



VISVESHVARAYA GRAMEENA BANK
 (Vijaya Bank Sponsored, Govt owned Scheduled Bank
 Head office: VIDYANAGAR, P.B.No 41, MANDYA – 571401
 Website : www.vgbank.in
 E-mail : vgbmdy@rediffmail.com & vgbhomandya@vijayabank.co.in

Online Applications are Invited from Indian Citizens for appointment as Assistant Managers (Officer Scale-I) (Junior Management) and Office Assistants(Multipurpose)

Opening Date for ON-LINE Registration of Application	04-08-2011
Closing date for ON-LINE Registration of Application	30-08-2011
Payment of Application Fee/Postage	From 04-08-2011 to 30-08-2011
Tentative date of written test (For post code 1)	16-10-2011
Tentative date of written test (For post code 2)	23-10-2011

VACANCIES:

Cadre	Post Code	Number of vacancies						
		Total	SC	ST (Backlog)	OBC	GEN	Out of Which	
							PC including HI and OC	EXS
Officer Junior Management (Scale I)	01	7	Nil	1	2	4	1	1
Office Assistant (Multipurpose)	02	15	1	Nil	6	8	1	1

Abbreviations stand for :

SC-Scheduled Caste ; ST- Scheduled Tribe; OBC- Other Backward Classes; GEN- General Category; PC – Physically challenged; HI – Hearing impaired ; OC – Orthopedically Challenged ; VI – Visually impaired ; EXS – Ex serviceman

PAY SCALE & EMOLUMENTS:

1. Officer Junior Management (Scale I): 14500-600/7-18700- 700/2-20100-800/7-25700

At present the total starting emoluments are approximately Rs 23,100/- per month including DA & HRA at the current rate.

2. Office Assistant (Multipurpose) : : 7200 – 400/3-8400-500/3-9900-600/4-12300-700/7
 17200-1300/1-18500-800/1-19300

At present the total starting emoluments are approximately Rs.13500/- including DA & HRA at the current rate

NOTE: Other allowances & perquisites will be admissible as per the rules of the Bank.

ELIGIBILITY CRITERIA:**(A) Nationality / Citizenship :** The candidate must be a citizen of India**(B) AGE: (As on 31.03.2011) : Minimum 18 years - Maximum 28 years.****RELAXATION IN UPPER AGE LIMIT :**

Sl. No.	Category	Relaxation by years
1	SC/ST	5 years
2	OBC	3 years
3	Physically challenged- General Category	10 years
4	Physically challenged- SC/ST Category	15 years
5	Physically challenged- OBC Category	13 years
6	Ex-service man (Separate for Post Code 01 & 02) <u>For Post Code 01:</u> <u>For Post Code 02:</u>	5 years in case of Ex-Servicemen and commissioned Officers including ECOs/SSCOs who have rendered at least five years military service and have been released on completion of assignment including those whose assignment is due to be completed within the next one year from the last date of receipt of application other than by way of discharge or dismissal on account of misconduct or inefficiency or on account of physical disability attributable to military service or invalidment. Actual period of service rendered in defence services + 3 years (8 years for disabled ex-serviceman belonging to SC/ST) subject to a maximum of 50 years. <u>Candidates who are already discharged or to be discharged on or before 31st October 2011 only should apply.</u>
7	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989.	5 years

Note:

1. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
2. An ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in the Public Sector Undertaking ceases to enjoy ex-serviceman status for further employment.
3. All persons eligible for age relaxation under point 7 must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
4. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates should submit a copy of the Caste/Category Certificate.

5. Only an Ex-Service man who stands discharged from Service on or before 31.10.2011 is eligible to apply.

Definition: Physically Challenged Persons (PC) –Definition of Categories of Disabilities:

1. An Orthopedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/State Govt.) would be eligible for reservation in services/ posts.
2. Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
3. Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.
4. 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.
5. Visually Impaired: (VI) The visually impaired persons are those suffering from blindness of low vision.

Blindness- refers to a condition where a person suffers from any of the following conditions:

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

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

Use of Scribe:

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

The candidate will have to arrange his/her own scribe-

- i. at his /her own cost
- ii. The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- iii. The scribe can be from any academic discipline. The scribe should possess 60% or lesser marks.
- iv. Both the candidates as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/she did not fulfill any of the laid down eligibility criteria or suppress material facts; the candidature of the applicant will stand cancelled, irrespective of the result or the written examination.
- v. Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

(C) EDUCATIONAL QUALIFICATION (As on 31st August) :

POST CODE 1 :

- Graduate in any discipline from a recognised university or its equivalent. Preference will be given to candidates who are computer literates.
- Knowledge of English and proficiency in Kannada language is compulsory (to read, write and speak).

- Preference shall be given wherever required to those who are having higher qualification and professional qualification in Law/Agriculture/Veterinary Science/Computers etc with experience.

POST CODE 2:

- Graduate in any discipline from a recognised university or its equivalent. Preference will be given to candidates who are computer literates.
- Knowledge of English and proficiency in Kannada language is compulsory (to read, write and speak).

APPLICATION FEE INCLUDING POSTAL CHARGES : (NON- REFUNDABLE)

Category of Applicant	Application fee	Postage	Total
SC/ST/Physically Challenged (PC)/Ex-Servicemen	Nil	50/-	50/-
GEN/OBC	300/-	50/-	350/-

PAYMENT OF APPLICATION FEE/POSTAL CHARGES:

Candidates should first download Challan from the Bank's Web Site (www.vgbank.in). After filling the required information on the Challan, the candidates should pay the requisite fee at any of the Vijaya Bank Bank Branches for the credit of current A/c No. **114100331000002** maintained with Vijaya Bank, Main branch, Mandya (Branch code 1141) Candidates should ensure that on deposit of fee, the Challan issued by the branch contains the following details.

- Transaction ID
- Vijaya Bank Branch Name
- Branch Code No.
- Date of Remittance

The bank does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of the Bank.

SELECTION PROCEDURE:

POST CODE- 01 & 02 – Officer Scale – I and Office Assistant

The selection of the candidates shall be on the basis of written test and interview.

WRITTEN TEST: Objective Type:

Duration: 2 hours & 30 minutes

S.No	Name of the Test	No. of questions	Maximum marks
1	Test of Reasoning	50	50
2	Numerical Ability	50	50
3	General Knowledge	50	50
4	General English	50	50
	Total :::::	200	200***

*****Marks will further be reduced to 70**

For Post Code No. 01& 02 wrong answers given in the objective test will result in negative marks.

The candidates securing a minimum of 40% marks in the written test shall qualify for interview. In the case of candidates belonging to the Scheduled Caste or the Scheduled Tribe categories, the minimum marks in the written test shall be 35% to qualify for interview.

All those candidates who have secured minimum qualifying marks in written examination, in the order of merit, shall be called for interview up to the ratio of **1:3**. Mere eligibility / pass in the test shall NOT vest any right for being called for interview.

The detailed information regarding the written examination will be given in the “Acquaint Yourself Booklet” which will be sent to the candidates along with the call letters for the Written Examination.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the written test and interview.

TEST DATE AND CENTRES OF EXAMINATION

The written test is tentatively fixed on the following dates. The exact date will be communicated to the candidates through call letter for the examination.

Post Code 01 Officer Scale-I : **16-10-2011**

Post Code 02 Office Assistant : **23-10-2011**

NAME OF CENTRE AND CENTRE CODE

The written test will be scheduled at the following centres and the address of the venue will be advised in the call letter.

Sl No	Name of the Centre	Centre Code
1	Mandya	11

NOTE:

1. Request for change of Centre of Examination will NOT be entertained.
2. The Bank reserves the right to cancel/alter any of the centre and/or add other Centres, depending on the response, administrative feasibility etc. The Bank also reserves the right to allot the candidate any Centre other than the one he/she has opted for and the right to waive any of the criteria for selection looking at the requirement and exigencies.

APPOINTMENT:

Candidates selected shall be taken into the service in the descending order of merit as per the requirement of the Bank.

PROBATION:

Two years in case of Post code 1 and One year in case of post code 2.

PRE-EXAMINATION TRAINING:

It is proposed to impart free Pre- Examination Training to a limited number of candidates belong to **SC/ST/Minority** candidates at MANDYA tentatively. The Training Centre may also be changed at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant column in the application format. All expenses regarding traveling, boarding, lodging etc. will be **borne by the candidate** for attending the Pre-Examination Training Programme at the concerned training Centre.

PROCEDURE FOR PAYMENT OF APPLICATION FEE / POSTAL CHARGES:

The application fee / postal charges should be paid **between 04-08-2011 and 30-08-2011**.

Sl No	Category	Application Fee/ Postage
1	SC/ST/Physically Challenged (PC)/ Ex- Servicemen.	50/-
2	GEN/OBC	350/-

The application fee / postal charges can be paid by directly crediting the amount in any of Vijaya Bank Branches through the prescribed Challan downloaded from the Website www.vgbank.in (Format is given at the end of the advertisement)

The procedure for payment of fee is mentioned below;

- Take print-out of the Payment Challan from website (Format is given at end of the advertisement)
- Fill the particulars viz, Name, Vijaya Bank Branch Name, City, Amount, Post Applied for in legible handwriting in **BLOCK LETTERS**
- Submit the Fee Payment Challan & amount in any of Vijaya Bank Branches
- Collect the candidate's copy of Fee Payment Challan from the Branch. Please check that challan is properly signed & the details of **Transaction Sequence No./ Batch No. (Transaction ID), Branch Name, Branch Code Number, Deposit Date** are noted in the challan by the Branch Authorities.
- Log onto the Visveshvaraya Grameena Bank **website www.vgbank.in** for applying online.

Even if the last date of registration changes due to technical reasons, the valid dates for payment of application fee / postal charges will not be changed. **Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted.**

HOW TO APPLY:

Candidates have to register Online through Bank's website www.vgbank.in only between **04-08-2011** and **30-08-2011**. No other means/mode of applications shall be entertained.

- Candidates should have a valid personal e-mail id. In case, a candidate is not having valid e-mail id, he/she should create a new e-mail id. This e-mail id should be valid for the duration of the project.
- Log on to Bank's website www.vgbank.in and go through the detailed advertisement and ensure candidate's eligibility to apply for the said post.
- If a candidate is eligible and desires to apply for more than one post, he/ she should make separate application for each of the posts which he/ she wishes to apply for along with separate application fee for each of the posts (Rs 350/- for each post in case of General and OBC candidates and Rs 50/- for each post in case of SC/ST/PC/EXS candidates).
- Candidates are first required to take a Print out of the 'FEE PAYMENT CHALLAN' from the Bank's website www.vgbank.in Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**. Go to the nearest Vijaya Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in the designated CBS Account as given in the fee payment challan. Obtain the counterfoil (Candidate's copy) of the Fee payment Challan.
- Please note that without valid payment details, on-line registration of application will be summarily rejected.

- Candidates are required to visit the Bank's website www.vgbank.in and apply for the post ONLINE.
- **The link for registration of application will be open on our website on the dates indicated at the top of this advertisement (between 04-08-2011 and 30-08-2011). Branch Name, Branch Code, Transaction ID and Date of payment of Fee as appearing in the Challan should be correctly furnished in the application at appropriate place.**
- After filling in all the required particulars in the application, candidates shall submit the application on-line. Click "submit" button and the online application will be registered. A Registration Number and Password will appear for your online registration immediately on the screen. This can be used only for taking print out of the online application registered by the candidates for their records.
- There is provision to modify the submitted on-line application. Candidates are requested to make use of this facility to correct the details in on-line application, if any. **This Modification facility shall be available after 2 days of registration & up to the last date for on-line registration. Modification will be allowed only 3 times. After the last date, no modification will be permitted.**
- Candidates should take utmost care to furnish the correct details while filling in on-line application.
- **After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank. The print out of the on-line application will have to be invariably submitted at the time of Interview.**
- **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 fees to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.**
- **The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.**
- **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.**

GENERAL INSTRUCTIONS:

- a) As the applications are to be processed by a computerised system, it is essential that the application is properly and completely filled in.
- b) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms. No correspondence or personal enquires shall be entertained by the Bank in this behalf.
- c) Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- d) A recent passport size photograph should be firmly pasted on the Challan (Candidates copy) and should be signed across, by the candidate. Five copies **of the same photograph** should be retained for use at the time of written examination and interview. **Candidates are advised not to change their appearance till the recruitment process is completed. Failure to produce the same photograph at the time of written test and interview may lead to disqualification.**
- e) **The Candidate's copy of Fee payment Challan duly affixed with the photograph should be produced along with call letter at the time of Written Test.**
- f) **All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational/caste certificate/disability certificate or any other certificate in support of their eligibility failing which their candidature will be cancelled.**
- g) In case of candidates belonging to OBC category, the certificate, inter-alia, must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservation for OBCs in Civil Posts and Services under Government of India. The OBC certificate containing "Non Creamy Layer Clause" should be based on income for the financial year 2010-11 and issued on or after 01.04.2011.

- h) Candidates serving in Government/Quasi Government/Public Sector Undertakings including Banks and Financial Institutions will be required to submit “No Objection Certificate” from the employer at the time of interview failing which the candidate may not be considered.
- i) Every Officer or Employee on his appointment in the Bank will be posted in any Office/Branch of the Bank or to any other place where the business of the Bank may need his services.
- j) The decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny or eligibility is to be undertaken, the document to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.
- k) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- l) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/Institution.
- m) **Any request for change of address or change of examination centre will NOT be entertained.**
- n) Any resultant dispute arising out of this advertisement shall be subject to the sole Jurisdiction of the courts situated in Mandya. In case any dispute arises on account of interpretation of version other than English, the English version will prevail.
- o) Candidates belonging to reserved category including persons with Disabilities are free to apply for vacancies announced for General Category, provided they fulfill the eligibility criteria.
- p) Candidates will appear for the written examination at the allotted centre at their own expenses and risk and the Bank will not be responsible for any injury/loss etc. of any nature.
- q) No candidate is permitted to use calculator, Mobiles, pager or any other such instruments during the examination.
- r) **Canvassing in any form will be disqualification.**
 - Candidates in their own interest are advised to submit their application online well in time before the last date to avoid possible technical snags.
 - Appointment of selected candidates will be subject to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Service & Conduct Rules/Regulations of the Bank.

COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PC IS AS UNDER:

- a) For SC/ST/OBC- District Magistrate / Addl. Distt. Magistrate/ Collector/ Deputy Commissioner / Addl. Dy. Commissioner/ Dy. Collector / First Class Stipendiary Magistrate / Sub- Division Magistrate/ Taluka Magistrate / Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/or his / her family normally resides.

In OBC Category the appointment will be provisional and will subject to the community certificate being verified through the proper channel. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate. The crucial date for this purpose will be last date of receipt of application.

- b) For Physically Challenged- the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/ cerebral/visual/ hearing disability as the case may be.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination/ interview, if a candidate is (or has been) found guilty of :

- i. using unfair means during the examination or impersonating or procuring impersonation by any person or
- ii. misbehaving in the examination hall or taking away the question booklet(or any part thereof)/ answer sheet from the examination hall or
- iii. resorting to any irregular or improper means in connection with his/her candidature for selection or
- iv. obtaining support for his /her candidature by unfair means.

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 or recruitment conducted by Visveshvaraya Grameena Bank.
- c) For termination of service, if he /she has already joined the Bank.

The Bank would be analyzing the responses of a candidate with other candidates to detect patterns of similarity. If as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the bank reserves right to cancel his/her candidature.

CALL LETTERS FOR WRITTEN EXAMINATION:

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by ordinary post. Eligible candidates who do not receive the call letter by (i) 10-10-2011 for Post Code – 01 “ Officer Scale I”. and (ii) 17-10-2011 for Post Code – 02 “Office Assistant” may download the duplicate call letter from our Bank’s website www.vgbank.in by entering his/her details as per the following schedule:-

Post Code -01 Officer Scale –I from 11-10-2011 to 15-10-2011

Post Code -02 Officer Assistant from 18-10-2011 to 22-10-2011

In case of difficulty a candidate should contact the Head Office of the Bank in the address given below.

The Complete Address with Phone No. & Fax No.

Visveshvaraya Grameena Bank,
Head Office, Post Box No 41,
Vidyanagar, Mandya – 571401.

Contact Persons : General Manager and
Manager, Personnel Department
Contact Time : 10 AM to 5 PM
Phone No : 08232 – 224079, 221204.
Fax No. : 08232 - 221379

PLACE: Mandya
DATE: 21/07/2011

CHAIRMAN

