

Star House, Plot C-5, "G" Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051.

**Recruitment of Officers in General Banking Stream - Project No. 2016-17/1**  
**Notice date 06.05.2016**

**BANK OF INDIA, a leading Public Sector Bank having Head Office in Mumbai, invites applications for recruitment of Officers in various scales as below:**

Submission of on – line application commencing from	31.05.2016
Last date for submission of on – line application	14.06.2016
Relevant date for Age/Qualification/Post Qualification Experience	01.04.2016

**A. DETAILS OF THE POST / VACANCIES/RESERVATIONS :**

Name of the Post	Scale	Category wise distribution of vacancies								Age as on 01.04.2016	
		SC	ST	OBC	GEN	TOTAL	HI	VI	OC	Min.	Max.
Officer - Credit	JMGS - I	24	24	52	117	217	11	1	1	21	30
Manager	MMGS - II	30	15	52	103	200	2	2	2	28	35
Senior Manager	MMGS - III	15	07	27	51	100	1	1	1	30	38
<b>TOTAL</b>		<b>69</b>	<b>46</b>	<b>131</b>	<b>271</b>	<b>517</b>	<b>14</b>	<b>4</b>	<b>4</b>		

**Note:**

The above vacancies are inclusive of backlog. There is no reservation for Ex-Servicemen candidate in the officers' cadre. The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

The designation / name of the post are only indicative as per respective scale in General Banking Stream and same does not intend to confer any special advantages to the selected candidate. The bank reserves the right to change the name of post / designation at any time without notice.

**Abbreviations stand for:**

SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes GEN - General/Unreserved Category, PWD - Persons with Disabilities, OC - Orthopedically Challenged, VI- Visually Impaired, HI - Hearing Impaired and XSM - Ex-Servicemen

**PAY SCALE : Basic pay as below and other allowances and perquisites as applicable:**

**Present Scale of Basic Pay (in Rs.) –**

SCALE	SCALE OF PAY
Junior Management Grade Scale – I (JMGS I)	23700-980/7-30560-1145/2-32850-1310/7-42020
Middle Management Grade Scale –II(MMGS II)	31705-1145/1- 32850-1310/10 – 45950
Middle Management Grade Scale- III(MMGS III)	42020-1310/5-48570-1460/2-51490

(The above Scale of Basic pay is subject to amendments of appropriate provisions in the Bank of India Officers' Service Regulations, 1979) .

## B. ELIGIBILITY CRITERIA (as on 01.04.2016)

Candidates, intending to apply for above post should ensure that they fulfil the minimum eligibility criteria specified by Bank for respective post:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, post qualification work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application. Merely applying / appearing and being shortlisted in the interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category other than in which applied will be entertained.

### I. Nationality / Citizenship:

A candidate must be either -

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

### II. Age, Educational Qualifications & Post Qualification Work Experience (As on 01.04.2016):

Post Code	Name of the Post & Scale	Age as on 01.04.2016	Educational Qualifications (from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. regulatory Bodies)	Post-qualification Experience
001	Officer Credit (JMGS I)	Min. 21 years Max. 30 years	Candidate having B.com degree(3 year full time programme) with min 60% marks along with MBA/PGDBM/PGDBA from institute of repute (two/three year full time programme) (candidates appearing in the final year of examination of MBA/PGDBM/PGDBA are eligible to apply, However their final result should be declared on or before 31 <sup>th</sup> August 2016.) OR Chartered Accountant OR ICWA	N.A.

002	Manager (MMGS II)	Min. 28 years Max. 35 years	Candidate having B.com degree(3 year full time programme) with min 60% marks along with MBA/PGDBM/PGDBA from institute of repute (two/three year full time programme) OR Chartered Accountant OR ICWA	Minimum 5 years' post- qualification experience in the field of Risk Management/ Credit / Forex /Relationship Manager/Retails Banking etc. in financial services industry /financial institution/Bank/ Mutual Funds /NBFC's of which 2 years' experience in Large Bank as an officer is essential.
003	Senior Manager (MMGS III)	Min. 30 years Max. 38 years	Candidate having B.com degree(3 year full time programme) with min 60% marks along with MBA/PGDBM/PGDBA from institute of repute (two/three year full time programme) OR Chartered Accountant OR ICWA	Minimum 7 years' post qualification experience in the field of Risk Management/ Credit / Forex /Relationship Manager/Retails Banking etc. in financial services industry /financial institution/Bank/ Mutual Funds /NBFC's of which 3 years' experience in Large Bank as an officer is essential.

**Note:**

- (1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies.
- (2) Minimum 60% marks at graduation level is for candidates applying under general/unreserved category, candidates belonging to reserved category (SC/ST/OBC/PWD) applying for reserved vacancies (SC/ST/OBC/PWD) will be entitle for relaxation of 5% i.e they should have minimum 55% marks at graduation level.
- (3) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicate the same in online application.

- (4) Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- (5) Candidates can apply for only one post. Multiple applications will be summarily rejected.
- (6) Candidates who were holding the similar post in Bank of India in the past are not eligible, hence need not apply.
- (7) Candidates ready to work anywhere in India should apply.
- (8) Candidates having the requisite qualification and experience stipulated for the post can only apply. Experience must be as an Officer, Manager, Team Leader or in Supervisory Capacity.

### III. Relaxation of Upper age limit

Sr. No.	Category	Age relaxation
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Classes	3 years
3.	Persons With Disability	10 years
4.	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	5 years
5.	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
6.	Persons affected by 1984 riots	5 years

#### NOTE:

- (i) The maximum age limit specified in (II) above is applicable to General Category candidates.
- (ii) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. III (3) to III (6).
- (iii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by BANK.
- (iv) The following rules applicable to Ex-Servicemen re-employed under the Central government would apply to Ex-Servicemen candidates:
  - (a) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age

relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.

- (b) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of the re-employment in Government jobs ceases. There is no reservation for Ex-servicemen in Officers' Cadre.

#### **IV. Definition of Persons with Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 29.07.2013). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Interview/at any stage of the recruitment. Persons With Disabilities will have to work in Branches/ Offices as identified by the Bank.**

##### **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 of execution of a task with appropriate assistive device.

##### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

##### **Orthopedically Challenged (OC)**

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

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

- (a) Impaired reach;
- (b) weakness of grip;
- (c) ataxia

OL - One leg affected (R and or L)

MW - Muscular weakness and limited physical endurance

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

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

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result
- 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. If violation of the above is detected at any stage of the process, candidature 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.

## **Guidelines for Candidates**

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

A compensatory time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), **although no scribe shall be permitted to such candidates.**

### **(ii) Visually Impaired candidates**

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**Compensatory time will not be available to Visually impaired candidates using magnified font. Guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

## **C. SELECTION PROCEDURE**

Selection will be through online test and/or personal interview, depending on the number of applicants/eligible candidates.

### **I. ONLINE EXAMINATION**

The structure of online examination will be as under:

Sr. No	Name of the Tests	Maximum Marks	Minimum qualifying marks for general candidates	Duration
1.	English Language	50	20	Composite Time of 150 min
2.	General Awareness with special reference to Banking Industry	50	20	
3.	Financial Management	50	20	

The above tests except the Test of English Language will be available bilingually, i.e. English and Hindi. The test of English Language will be of qualifying nature i.e Marks obtained in English Language will not be added while preparing merit List.

Qualifying marks stipulated above are for General Category candidates. Candidates belonging to the Reserved Category (SC/ST/OBC/PWD), filling in vacancies reserved for the relevant category, will be entitled to a relaxation of 5% marks in relation to that stipulated for general category candidates

**Penalty for Wrong Answers :**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

**EXAMINATION CENTERS**

- (i) The examination will be conducted online in Ahmedabad, Bangaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Delhi, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, Panaji, Patna, Raipur, Ranchi, Shimla and Thiruvananthapuram
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) Bank, 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) BANK also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

**II. INTERVIEW :**

Merit list of the candidates based on the marks obtained by them in online examination (marks obtained in General Awareness with special reference to Banking Industry paper and Financial Management paper) will be prepared in descending order under the respective SC/ST/OBC/GEN category. Candidates who have secured the minimum qualifying marks stipulated for Online Tests and rank sufficiently high in the order of merit shall be called for Personal interview – Mere passing in the Online Test shall not vest any right in a candidate for being called for Personal Interview.

The Bank may conduct the selection process only on the basis of Interview without holding online test. Accordingly, if online examination is not conducted for any of the post, adequate number of candidates as decided by the Bank will be shortlisted for the interview based on their qualification, experience, and overall suitability for the post.

The total marks allotted for Interview are 100. The minimum qualifying marks for the general/unreserved category candidates will be 40% and for SC/ST/OBC/PWD is 35%.

In case of equal marks obtained by two or more candidates, the merit order of such group of candidates will be on the basis of Date of Birth i.e. Candidate senior in age will be placed higher in the merit List.

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

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

The following documents in original together with a self-attested 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

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form
- (iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in para "IDENTITY VERIFICATION"
- (v) Mark sheets & certificates for educational qualifications. Proper document from Board /University for having declared the result on or before 01.04.2016 has to be submitted.
- (vi) Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. **OBC caste certificate containing the 'Non-creamy layer' clause should be issued during the period 01.04.2016 to 31.03.2017.** Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.  
**Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.**
- (vii) Medical Certificate in prescribed format in case of Persons With Disability category If the candidate desires to use the services of a Scribe at the time of online examination the duly filled in Bio data of the scribe in the prescribed format is to be submitted. **This is a must.**
- (viii) An Ex-serviceman candidate has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 13.06.2017
- (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.
- (ix) Persons eligible for age relaxation under B III (5) must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.80 to 31.12.89.
- (x) Persons eligible for age relaxation under B III (6) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the

Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.

- (xi) Experience certificates, as applicable.
- (xii) 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
- (xiii) 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 Bank 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 / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

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

Prescribed Formats of SC, ST, OBC, PWD certificates as applicable to be submitted at the time of interview are available at the end of the Notice. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

## **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 Gazetted 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-adhar Card will not be accepted as valid ID proof.
- In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.

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

### III. MERIT LIST :

Selection will be through online test and/or personal interview, depending on the number of applicants/eligible candidates.

In case online test is conducted, the weightage (ratio) of Online Examination and interview will be 50:50. The combined final scores of candidates shall be arrived at on the basis of total scores obtained by the candidates in Online Examination (marks obtained in General Awareness with special reference to Banking Industry paper and Financial Management paper) and Interview. A candidate should be found suitable both in the Online Examination and interview to be eligible for final selection.

Merit list of the candidates based on the marks obtained by them in Online Examination and Personal Interview will be prepared in descending order under the respective SC/ST/OBC/GEN category. The final selection will be made on the basis of this merit list.

If online examination is not conducted for any scale/post, the final selection will be made through personal interview. In such case merit list will be prepared on the basis of marks obtained in Personal Interview in descending order under the respective SC/ST/OBC/GEN category. The final selection will be made on the basis of this merit list.

In case of equal marks obtained by two or more candidates, the merit order of such group of candidates will be on the basis of marks obtained in Online examination i.e. candidate securing higher marks in Online exam will be placed higher in the merit list. If the marks obtained in the online exam is also equal or online examination is not conducted, the merit order will be on the basis of Date of Birth i.e. Candidate senior in age will be placed higher in the merit List.

### D. HOW TO APPLY

#### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply only online from **31.05.2016** to **14.06.2016** and no other mode of application will be accepted.

#### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Online Examination/Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

### (iii) APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

**PAYMENT OF FEE ON LINE : 31.05.2016 to 14.06.2016** (Both days inclusive)

CATEGORY	AMOUNT (Rs.)
SC/ST/PWD	Rs. 100/- (INTIMATION CHARGES ONLY)
GENERAL & OTHERS	Rs. 600/- (APPLICATION FEE + INTIMATION CHARGES)

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

#### [A] Application Procedure

Candidates to go to the Bank's website [www.bankofindia.co.in](http://www.bankofindia.co.in) and click on the 'CAREER' and then click on the link "Recruitment of Officers in General Banking Stream - Project No. 2016-17/1 Notice dated 06.05.2016" this will open a new window. In this window click on "APPLY ONLINE"

- (i) Option "APPLY ONLINE" which will open a new screen.
- (ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. 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.
- (iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- (v) 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.
- (vi) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (x) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- (xi) Click on 'Payment' Tab and proceed for payment.

## **[B] PAYMENT OF FEES (ONLINE MODE ONLY)**

1. *The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.*
2. *The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking.*
3. *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*
4. *On successful completion of the transaction, an e-Receipt will be generated.*
5. **Non-generation of 'E-Receipt' indicates PAYMENT FAILURE.** *On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.*
6. *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.*
7. *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.*
8. *To ensure the security of your data, please close the browser window once your transaction is completed.*

## **[C] GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- In Case The Face In The Photograph Or Signature Is Unclear, The Application May Be Rejected.
- Candidate May Edit The Application And Re-Upload The Photograph/ Signature In Such Case.

### **PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### **SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination,

does not match the signature on the Attendance Sheet, the applicant will be disqualified.

- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

#### **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

#### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

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

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

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

Even if the last date of registration is changed due to technical reasons, the valid dates for payment of application fee will not be changed. Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc. will not be accepted. After registration the application printout need not be sent to the Bank. The said application and copies of required documents mentioned above should be kept ready for submission at the time of interview.

**Candidates serving in Government / Public Sector Undertakings will be required to submit “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered and will be cancelled for non-submission of NOC.**

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

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form 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 of registration of application to avoid the possibility of disconnection/ inability/ failure to log on to the BANK website on account of heavy load on internet/website jam. 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.

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.

## **E. GENERAL INSTRUCTIONS**

- (1) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof etc. at the time of interview.**
- (2) Before applying for the mentioned posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.
- (3) A Candidate's shortlisting for interview and/ subsequent process is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by Bank. Bank 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 fulfil 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 his/her services are liable to be summarily terminated.
- (4) Decision of Bank in all matters relating to selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
  - (5) A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
  - (6) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
  - (7) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
  - (8) Canvassing in any form will be a disqualification.
  - (9) No request for change of address, or changes in any other details mentioned in the online application form will be entertained.
  - (10) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on Banks website shall prevail.
  - (11) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the BANK/ Bank in future should be identical and there should be no variation of any kind.
  - (12) A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process/ doubt about identity at any stage could lead to disqualification.
  - (13) 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<sup>nd</sup> 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) Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share their application details with anyone.
  - (16) Appointment of provisionally selected candidates is subject to his/her being declared medically fit, as per any other requirements of the Bank and also subject to service and conduct rules of the Bank. Decision of Bank will be final and binding on candidates.
  - (17) Bank reserves the right to change (cancel/ modify/add) any of the criteria, method of selection etc. with or without assigning any reason.
  - (18) Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form. Bank 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 Bank. Candidates are advised to keep a close watch on the authorised Bank website [www.bankofindia.co.in](http://www.bankofindia.co.in) for latest updates.
  - (19) 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.

## **F. 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 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 interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents 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 interview for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by Bank.
  - (c) for termination of service, if he/ she has already joined the Bank.

## **G. CALL LETTERS**

The Centre, venue address, post applied for, date and time for examination and interview shall be intimated in the respective Call Letter. An eligible candidate should download his/her call letter from the Bank's website [www.bankofindia.co.in](http://www.bankofindia.co.in) by entering his/her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Hand-outs 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. Bank 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 Bank. Candidates are hence advised to regularly keep in touch with the authorised Bank website [www.bankofindia.co.in](http://www.bankofindia.co.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.

## **H. ANNOUNCEMENTS:**

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

## **I. 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 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 Bank, regarding this process for recruitment of Officers in General Banking Stream shall be final and binding.

**Date: 06.05.2016**

**Place : Mumbai**

**( R. N. KAR )  
GENERAL MANAGER(HR)**

## FORMAT OF CASTE CERTIFICATE TO BE SUBMITTED BY SC/ST APPLICANTS

Form of Certificate as prescribed in M.H.A., OM.No.42/21/49-N.G.S., dated 28.01.1952 as revised in Dept. of Per. & A.R., Letter No.36012/6/76-Estt.(S.C.T.) dated 29.10.1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of the claim.

### FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimathi/Kumari\* \_\_\_\_\_ son / daughter\* of Shri \_\_\_\_\_ of Village / Town\* \_\_\_\_\_ in District / Division\* of \_\_\_\_\_ the State / Union Territory\* of \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste / Tribe\* which is recognised as a Scheduled Caste / Scheduled Tribe\* Under:

The Constitution (Scheduled Castes) Order, 1950.

\*The Constitution (Scheduled Tribes) Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[(As amended by the Scheduled Castes & Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.)]

\*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes & Scheduled Tribes Orders (Amendment) Act, 1976;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

\*The Constitution (Goa, Daman & Diu ) Scheduled Tribes Order, 1968;

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

\*The Constitution (Sikkim) Scheduled Castes Order, 1978;

\*The Constitution (Sikkim) Scheduled Castes Tribes, 1978;

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

\*The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;

\*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

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2. This Certificate is issued on the basis of the Scheduled Castes /Scheduled Tribes Certificate issued to Shri / Shrimathi\* \_\_\_\_\_ father / mother\* of Shri / Shrimathi / Kumari\* \_\_\_\_\_ of Village / Town\* \_\_\_\_\_ in District / Division\* \_\_\_\_\_ the State /Union Territory\* of \_\_\_\_\_ who belong to the Caste / Tribe\* \_\_\_\_\_ which is recognised as a Scheduled Caster / Scheduled Tribe\* in the State / Union Territory of \_\_\_\_\_ issued by the \_\_\_\_\_, \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri / Shrimati / Kumari\* \_\_\_\_\_ and / or\* his /her\* family ordinarily reside(s) in Village / Town\* \_\_\_\_\_ of the State / Union Territory\* of \_\_\_\_\_.

**Signature  
Designation**

PLACE:  
DATE :

**[With Seal of Office]**  
STATE / UNION TERRITORY :

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

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\* Please delete the words which are not applicable.  
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner /Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate /Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village/town  
\_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union  
Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognized as a backward class under the  
Government of India, Ministry of Social Justice and Empowerment's Resolution No.  
\_\_\_\_\_ dated \_\_\_\_\_. Shri/Smt./Kumari  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union  
Territory. This is also to certify that he/she does not belongs to the persons/sections (Creamy Layer)  
mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training  
O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\*-. As amended from time to time.

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

**FORM – I**  
**Disability Certificate**

**(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)**  
**(Prescribed proforma subject to amendment from time to time)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
Attested Photograph  
(Showing face only) of  
the person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_ Age \_\_\_\_\_ years,  
male/female Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above and am satisfied that:

(A) he/she is a case of:

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(C) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical  
impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be  
specified).

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued

**FORM – II**  
**Disability Certificate**  
**(In case of multiple disabilities)**  
**(Prescribed proforma subject to amendment from time to time)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
 Attested Photograph  
 (Showing face only) of  
 the person with  
 disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
 \_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_ Age \_\_\_\_\_ years,  
 male/female Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
 Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District  
 \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above and am satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

OR

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ eg. Left/Right/both arms/legs

# eg. Single eye / both eyes

£ eg. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

<p>Signature/Thumb impression of the person in whose favour disability certificate is issued</p>
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**FORM – III**  
**Disability Certificate**  
(In cases other than those mentioned in Form I and II)  
(Prescribed proforma subject to amendment from time to time)  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
Attested Photograph  
(Showing face only) of  
the person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ Age \_\_\_\_\_ years, male/female  
Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,  
whose photograph is affixed above and am satisfied that he/she is a case of \_\_\_\_\_ disability. His/her  
extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown  
against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable).

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
  - (i) not necessary,
OR
  - (ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ eg. Left/Right/both arms/legs  
# eg. Single eye / both eyes  
£ eg. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

**(Authorised Signatory of notified Medical Authority)  
(Name and Seal)**

**Countersigned**

**(Countersignature and seal of the  
CMO/Medical Superintendent/ Head of  
Government Hospital, in case the  
Certificate is issued by a medical  
authority who is not a government  
servant (with seal)**

Signature/Thumb  
impression of the  
person in whose favour  
disability certificate is  
issued