



# APPLICATIONS ARE INVITED FOR APPOINTMENT TO THE POST OF PROBATIONARY OFFICER

LAST DATE FOR RECEIPT OF APPLICATION : 18.06.2007  
 LAST DATE FOR RECEIPT OF APPLICATION FROM FAR-FLUNG AREAS : 27.06.2007  
 DATE OF WRITTEN EXAMINATION : 02.09.2007

**1 (a) VACANCIES**

Post	Grade & Scale	Total Vacancies					Out of which		
		SC	ST	OBC	GEN	Total	VH	HI	OH
Probationary Officer	JMG I	13	6	18	38	75	-	5	1

Abbreviations stand for : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, Gen - General, VH - Visually Handicapped, HI - Hearing Impairment, OH - Orthopaedically Handicapped

Note: (a) The number of vacancies as also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.

(b) Candidates belonging to Reserved categories, including Persons with Disabilities candidates for which no vacancy has been announced are free to apply against vacancies announced for general category.

(c) As the reservation for VH/HI/OH candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidates belong.

(d) It is clarified that it may not be possible to employ Persons with Disabilities candidates in all Offices / Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.

**1(b) RESERVATIONS FOR PERSONS WITH DISABILITIES:** Reservation is available for Persons with Disabilities under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995. Accordingly, candidates with the following disabilities are eligible to apply.

**Definition:**

**• Visually Handicapped (VH):**

1. **Blindness** refers to a condition where a person suffers from either 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 degrees or worse.

2. **Low vision:** "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.

• **Hearing Impairment (HI):** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

• **Locomotor Disability or Cerebral Palsy (OH):**

**1. Locomotor Disability:**

"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.

**2. Cerebral Palsy:**

"Cerebral Palsy" means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopaedically Handicapped persons would be covered under the category of "locomotor disability or cerebral palsy". Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 per cent of relevant disability.

**2. ELIGIBILITY CRITERIA:**

**(A) 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) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificates have been issued to him by the Government of India.

**(B) EDUCATIONAL QUALIFICATION (As on date of application) Candidates whose result is awaited are not eligible.**

**Second Class with 55% or more (45% for SC/ST/VH/HI/OH candidates) marks graduate** from a recognised University or any equivalent examination recognised as such by the Government of India.

**(C) AGE AS ON 01.05.2007**

Minimum - 21 years  
 Maximum - 30 years

**3. RELAXATION IN UPPER AGE LIMIT :**

- i) Scheduled Caste / Scheduled Tribe candidates by 5 years.
- ii) Ex-Servicemen by 3 years (in addition to the usual period of service in the Defence forces subject to a maximum age of 50 years).
- iii) Other Backward Class candidates by 3 years.
- iv) All persons who had ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 by 5 years.
- v) VH/HI/OH - By 15 years for SC/ST[including 3i) above] candidates By 13 years for OBC [including 3 iii) above] By 10 years for Gen.

**NOTE :** a) An Ex-Serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in government ceases. b) The relaxation in upper age limit is cumulative as per Govt. of India guidelines. c) All persons eligible for age relaxation under 3(iv) above must produce the domicile certificate at the time of interview, from the District

Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during 1<sup>st</sup> January, 1980 to the 31<sup>st</sup> day of December, 1989.

**4. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE)**

For SC/ST/VH/HI/OH candidates - Rs. 50/-  
 For All Others - Rs. 250/-  
 (including OBCs / Ex-Servicemen)

**NOTE:** i) Requisite application fee must be paid by means of Bank Pay Order / Bank Draft issued by a Scheduled Commercial Bank payable at **MUMBAI** in favour of **CORPORATION BANK RECRUITMENT PROJECT - PROBATIONARY OFFICER.** ii) Bank Draft/Bank Pay Order must be purchased on or after the date of advertisement but on or before the last date of submission of application. iii) Payment by cash / cheque / money orders etc., will not be accepted. iv) Candidates must write his / her name and address on the reverse of the Bank Draft / Bank Pay Order.

**5. SELECTION PROCEDURE :**

All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for a written examination which will comprise of objective and descriptive papers. The Objective tests will consist of Test of Reasoning Ability (TRA), Test of Quantitative Aptitude (TQA), Test of General Awareness on Socio-Economic Developments and Test of English Language. The Descriptive paper consists of 5 compulsory questions with internal options, to assess knowledge on Socio-Economic Developments and Communication Skills. Candidate shall have the option to answer the Descriptive Paper either in Hindi or English. The Descriptive Test is only a qualifying test.

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 letter for written examination.

**NOTE:** a) Candidates have to pass in each of the Objective and Descriptive test separately and there will be negative marks for wrong answers in the Objective Tests. b) Depending upon the number of vacancies, only those candidates who rank sufficiently high in the objective test will be called for interview. Mere eligibility/ pass in the examination shall not vest any right in a candidate for being called for interview. c) Final selection will be on the basis of merit ranking after adding the marks obtained in the Objective Tests and Interview will be reckoned for the purpose of merit ranking. d) The Bank reserves the right, if it so desires, to hold a second stage of written examination on the basis of order of merit in the written examination of first stage, as referred above. If the second stage of written examination is held, the subsequent process of interview and further process would be on the basis of order of merit of the second stage examination.

**6. EXAMINATION CENTRES AND DATE OF EXAMINATION :**

The written examination is tentatively fixed for Sunday, the **2nd of September, 2007** at the following Centres. The Centres are tentative and may change.

**CENTRES (Codes):** Ahmedabad (11), Bangalore (12), Chandigarh (13), Chennai (14), Delhi (15), Hyderabad (16), Kochi (17), Kolkata (18), Lucknow (19), Mangalore (20) & Mumbai (21).

**7. PAY SCALE :** Rs. 10000-470/6-12820-500/3-14320-560/7-18240

**NOTE:** DA, CCA, HRA will be payable as per rules depending upon the place of posting. Medical Aid, LTC, Pension, Gratuity, Conveyance will be admissible as per Bank rules.

**8. PRE-EXAMINATION TRAINING FOR SC/ST/RELIGIOUS MINORITY COMMUNITY CANDIDATES**

The Bank may arrange pre-examination training at certain centres for a limited number of SC/ST/Religious Minority community candidates in consonance with the guidelines issued by the Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost may indicate to that effect against Item No. 7 in the application form. List of training centres given in application format is indicative. The Bank has a discretion to conduct training at some additional centres or the Bank may delete some of the centres indicated for training.

**9. PROBATION: 2 years**

**10. HOW TO APPLY:** Each application in the format given at the end of this advertisement accompanied by prescribed fees and copies of the required certificates **must be sent by Ordinary Post only** in a cover superscribed "APPLICATION FOR THE POST OF PROBATIONARY OFFICER (FOR CORPORATION BANK) and CHOICE OF CENTRE FOR WRITTEN EXAMINATION .....".

(The Bank is not responsible for printing errors, if any.)

**The application should be addressed to :**

**PROBATIONARY OFFICER  
 CORPORATION BANK, POST BOX NO. 7452,  
 JOGESHWARI (EAST), MUMBAI - 400 060.**

**11. LAST DATE:** Applications complete in all respects should reach the above address on or before **18.06.2007**. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, the last date for receipt of application will be **27.06.2007**. Any application received after the date will not be entertained.

**12. CALL LETTERS:** Call letter for written examination will be sent to the eligible candidates at the correspondence address given in their application form by ordinary post and requests for sending letters to a different address subsequently will not be accepted. An eligible candidate who does not receive the call letter by **27.08.2007** may contact the Bank at the following address pertaining to the related centres between **28.08.2007** and **01.09.2007** indicating his / her name, address, date of birth, details of Bank Demand Draft / Bank Pay Order and examination centre opted, to enable the Bank to take immediate remedial action.

**Centre Code Centre & Contact Address**

- 11 AHMEDABAD:** The Deputy General Manager, Corporation Bank, Zonal Office, II Floor, P. B. No.4106, Near Navarangapura P.O., Ahmedabad - 380 009. Phone: 26442766, 26443063. Fax: 26446498.
- 12 BANGALORE:** The General Manager, Corporation Bank, Zonal Office, 45/3, Residency Cross Road, P.B. No.2543, Bangalore - 560 025. Phone: 25582837, 25582836. Fax: 25582844.
- 13 CHANDIGARH:** The Asst. General Manager, Corporation Bank, Zonal Office, SCO, 54-55, Sector 9D, Madhya Marg, Chandigarh - 160 017. Phone: 2743564, 2743559. Fax: 2743561.
- 14 CHENNAI:** The Deputy General Manager, Corporation Bank, Zonal Office, 38 & 39, Whites Road, P.B. No. 2227, Chennai - 600 014. Phone: 28523104, 28520837. Fax: 28415647.
- 15 DELHI:** The General Manager, Corporation Bank, Zonal Office, 32, Rajendra Bhavan, Rajendra Place, New Delhi - 110 006. Phone: 25738445, 25733195. Fax: 25728027.
- 16 HYDERABAD:** The Deputy General Manager, Corporation Bank, Zonal Office, 5-9-88/18/88/2, I Floor, Sapphire Complex, Chapel Road, P.B.No.384, Hyderabad - 500 001. Phone: 23233302, 23234270. Fax: 23234466.
- 17 KOCHI:** The Asst. General Manager, Corporation Bank, Zonal Office, 2081-C, II Floor, Vetteel Chambers, M.G. Road, P.B. No. 2378, Raviapuram, Ernakulam, Kochi - 682 016. Phone: 2357408, 2357412. Fax: 2357430.
- 18 KOLKATA:** The Deputy General Manager, Corporation Bank, Zonal Office, 3, Middleton Row, Ground Floor, Kolkata - 700 071. Phone: 22290103, 22298056. Fax: 22457355.
- 19 LUCKNOW:** The Asst. General Manager, Corporation Bank, Zonal Office, 1-1/F, Ashok Marg, Near Nishant Ganj, Gomti Bridge, Lucknow - 226 001. Phone: 2205264, 2205129. Fax: 2205126.
- 20 MANGALORE:** The Chief Manager, Personnel Admin. Division, Corporation Bank Head Office, P.B. No. 88, Mangaladevi Temple Road, Pandeshwar, Mangalore - 575 001. Phone: 2426416 to 2426420. Fax: 2426431.
- 21 MUMBAI:** The General Manager, Corporation Bank, Zonal Office, 28, Mittal Chambers, II Floor, Nariman Point, Mumbai - 400021. Phone: 22026818, 22026940. Fax: 22022343.

**13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:** Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies / testimonials.

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 ii) impersonating or procuring impersonation by any person or iii) misbehaving in the examination hall or taking away the question booklet, answer sheet from the examination hall or iv) resorting to any other irregular or improper means in connection with his / her candidature for the selection, or v) obtaining support of his / her candidature by any means, such a candidate may in addition to rendering himself / herself liable to criminal prosecution will be liable (a) to be disqualified from the examination / interview for which he / she is a candidate (b) to be debarred, either permanently or for a specified period from any examination or selection held by the Bank.

**Note: The Bank / IBPS would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine / valid, the Bank reserves the right to cancel his / her candidature.**

**14. Employees of Corporation Bank are also eligible to apply for the posts as aforesaid, subject to their fulfilling the specifications stipulated.**

**15. GENERAL INSTRUCTIONS:** a) Bank / IBPS takes no responsibility for any delay in receipt or loss in Postal transit of any application or communication. b) As the applications are to be processed by a computerised system, it is essential that the application is strictly in accordance with the prescribed

format and is properly and completely filled and contains no corrections / alterations / overwriting. c) A candidate must fill the application form in CAPITAL LETTERS IN HIS / HER OWN HAND WRITING and should use as far as possible only international forms of Indian numerals. d) Before applying for the post 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 for which he/she has applied. The decision of the Bank shall be final in taking decision on qualification and other eligibility norms. e) Candidates seeking relaxation in Fee / Age must enclose a certified copy of the certificate in support of his / her claim and should not send original certificates or testimonials. f) 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.

**g) An application not accompanied by a relevant certificate(s), where necessary, or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained. h) A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Three 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 complete. Failure to produce the same photograph at the time of written examination and interview, may lead to disqualification. i) Successful candidates called for interview will be paid actual second class to and fro rail / bus fare by the shortest route on production of evidence of travel i.e., Railway / Bus receipt / ticket. The fare journey of first 30 kms. each shall be borne by the candidate. j) Candidates serving in Government / Public Sector Undertakings (including Banks) should send their application through proper channels and 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 no reimbursement of fare for interview will be paid to them. Advance copy of the application along with the original DD / PO may be sent to the above address, within the last date for receipt of application. k) Only candidates willing to serve anywhere in India should apply. l) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of 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 by the Bank in this behalf. m) Any request for change of address will not be entertained. n) Bank, may at its discretion hold re-examination wherever necessary in respect of a centre / venue / specific post of venue or a candidate(s). o) The Bank / IBPS shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorised person / institution. p) Wherever written examination is held, only those candidates who are blind / low vision or locomotor impaired in both hands and both arms or suffering from Cerebral Palsy can use own scribe at their cost during the written examination. In all such cases, where a scribe is used, the following rules will apply. (A) The candidate will have to arrange his own scribe at his own cost. (B) The Scribe should possess less marks than the candidate appearing at the written examination and not more than 60% marks in his own academic stream. (C) The Scribe should be one grade lower than the minimum stipulated eligibility criteria. (D) The Scribe for candidate appearing at the written examination for the post of Probationary Officer may be from any academic stream. (E) Both, the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfil any of the laid down eligible criteria or suppressed the material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination. (F) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination. q) Only certified true copies of all certificates should be sent by the candidate along with the application. r) Each application must be accompanied by (i) Bank Draft / Bank Pay Order, Payable at **MUMBAI** in favour of **CORPORATION BANK RECRUITMENT PROJECT - PROBATIONARY OFFICER** (ii) Copies of undermentioned certificates (i) Secondary School Certificate / School Leaving Certificate or any other documentary Proof of age. (ii) Marks sheets (year wise showing specifically the subjects studied and certificate(s) in support of educational qualifications viz., SSLC / HSC / Graduate Degree, Post Graduation Degree, Professional / Research qualification etc. (iii) A candidate belonging to SC / ST / OBC / VH / HI / OH category should attach a certified copy of SC / ST / OBC / VH / HI / OH certificate issued by competent authority in the prescribed format as prescribed by Government of India. In case of OBCs, the certificate inter alia must specify that the candidate does not belong to creamy layer section excluded from the benefits of reservation for other backward classes in Civil post and services under Govt. of India. OBC certificate should not be more than one year old as on the date of application. (iv) An Ex-serviceman candidate has to enclose a copy of discharge certificate, retirement / pension order and documentary proof of rank (substantive as well as acting) last/presently held. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, within one year of the last date of the receipt of the application. s) Any resultant dispute arising out of this advertisement, shall be subject to the sole jurisdiction of the courts situated in Mangalore. t) IBPS / Bank takes no responsibility for any certificate / remittance sent separately by candidates. u) In case any dispute arises on account of interpretation in versions other than English, English version will prevail. v) No candidate is permitted to use Calculators, Telephones of any kind, Pagers or any other such instrument during the exam. w) The candidates will appear for the written examination at the allotted centres at their expenses and risks and the Bank will**

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