



Institute of Banking Personnel Selection
COMMON WRITTEN EXAMINATION [CWE] FOR
RECRUITMENT IN CLERICAL CADRE IN 19 PUBLIC SECTOR BANKS

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With Indian Banking on the threshold of vast expansion, there is a huge demand for banking personnel with challenging career prospects. Here is a unique opportunity for aspirants for bank jobs at the entry level in 19 Public Sector Banks through a Single Common Examination

A Common Written Examination (CWE) will be conducted by the Institute of Banking Personnel Selection (IBPS) as a pre-requisite for selection of personnel for Clerical cadre posts in the Public Sector Banks mentioned below.

This system of Common Examination for recruitment of Clerks has been approved by each of the 19 participating Public Sector Banks and the Managing Committee of the Indian Banks' Association (IBA) with the consent of the Government of India.

IBPS, an autonomous body, has been authorised by IBA and has received a mandate from the 19 Public Sector Banks listed below to conduct the Common Written Examination. The CWE for Clerical Cadre posts will be conducted twice a year by IBPS.

A PARTICIPATING BANKS

Allahabad Bank	Indian Overseas Bank
Andhra Bank	Oriental Bank of Commerce
Bank of Baroda	Punjab National Bank
Bank of India	Punjab & Sind Bank
Bank of Maharashtra	Syndicate Bank
Canara Bank	UCO Bank
Central Bank of India	Union Bank of India
Corporation Bank	United Bank of India
Dena Bank	Vijaya Bank
Indian Bank	

Any individual who aspires to join any of the above Public Sector Banks as a Clerk or in a post in that cadre, will necessarily be required to take the CWE. Prospective candidates who wish to appear for the CWE will have to apply to IBPS and should carefully read the advertisement regarding eligibility criteria, online registration process, pattern of examination, issuance of call letters and score cards.

Candidates who appear for the CWE will be able to check their status after the examination. Scorecards will be issued to candidates who secure minimum qualifying marks and above in each test of the examination.

It should, however, be noted that successful candidates in the CWE who have been issued scorecards and who meet the stipulated eligibility criteria are then required to apply to any of the participating banks they wish to as and when individual banks call for applications, quoting their personal details and their CWE scores. Each bank will then individually shortlist candidates and carry out their own selection processes such as Interviews etc. for final selection.

Each participating Public Sector Bank will independently issue a separate recruitment notification, specifying their vacancies and stipulating the eligibility criteria in terms of age, educational qualification, proficiency in Official Language of the State/UT for which vacancies he wishes to apply, experience (if any), minimum required level of IBPS score in each test and on Total Score (if any) etc.

Since clerical cadre recruitment would be on State-wise basis, candidates can apply for vacancies in one State/ UT only. It will therefore be necessary that candidates appear for examination in one of the centres of a particular State/UT where they would like to apply for employment i.e. they have to appear for the examination from a centre for that particular State/UT as mentioned in Annexure I. The candidate may also be required to possess proficiency in the Official Language of the State/UT for which vacancies he wishes to apply to be eligible as per the notifications of the Participating Banks.

B. ELIGIBILITY CRITERIA (as on 01.08.2011)

Prospective Candidates should ensure that they fulfill the minimum eligibility criteria specified by IBPS before applying for the Common Written Examination (CWE):

Please note that the eligibility criteria specified herein are the basic criteria for applying to various Public Sector Banks. However merely applying for CWE/ appearing for and qualifying in the examination does not imply that a candidate will necessarily be eligible for employment in all or any of the 19 Public Sector Banks as each Bank will stipulate its own eligibility/ qualifying criteria.

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 (As on 01.08.2011):

Minimum: 18 Years Maximum: 28 Years

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

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 / Disabled Ex-Servicemen	actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
5	Widows. Divorced women and women legally separated from their husbands who have not remarried	9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years
8	Regular employees of the Union Carbide Factory, Bhopal retrenched from service (Applicable to Madhya Pradesh state only)	5 years

- NOTE:**
- (i) **In case of a candidate who is eligible for relaxation under more than one of the above categories the age relaxation will be available on a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above.**
 - (ii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview conducted by a particular Bank, if called by the Bank**
 - (iii) 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.
 - (iv) 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.

DEFINITION OF EX-SERVICEMEN (EXSM)

- i. **EX-SERVICEMEN(EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

- ii. **DISABLED EX-SERVICEMEN(DISXS):** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.
- iii. **DEPENDENTS OF EX-SERVICEMEN KILLED IN ACTION (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz: Nagaland, Mirzoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

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 appointed by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Interview conducted by a particular Bank, if called 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 connection but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

Deaf & Hearing Impaired (HI)

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

Orthopaedically Challenged (OC)

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of 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.

All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

Guidelines for Persons With Disabilities using a Scribe

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

- The candidate will have to arrange his own scribe at his/her own cost.
- The academic qualification of the scribe should be one grade lower than the stipulated criteria.
- The scribe should possess lesser marks than the candidates and not more than 60% marks in his/her own academic stream.
- The scribe may be from any academic stream.
- Both the candidates as well as scribes will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- Those candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

C. EDUCATIONAL QUALIFICATIONS (as on 01.08.2011)

A pass with 60% marks in the aggregate in Matriculation/SSC (old pattern)/SSLC/10th std. Examination of 10+2+3 pattern or equivalent. **For SC/ST/OBC/PWD/EXSM candidates** a pass in the aggregate in Matriculation/SSC (old pattern)/SSLC/10th std. Examination of 10+2+3 pattern or equivalent

OR

A pass with 50% marks in HSC examination of 10+2 (10+2+3 pattern) /11th Std. of (11+1+3) pattern or Intermediate/Pre-University or any equivalent examination/Diploma in Banking recognized by Central/State Government or U.T. administration. **For SC/ST/OBC/PWD/EXSM candidates** a pass in HSC examination of 10+2 (10+2+3 pattern) /11th Std. of (11+1+3) pattern or Intermediate/Pre-University or any equivalent examination/Diploma in Banking recognized by Central/State Government or U.T. administration

OR

Degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government.

Ex-Servicemen who do not possess the above civil examination qualifications should have passed while serving in the Armed Forces in any of the following examinations recognised by the Central Govt. as equivalent of the Civil Examination of HSC:

- (i) IAF Education test for promotion to the rank of corporal
- (ii) Passing out (Indian Navy) examination conducted by Boy's Training establishment, Vishakhapatnam
- (iii) Matriculate Ex-Serviceman candidates who have obtained the Army Special Certificate of Education or corresponding certificate in the Navy or Air Force after having completed no less than 15 years of service in the Armed Forces of the Union are eligible to apply

Note: All educational qualifications should be from a recognised university/ Board

D. WRITTEN EXAMINATION

Written Examination Structure:-

Sr. No.	Name of Tests (Objective)	No. of Questions	Maximum Marks	Total Time
1	Test of Reasoning	50	50	150 minutes
2	Test of English Language	50	50	
3	Test of Numerical Ability	50	50	
4	Test of General Awareness with special reference to Banking Industry	50	50	
5	Test of Computer Knowledge	50	50	
	Total	250	250	

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

Other detailed information regarding the written examination will be given in an Information Handout, on IBPS website which will be made available for the candidates to download along with the call letters.

E. 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 the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer, i.e. if fraction exceeds by 0.50 or more, it will be rounded off to next higher integer. If for any question a candidate gives more than one answer, it will be treated as wrong even if one of the given answers happens to be right and there will be the same penalty of 0.25 of the marks assigned to that question deducted as penalty. If a question is left blank, i.e. no answer is given by the candidate, there will be no penalty for that question.

F. STANDARDIZED SCORES

The corrected scores obtained by each of the candidates will further be converted into standardized scores following Linear Conversion Method.

G. CUTOFF SCORE

Each candidate will have to secure a minimum standardized score in each of the tests to qualify in the written examination and to be considered for vacancies in the participating banks. The cut-off points will be decided based on the average (Average – $\frac{1}{4}$ Standard Deviation for General category candidates and Average – $\frac{3}{4}$ Standard Deviation for Reserved Category candidates).

H. CWE SCORE CARD

IBPS will print the Score Cards for each of the qualifying candidates only and will send the same by Registered/ Speed post to each candidate at the correspondence address specified in his/ her online application.

I. VALIDITY OF CWE SCORE CARD

Score Cards issued by IBPS will be valid for one year from the date of issue of the Score Card. Candidates can appear in subsequent examination(s) to enhance their scores if they so desire.

J. EXAMINATION CENTERS

- (i) The written examination will be conducted in venues across many centres in India. The list of Written Examination centres is available in **Annexure I. Candidates have to appear for the examination from a centre in the particular State/ UT for which vacancy he/she intends applying for.**
- (ii) IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- (iii) As far as possible candidates will be allotted to a centre of his/her choice however IBPS also reserves the right to allot the candidate to any of the Centre other than the one he/she has opted for.
- (iv) Candidate will appear in the written examination from a Examination Centre at his/her own risks and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- (v) No request for change of centre for Written Examination shall be entertained.

K. PRE-EXAMINATION TRAINING

It is proposed to impart Pre-Examination Training to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ ExServicemen/ Persons With Disabilities at some centers viz. Agartala, Agra, Ahmedabad, Amritsar, Allahabad, Aurangabad, Balasore, Bareilly, Bhubaneshwar, Behrampur (Ganjam), Bhopal, Bengaluru, Chandigarh, Chennai, Coimbatore, Dehradun, Dhanbad, Gulbarga, Gorakhpur, Guwahati, Hyderabad, Hubli, Indore, Jabalpur, Jaipur, Jammu, Jodhpur, Kanpur, Karnal, Kavaratti, Kochi, Kolkata, Lucknow, Ludhiana, Madurai, Mangalore, Mumbai, Muzaffarpur, Mysore, Nagpur, New Delhi, Panaji (Goa), Patiala, Patna, Port Blair, Puducherry, Pune, Raipur, Rajkot, Ranchi, Rohtak, Sambalpur, Shimla, Siliguri, Shillong, Thiruchirapalli, Thiruvananthapuram, Tirupati, Varanasi, Vadodara, Vijaywada and Vishakhapatnam .

All eligible candidates who wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While IBPS will provide the training free of cost, all expenses regarding traveling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centers. IBPS, also, reserves the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.

Merely attending Pre-Examination Training does not necessarily imply a candidate's right to be selected in any of the 19 participating Public Sector Bnaks mentioned.

L. HOW TO APPLY

Candidates can apply online only from 25.08.2011 to 24.09.2011 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should

- (i) **scan their photograph and signature** ensuring that both the photograph and signature are within the required specifications as given in Annexure II.
- (ii) **keep the application fee/ intimation charges remittance details** (Transaction details such as Transaction No., Branch Name & Code etc.) **ready** in case of **Offline Payment** i.e. CBS/ NEFT / **Keep the necessary details**/documents ready if desired **to make online payment** of the requisite application fee/ intimation charges.
- (iii) have a valid personal email ID, which should be kept active till the declaration of results of this round of CWE. IBPS may send call letters for Pre-Examination Training, Written Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Application Fees/ Intimation Charges (Payable from 24.08.2011 and 23.09.2011 both dates inclusive)

- Rs. 50/- for SC/ST/PWD/EXSM candidates.
- Rs.350/- for all others

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

Mode of Payment

Candidates have the option of:

(1) ONLINE MODE of payment of requisite fees / intimation charges

or

(2) OFFLINE MODE of payment of requisite fees/ intimation charges

- (i) **payment of fees / intimation charges through CBS branches of the following 6 Public Sector Banks**
Bank of Baroda (Account No. 03970200001597),
Bank of India (Account No. 005120110000777),
Central Bank of India (Account No. 3135147199),
Indian Overseas Bank (Account No. 143502000000850),
Punjab National Bank (Account No. 3985002100046381),
United Bank of India (Account No. 0284053402005)
- (ii) **payment of fees/ intimation charges through NEFT at branches of other 13 Public Sector Banks**

(1) Payment of fees/ intimation charges via the ONLINE MODE

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (iii) On successful completion of the transaction, an e-receipt will be generated.

(iv) Candidates are required to take a print of the e-receipt which will have to be submitted with the Call Letter at the time of written examination.

Note:

- 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**
- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

(2) OFFLINE MODE (at counters of specified Bank branches):

(i) payment of fee/ intimation charges through CBS branches of the following 6 Public Sector Banks

Bank of Baroda, Bank of India, Central Bank of India, Indian Overseas Bank, Punjab National Bank, United Bank of India

- **A Format of the fee payment challan(CBS Challan)** will be made available on IBPS website. Candidates are first required to take a printout of the fee payment challan from IBPS website and indicate the particular Bank in which they wish to pay fees/ intimation charges.
- Candidates are required to fill in the fee payment challan for any of the above Banks with details such as Name, Date of Birth, Contact No., Category, Post Applied for, Amount deposited, Depositing Branch Name and City etc.
- Candidates can then make payment of the requisite fee/ intimation charges in any branch of the abovementioned Banks.
- Collect the candidate's copy of the Fee Payment Challan from the Branch. Please check that the challan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the challan by the Branch authorities.

Candidates are required to submit the original fee payment challan along with the Call Letter at the time of written examination.

(ii) Payment of Fees/ intimation charges through NEFT in any of the remaining 13 Public Sector Banks (PSBs)

- Candidates are required to fill the NEFT receipt(Format available on IBPS website) as required by the Bank with beneficiary details as follows.
Name of the Account : IBPS CWE- Clerical Cadre- 2011
Account Number : 005120110000778
Payee Bank : Bank of India
IFSC Code : BKID0000051
- Candidates can then make payment of the requisite fee / intimation charges.
- The NEFT payment receipt must be collected from the Bank where payment has been made.
- Candidates should check that the receipt is properly signed and the details of NEFT UTR NO., IFSC code of the sending Bank branch, Name of the sending Bank, City name, Deposit date, Amount etc. are noted in the NEFT Payment Receipt by the Branch authorities.

Candidates are required to submit the original NEFT receipt along with the Call Letter at the time of written examination

Filling in the Online Application

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after the last date specified for Editing/ Updating the same. 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.

- (1) Candidates are first required to go to the IBPS's website www.ibps.in and click on the Home Page to open the link "Common Written Examination (CLERKS)"
- (2) Candidate is now ready to apply Online by clicking on the option "CLICK HERE TO APPLY ONLINE FOR CWE- CLERICAL CADRE NOVEMBER 2011" to open up the On-Line Application Form.
- (3) **In case candidates are remitting their application fees/ intimation charges (offline) through CBS/ NEFT, candidates will have to enter their basic details including fee payment details and upload the photograph and signature in the online application form. However in case of payment through ONLINE Payment Mode the Application Format will consist of an additional page.**
- (4) Candidates are required to upload their photograph and signature as per the specifications given in the **Guidelines for Scanning and Upload of Photograph and Signature (Annexure II)**.
- (5) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (6) After upload of photograph and signature, in case of candidates who have paid the requisite application fee/ intimation charges through CBS/ NEFT, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.

OR

In case candidates wish to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.

If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

- (7) After applying on-line, the candidate should immediately take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it for future reference. **They should not send this print out to the IBPS.**
- (8) No acknowledgment will be given for online registration. However a Registration Number and Password will be generated and an email/ sms intimation will be sent to the candidate's email ID/ Mobile Number specified in the online application form. 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.
- (9) An online application which is incomplete in any respect such as without the photograph and signature uploaded in the online application form will not be considered valid.
- (10) **Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**
- (11) **Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/inability/failure to log on the IBPS's website on account of heavy load on internet/website jam.**
- (12) **IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.**
- (13) **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.**
- (14) Any information submitted by an applicant in his/ her application will bind the candidate personally and if found to be false shall be liable for prosecution apart from consequences in civil law as may be deemed requisite.

Note: There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any. This modification facility will be available up to 26.09.2011. After this date, no modification will be permitted. Candidates should take utmost care while filling in the Online Application. Please note that no modification in fee payment details will be permitted for candidates who pay fees/ intimation charges through the online mode.

M. GENERAL INSTRUCTIONS

- (1) Candidates have to submit the original fee payment receipt (e-receipt/ fee payment challan/ NEFT payment Receipt) and the written examination call letter at the time of written examination.
- (2) Before applying for the CWE for Clerical Cadre posts in the 19 participating Public Sector Banks, 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) IBPS would be free to reject any application, at any stage of the process, if the candidate is found ineligible as per the stipulated eligibility criteria. Decision of the IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Written Examination etc. and any other matter relating to the CWE will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the IBPS in this behalf.
- (4) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee/ intimation charges forfeited.
- (5) 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.
- (6) 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.
- (7) No candidate is permitted to use or have possession of Calculators, Mobile Phones, Pagers or any other instruments/ electronic devices in the Examination Hall.
- (8) Canvassing in any form will be a disqualification.
- (9) In case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment in a Bank, his/her services are liable to be terminated.
- (10) Any request for change of address will not be entertained.
- (11) In case any dispute arises on account of interpretation of version other than English, English version available on IBPS website will prevail.
- (12) A Candidate's admission to the examination is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the IBPS.

- (13) Candidates should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondences with the IBPS/ Bank in future should be identical and there should be no variation of any kind.

N. 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 submitting online application. At the time of written examination, if a candidate is (or has been) found guilty of – (i) using unfair means during the examination or subsequent selection procedure or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof) / answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) 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 :

To be disqualified from the examination for which he/ she is a candidate.

To be debarred either permanently or for a specified period from any examination conducted by IBPS.

For termination of service, if he/ she has already joined any Bank.

The IBPS 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 IBPS reserves right to cancel his/ her candidature.

O. CALL LETTERS FOR WRITTEN EXAMINATION

The date of the Written Examination has been tentatively fixed for **27.11.2011** (Sunday). However, the date of Examination shall be intimated in the Call Letter along with the Centre/Venue address.

All eligible candidates should download their call letter and Information Handout from the IBPS's website www.ibps.in by entering his / her details registration Number and Password/Date of Birth, after 11.11.2011. No hard copy of the call letter/ Information Handout will be sent by post.

Candidates have to bring their call letter along with Original Fee Payment Receipt (e-receipt/ fee payment challan/ NEFT payment Receipt) and their photo identity proof in original as well as a photocopy while attending the written examination and will have to submit Original Fee Payment Receipt (e-receipt/ fee payment challan/ NEFT payment Receipt) and photocopy of the photo identity proof along with Examination Call Letter.

Identity Verification

In the examination hall, the call letter along with the Original Fee Payment Receipt (e-receipt/ fee payment challan/ NEFT payment Receipt) and a self attested photocopy of

the candidate's photo identity such as PAN Card/ Passport/ Driver's Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter and in the Attendance List. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Written Examination.**

This advertisement is also available on IBPS's website address www.ibps.in
Candidates are advised to remain in touch with IBPS's website for any information which may be put for further guidance.

Decision of the IBPS in respect of all matters pertaining to this examination would be final and binding on all candidates.

Start date for Online Registration	25.08.2011
Payment of Application Fees/ Intimation Charges	24.08.2011 to 23.09.2011 (both dates inclusive)
Last date for Online Registration	24.09.2011
Last date for Editing Application Details	26.09.2011
Download of Call letter for Written Examination	After 11.11.2011
Written Examination	27.11.2011

Please note that candidates will not be permitted to appear for the Common Written Examination without the following documents:

- (1) Call Letter**
- (2) Original fee payment receipt (fee payment challan/ NEFT Receipt/ e-receipt)**
- (3) Original photo-identity proof (specified)**
- (4) Photocopy of photo-identity proof**

**Mumbai
09.08.2011**

(IBPS)

EXAMINATION CENTERS

The written examination will be held at the following centers and the address of the venue will be advised in the call letters:

State Code	State /UT	Centre
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Guntur Hyderabad Karimnagar Rajahmundry Tirupati Vijaywada Vishakhapatnam
13	Arunachal Pradesh	Itanagar
14	Assam	Dibrugarh Guwahati Jorhat Silchar
15	Bihar	Bhagalpur Muzaffarpur Patna
16	Chandigarh	Chandigarh
17	Chattisgarh	Raipur
18	Dadra & Nagar Haveli	Bulsar
19	Daman & Diu	Bulsar Jamnagar
20	Goa	Panaji
21	Gujarat	Ahmedabad Bhavnagar Bulsar Jamnagar Rajkot Surat Vadodara
22	Haryana	Hissar Karnal Panchkula Rohtak
23	Himachal Pradesh	Dharamsala Mandi Shimla
24	Jammu & Kashmir	Jammu
25	Jharkhand	Bokaro Dhanbad Jamshedpur Ranchi

26	Karnataka	Belgaum Bengaluru Gulbarga Hubli Mangalore Mysore
27	Kerala	Kannur Kochi Kottayam Kozhikode Thrichur Thiruvananthapuram
28	Lakshwadweep	Kavarrati
29	Madhya Pradesh	Bhopal Gwalior Indore Jabalpur
30	Maharashtra	Aurangabad Kolhapur Mumbai Nagpur Nasik Pune Solapur
31	Manipur	Imphal
32	Meghalaya	Shillong
33	Mizoram	Aizawl
34	Nagaland	Kohima
35	New Delhi	New Delhi
36	Orissa	Balasore Berhampur(Ganjam) Bhubaneshwar Cuttack Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar Bhatinda Jalandhar Ludhiana Mohali Patiala
39	Rajasthan	Ajmer Jaipur Jodhpur Kota Udaipur
40	Sikkim	Gangtok

41	Tamilnadu	Chennai Coimbatore Madurai Salem Thiruchirapalli Tirunelveli
42	Tripura	Agartala
43	Uttar Pradesh	Agra Allahabad Bareilly Gorakhpur Kanpur Lucknow Meerut Varanasi
44	Uttarakhand	Dehradun Rudrapur
45	West Bengal	Berhampur (West Bengal) Durgapur Kolkata Siliguri

Guidelines for scanning and Upload of Photograph & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

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

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize

option (Please see 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 and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) In case the photograph or signature is unclear, the candidate may edit his/ her application and re-upload his/ her photograph or signature.