basic Computer Skills (MS Office etc.)	13500 - 37630	5,07,000
			UR	Hissar	HH				
			UR	Warangal	HH				
			UR	Nellore	HH				
			UR	Kanpur	HH				
			UR	Mumbai	HH				
			UR	Vishakhapat- nam	VH				
			UR	Ahmedabad	VH				
		5	UR	Lucknow	VH				
			UR	Hyderabad	VH				
			UR	Mumbai	VH				
			UR	Vishakhapat- nam	VH				
General Service Assistant	D	2				38	ITI in Mechanical Trade with 50% aggregate of all semesters / years.	12370 - 20410	4,65,000
		3	OBG	Mumbai	HR				

The above CTC is including Relief Benefits. In addition to this, productivity incentive is also paid as per the Corporation's policy. It may please be noted that the relief benefits like superannuation benefit is payable only on separation from the services of the Corporation after completing minimum 15 years of service in the Corporation (resignation/ termination not included) of the employee. CTC is for candidates posted in metro cities; and may vary for other locations.

#### Selection Methodology:

Candidates fulfilling all of the above eligibility criteria for respective positions will be called for Written Test comprising of General Aptitude test and Technical / Professional knowledge.

Candidates qualified in the Written Test will be called for Personal Interview/s, in order of the category-wise and position wise merit list of the Written Test in a predetermined ratio. While drawing merit list of successful candidates, 85% weightage would be given to performance in written test and 15% to Personal Interviews. Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection.

#### HOW TO APPLY:

Candidates are requested to read the complete instructions hereunder before proceeding to the application form. Apply online only on [www.hpclcareers.com](http://www.hpclcareers.com) or through [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). No other mean / mode of the application shall be accepted. Online Application System will be open from 1000 hrs. on 31<sup>st</sup> July 2015 to 23:59 hrs. on 15<sup>th</sup> September 2015.

#### STEPS FOR APPLYING:

STEP 1: Login to [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and click on Career Opportunities. Read all the instructions given on the website carefully.

Candidates should keep scan copy of Passport size photo (in jpg/ gif format less than 500 kb), resume (maximum file size 200kb in doc/docx file formats) and PAN card details ready before filling online application form.

STEP 2: Fill in the online form with all the relevant details. Upload Scan copy of your latest passport size photograph along with the online application form.

STEP3: Click Submit. You will get a system generated 12 Digit Application No. Please note that this Application No. is important and will be required for all future references throughout the selection process. Take Printout of the Online Application Form and preserve it for future reference.

Note: Candidates are "NOT" required to submit hard copy of application forms to HPCL. The details filled in the online application form will be considered final and no changes will be entertained w.r.t personal/ any other details, later on.

#### GENERAL INSTRUCTIONS:

• Indian Nationals only need to apply.

• Age and Work experience will be considered as of 31<sup>st</sup> August 2015

• The last date for online application for all positions is 15<sup>th</sup> September 2015

• Only Online Applications will be acceptable. Candidate should keep scan copy of Passport size photo (in jpg/ gif format less than 500 kb) and resume (maximum file size 200kb in doc/docx file formats) ready before filling online application form.

• Candidates are not required to send printout of application or any other documents in hard copy to HPCL. Admit Card for Written Test, Specimen Questions, Interview Call Letters, etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from HPCL website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). Various intimations, schedules/dates can be accessed through HPCL website.

• mere issue of Admit card/Interview call letter will not imply acceptance of candidate.

• HPCL will not be responsible for any loss/ non-delivery of email/admit card sent/ any other communication sent, due to invalid/wrong email id.

• Candidates presently employed in Government Departments / PSUs / Autonomous Bodies owned by the Government, should submit their application through proper channel. However, they may also produce No Objection Certificate at the time of interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.

• Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. The email id provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.

• All the details given in the online form will be treated as final and no changes will be entertained.

• In case of Internal candidates, please note that the finally selected candidates will have to resign from the services of the Corporation and rejoin the services as fresh employees on probation. Regarding transfer of leaves, PF, Gratuity etc, these cases would be treated on par with candidates joining from other PSUs.

• All the qualifications should be full time regular courses from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.

• Whenever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University/ Institute which shall be required at the time of interview.

• The vacancies indicated above is tentative and the Corporation may increase the relevant categories at the discretion of Management and in compliance with Presidential Directives on reservation at the time of appointment. Depending on the requirement, the Corporation reserves the right to cancel/restrict/alter/modify the recruitment process, if need so arises, without any further notice and without assigning any reason.

• In case large number of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.

• In case of less number of applications are received, Management reserves the right to modify the selection process.

• Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reason/change the number of posts.

• HPCL reserves the right not to fill any of the above posts advertised at any stage of selection process.

#### IMPORTANT DATES

Commencement of online application	31 <sup>st</sup> July 2015
Last date of online application	15 <sup>th</sup> September 2015

Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary stage during the recruitment and selection process, it is found that the candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong information and/or suppression of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature. Court of jurisdiction for any dispute will be at Mumbai.

Any further corrigendum / addendum would be uploaded only on our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)



**Institute of Banking Personnel Selection**  
**COMMON RECRUITMENT PROCESS FOR**  
**RECRUITMENT OF PROBATIONARY OFFICERS/ MANAGEMENT TRAINEES**  
**IN PARTICIPATING ORGANISATIONS (CWE PO/MT-V)**  
Email: [ibpsp@ibps.in](mailto:ibpsp@ibps.in) Website: [www.ibps.in](http://www.ibps.in)

The online examination (Preliminary and Main) for the next Common Recruitment Process for selection of personnel for Probationary Officer/ Management Trainee posts in the Participating Organisations listed below is tentatively scheduled in October 2015.

Any eligible candidate, who aspires to join any of the Participating Organisations listed at (A) as a Probationary Officer/ Management Trainee or in a similar post in that cadre, is required to register for the Common Recruitment Process (CWE PO/MT-V). The examination will be two tier i.e. the online examination will be held in two phases, preliminary and main. Candidates who will qualify in preliminary examination and shortlisted will have to appear for Main examination and shortlisted candidates in the main examination will subsequently be called for a Common Interview to be conducted by the Participating Organisations and co-ordinated by the Nodal Bank. Depending on the vacancies to be filled in during the financial year 2016-17 based on the business needs of the Participating Organisations and as reported to IBPS, 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. The validity for CWE PO/MT-V will automatically expire at the close of business on 31.03.2017 with or without giving any notice.

This system of Common Recruitment Process- CWE (Preliminary & Main Examination), Common Interview and provisional allotment for recruitment of Probationary Officer/ Management Trainee 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. IBPS will make arrangements for conducting online preliminary examination, declare result of online preliminary examination, inform the shortlisted candidates about the online main examination, declare the results of the main examination and inform the shortlisted candidates about the interview. Interviews will be conducted by the participating organisations and coordinated by the Nodal Bank in each state/ UT. Prospective candidates will have to apply to IBPS after carefully reading the advertisement regarding the process of examinations, interview and provisional 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 fulfil the stipulated criteria and follow the prescribed processes.

**A PARTICIPATING ORGANISATIONS**

Allahabad Bank	Canara Bank	IDBI Bank	Syndicate Bank
Andhra Bank	Central Bank of India	Indian Bank	UCO Bank
Bank of Baroda	Corporation Bank	Indian Overseas Bank	Union Bank of India
Bank of India	Dena Bank	Oriental Bank of Commerce	United Bank of India
Bank of Maharashtra	ECGC	Punjab National Bank	Vijaya Bank
Bharatiya Mahila Bank	EXIM Bank	Punjab & Sind Bank	Any other bank or financial institution

The tentative schedule of events is as follows:

Activity	Dates
On-line registration including Edit/Modification of Application by candidates	10.07.2015 to 01.08.2015
Payment of Application Fees/Intimation Charges (Online)	10.07.2015 to 01.08.2015
Download of call letters for Pre- Exam Training	09.09.2015 to 19.09.2015
Conduct of Pre-Exam Training	18.09.2015 to 23.09.2015
Download of call letters for online examination – Preliminary	23.09.2015 onwards
Online Examination – Preliminary	03.10.2015, 04.10.2015 10.10.2015, 11.10.2015
Result of Online exam – Preliminary	October 2015
Download of Call letter for Online exam – Main	October 2015
Online Examination – Main	31.10.2015
Declaration of Result – Main	November 2015

Download of call letters for interview	December 2015
Conduct of interview	January 2016
Provisional Allotment	April 2016

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

Candidates, intending to apply for CWE PO/MT-V should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement:

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 -pertaining to category, nationality, age, educational qualifications etc as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for CWE/ appearing for and being shortlisted in CWE (preliminary and main) 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 the one 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 (As on 01.07.2015):

Minimum: 20 years Maximum: 30 years

i.e. A candidate must have been born not earlier than 02.07.1985 and not later than 01.07.1995 (both dates inclusive)

#### Relaxation of Upper age limit

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Disabilities	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 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 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 (6).

(ii) The maximum age limit specified is applicable to General Category candidates.

(iii) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ copies at the time of Interview and at any subsequent stage of the recruitment process as required by IBPS/ Participating Organisation(s).

(iv) In case of an Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.

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

**III.** **Educational Qualifications (As on 01.08.2015):**  
A Degree (Graduation) in any discipline from a University recognised by the Govt. Of India or any equivalent qualification recognized as such by the Central Government.  
The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he / she registers and indicate the percentage of marks obtained in Graduation while registering online.

**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 01.08.2015.  
Proper document from Board / University for having declared the result on or before 01.08.2015 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(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 indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total 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 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 (issued by the Competent Authority 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 provisionally 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 (i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending 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 or 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)**

Only 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 or L)

MW - Muscular weakness and limited physical endurance

**(i) Guidelines for Persons With Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

The candidate will have to arrange his / her 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 fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the CWE.

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

The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination (CWE PO/MT-V). 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. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

**(ii) Guidelines for candidates with locomotor disability and cerebral palsy**

Compensatory time of twenty minutes per hour or otherwise advised 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).

**(iii) Guidelines for 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 and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

**C. PRE-EXAMINATION TRAINING**

Pre-Examination Training may be arranged by the Nodal Banks/ Participating Organisations to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities at certain centres viz. Agartala, Agra, Ahmedabad, Allahabad, Amritsar, Aurangabad, Balasore, Bareilly, Behrampur (Ganjam), Bengaluru, Bhopal, Bhubaneshwar, 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 Centres. 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. CWE – ONLINE EXAMINATIONS**

I. The structure of the Examinations which will be conducted online are as follows:

**a. Preliminary Examination**

Sr. No.	Name of Tests	No. of Qs	Maximum Marks	Duration
1	English Language	30	30	Composite time of 1 hour
2	Quantitative Aptitude	35	35	
3	Reasoning Ability	35	35	
<b>Total</b>		<b>100</b>	<b>100</b>	

**b. Main Examination**

Sr. No.	Name of Tests	No. of Qs	Maximum Marks	Duration
1	Reasoning	50	50	Composite time of 2 hours
2	English Language	40	40	
3	Quantitative Aptitude	50	50	
4	General Awareness (with special reference to Banking Industry)	40	40	
5	Computer Knowledge	20	20	
<b>Total</b>		<b>200</b>	<b>200</b>	

The above tests except the Tests 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).

Please note that candidates will not be permitted to appear for the CWE (Preliminary as well as Main Examination) without the following documents:

- (1) Valid Call Letter for the respective date and session of Examination
- (2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form 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 Preliminary examination is 1 hour and candidates may be required to be at the venue for about 2 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.

For the main examination the duration of the examination is 2 hours, candidates may be required to be at the venue for about 3 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.

## II. Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)

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 Centres

- (i) The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres for the Preliminary exams 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 risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- (vi) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by IBPS
- (vii) The centers for the Main Examination will be limited.

## IV. Scores

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

Scores up to two decimal points shall be taken for the purpose of calculations.

## V. Cutoff Score

Mean –  $3/4^{\text{th}}$  of Standard Deviation for SC/ ST/ OBC/ PWD categories

Mean –  $1/4^{\text{th}}$  of Standard Deviation for General Category

There will be a second level cutoff point on total as per requirement

Each candidate will be required to obtain a minimum score in each test and also a minimum total score, as explained above, to be considered to be shortlisted for interview. Depending on the number of vacancies available, cutoffs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the online examination will not be shared with the candidates shortlisted for interview.

**MARKS OBTAINED ONLY IN THE MAIN EXAMINATION WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND ALSO FOR FINAL MERIT LISTING**

## E. INTERVIEW

Candidates who have been shortlisted in the main examination for CWE PO/MT-V will subsequently be called for an Interview to be conducted by the Participating Organisations and coordinated by the Nodal Bank in each State/ UT with the help of IBPS. 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 candidates). The weightage (ratio) of CWE (Main exam) and interview will be 80:20 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Main Examination of CWE PO/MT-V and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed. A candidate should qualify both in the CWE and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on IBPS website.

While appearing for the Interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. IBPS/ Nodal Bank/ Participating organisations take no responsibility to receive/ connect any certificate/remittance/ document sent separately

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

The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for CWE PO/MT-V
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point G of the advertisement
- (v) Mark-sheets & certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 01.08.2015 has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the 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 valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.  
Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- (vii) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category  
If the candidate has used the services of a Scribe at the time of CWE the duly filled in details of the scribe in the prescribed format
- (viii) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book alongwith 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 31.07.2016.
- (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. The No Objection Certificate should not be issued for appearing in interview for selection to any particular participating organization as the Common Recruitment Process is for all participating organisations. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.
- (x) Persons eligible for age relaxation under II (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 State of J&K during the period from 01.01.1980 to 31.12.1989.

(xi) Persons eligible for age relaxation under II (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, if any

(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

Note:- Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

No documents shall be directly sent to IBPS by candidates before or after the interview.

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 / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and/or his family normally resides.

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

Prescribed Formats of SC, ST, OBC, PWD certificates to be submitted at the time of interview etc. 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.

#### F.

#### PROVISIONAL ALLOTMENT

On completion of the interview process, depending on the vacancies to be filled in during the financial year 2016-17 based on the business needs of the Participating Organisations and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Participating Organisations, based on merit-cum-preference keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. No change in the data already registered by the candidate in the online application form is possible. A candidate belonging to reserved category, selected on the basis of norms without any relaxation as applicable to General Category, will be treated at par with a General category candidate for drawing up the merit list. Such candidates of reserved category listed on merit under unreserved category will be given provisional allotment first treating them notionally as reserved category candidates as per their preference of participating organisations. Please note that such a candidate will not be adjusted against a reserved post. However his/her provisional allotment to an Organisation shall be done by treating him/her as if he/she is a reserved category candidate.

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice

The provisional allotment is subject to the candidate fulfilling the criteria for Participating Organisation and identity verification to the satisfaction of the allotted organisation. This does not constitute an offer of employment. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited.

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

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the Participating Organisations and shall be final and binding. IBPS shall have no role therein. Any

queries in this regard shall be directed to the participating organisations only. A reserve list to the extent of approximately 10 percent of the vacancies under each category may be kept, subject to the availability of candidates. This does not guarantee provisional allotment to/recruitment by the Participating Organisation(s)/ other financial organisations. In the event of Participating Organisations/ other financial organisations providing further vacancies during April 2016-March 2017, provisional allotment will be carried out for the candidates in the reserve list. However if no vacancy is furnished by the Participating Organisations/ other financial organisations owing to exigencies or otherwise during the validity period the candidates under the reserve list will not be considered for provisional allotment. The reserve list will expire automatically on 31.03.2017 without any notice. Candidates who are not provisionally allotted or not in the reserve list will not be considered for any further process under CWE PO/MT-V for vacancies for 2016-17.

The decision of IBPS in provisional allotment of Organisations shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel, reallot Organisation-wise allocation/ change the process depending upon exigencies or otherwise.

This is an All India cadre and provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of the participating organisation.

#### 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 (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar 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.

Ration Card and E-Aadhar card will not be accepted as valid id proof for this project.

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

**Note:** Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with 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 10.07.2015 to 01.08.2015 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 (4.5cm x 3.5cm) and signature adhere to the required specifications as given in Annexure II to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (iv) have a valid personal email ID, which should be kept active till the completion of this round of Common Recruitment Process. 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 10.07.2015 to 01.08.2015 (Online payment), both dates inclusive, shall be as follows

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

**Bank Transaction charges 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 PO/MT" and then click on the option "CLICK HERE TO APPLY ONLINE FOR CWE-PROBATIONARY OFFICERS/ MANAGEMENT TRAINEES (CWE-PO/MT-V )" to open the On-Line Application Form.
- (2) Candidates will have click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that 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.
- (3) 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).
- (4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.**

**Mode of Payment**

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

**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 and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL 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. 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.
- (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 Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (iv) After Final Submit, 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 not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (vi) On successful completion of the transaction, an e-receipt will be generated.
- (vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated online transaction may not have been successful.

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 charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- 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 / intimation charges, 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, 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 advised 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 online application which is incomplete in any respect such as without proper passport size 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 / intimation charges 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 are 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 bearing the same name as it appears on the online submitted application form etc. at the time of examinations (Preliminary & Main) 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 advised 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 processes 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 Nodal Banks/Participating Organisations/ IBPS 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 PO/MT-V will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS/ Participating Organisations 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. The scribe arranged by the candidate should not be a candidate for the examination (CWE PO/MT-V). 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 the online 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) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- (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 correspondence with the IBPS/ Participating Organisations in future should be identical and there should be no variation of any kind.
- (12) A recent, recognizable photograph(4.5cm 3.5cm)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 or doubt about identity at any stage could lead to disqualification.
- (13) The possibility of occurrence 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 movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of IBPS. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (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) Nodal Banks/ Participating Organisations/ IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- (16) Appointment of provisionally 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 provisionally allotted will be final and binding on candidates. IBPS has no role to play here. Any queries in this regard are to be made to the Participating Organisations only.
- (17) IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.

(18) Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form for CWE PO/MT-V.  
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 items including mobile phones/ pagers to the venue of the examination, as arrangement for their 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 preliminary examination, main 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 Participating Organisation.

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 both preliminary and main examinations and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the IBPS 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 PO/MT-V. 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 IBPS authorised website [www.ibps.in](http://www.ibps.in) from time to time.

**N. DISCLAIMER**

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions given / to be given by the Director, IBPS, regarding process for recruitment of Probationary Officers/ Management Trainees in Participating Organisations (CWE PO/MT-V) shall be final and binding.

Mumbai

Date: 06.07.2015

Director

IBPS