



ఆంధ్ర బ్యాంక్

आन्धा बैंक  
Andhra Bank

(A Govt. of India Undertaking)

Head Office: Dr. Pattabhi Bhavan, 5-9-11, Saifabad, Hyderabad – 500 004

(PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE APPLICATION)

Andhra Bank, a leading Public Sector Bank invites applications from Indian citizens for the Post of Security Officers in Middle Management Grade Scale II and III (MMGS-II and III)

Opening date for Online registration	19.09.2018
Last date for online registration	23.09.2018
Last date for receipt of hard copy of online application with enclosures	04.10.2018
Date of Interview	Will be informed separately

#### 1. Posts :

Post Code	Name of the Post	Grade	No. of Vacancies	Age as on 01.09.2018
			TOTAL	Maximum
1	Security Officer	MMGS-II	15	40 yrs
		MMGS III	5	
TOTAL			20	

#### 1.1. Pay scale, allowances and perquisites:

Scale	Scale of Pay
MMGS II	31705-1145/1-32850-1310/10-45950
MMGS III	42020-1310/5-48570-1460/2-51490

Dearness Allowance, HRA, CCA, Medical Aid, Hospitalisation expenses, Leave Fare Concessions, etc and perquisites like Conveyance, Quarters, Furniture etc. shall be applicable as per rules.

#### 1.2. Reservation in posts

Grade	No. of Vacancies				
	SC	ST	OBC	UR	TOTAL
MMGS-II	2	1	4	8	15
MMGS-III	-	-	1	4	5

The number of vacancies and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank. Bank reserves the right not to fill up any or all the vacancies.

#### ABBREVIATIONS USED:

SC – Scheduled Caste ST – Scheduled Tribe  
OBC – Other Backward Classes UR – Unreserved

Candidates belonging to reserved category, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved (general) category without availing relaxations in any manner.

#### 2. Eligibility Criteria

##### 2.1 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 Jan. 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 favor a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Govt. of India.

##### 2.2 Gender: Male/Female

##### 2.3 Applications from serving employees of Andhra Bank:

Interested and eligible employees of Andhra Bank may also apply through proper channel. Such candidates, if selected shall resign from their present position in the Bank and rejoin the service afresh.

#### 3. Educational qualifications and Post-qualification Work Experience (as on 23.09.2018)

Educational qualifications	Experience for MMGS II	Experience for MMGS III
Graduation in any discipline from a Recognized University.	An officer with a minimum of five years commissioned service in the Army / Navy / Air Force OR	An officer with a minimum of Ten years commissioned service in Army / Navy / Air Force OR
	A Police officer not below the rank of an Asst. Superintendent of Police/ Dy. Superintendent of Police with minimum Five years of service OR	A police officer not below the rank of an Asst. Superintendent of Police/ Dy. Superintendent of Police with minimum Ten years of service OR

Officers of identical work in Para Military forces [BSF,ITBP,SSB (Seema Suraksha Bal), CRPF, COAST GUARD etc]with a minimum of five years service.	An Officers of equivalent ranks in Para Military forces [BSF,ITBP,SSB (Seema Suraksha Bal ),CRPF,COAST GUARD etc] with a minimum of Ten years of service.
----------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

Note:\* Preference will be given to Security Officers working in Banks / Public / Reputed Private Sector Organisations.

The Educational qualifications prescribed for the post are the minimum. Candidates must possess the requisite qualifications as on 23.09.2018.

#### 3.1 Age (As on 01.09.2018)

Maximum 40 years .

#### 3.2 Relaxation in Upper Age limit :

S.No	Category	Age relaxation
1	SC/ST category	5 years
2	OBC (Below Creamy layer) category	3 years
3	Persons domiciled in Kashmir Division in J&K State during the period from 01.01.1980 to 31.12.1989	5 years
4	The children/Family members of those who died in the 1984 riots	5 years

#### Note:

- The maximum age limit specified in 3(1) above is applicable to General Category candidates.
- 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 per 3.2 (3 & 4). OBC candidates in the 'Creamy Layer' will be treated as 'General Category'
- All persons eligible for age relaxation under 3.2 (3) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1st Jan. 1980 to the 31st day of December 1989.
- All persons eligible for age relaxation under Sr. No. 3.2 (4) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots Affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.
- If ex-serviceman, applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment.

#### 4. SELECTION PROCEDURE

Selection procedure will be through Interview.

Bank reserves the right to decide upon the selection procedure depending upon the number of applications received and qualification, experience of the applicants.

Merely satisfying the eligibility norms does not entitle a candidate to be called for selection process. The Bank reserves the right to call only the requisite number of candidates for the selection process after preliminary screening/shortlisting with reference to candidate's qualification, suitability and experience, etc.

#### 5. APPLICATION FEE:

Non-refundable Application fees/Intimation Charges (payable only through online mode):

Category of Applicant	Application fee	Intimation charges
For GEN & OBC	₹500.00	₹100
For SC/ST candidates	NIL	₹ 100

Note: The Payment of application fees by any other mode except online will not be accepted. Instruments, like Demand Draft / Bankers cheque / Indian postal orders received towards payment of application fees/ intimation charges will not be accepted under any circumstance. The application fees/Intimation Charges are non-refundable and once paid will not be refunded nor can be held for in reserve for any other examination or selection.

#### 6. GENERAL INSTRUCTIONS

a) **Educational Qualifications:** The qualifications prescribed for the post are the minimum. Candidates must possess the qualifications as on 23.09.2018.

b) **Probation Period & Service Bond:**

The candidates selected as Security Officers in MMGS II and III will be required to execute a Service Bond undertaking to serve the Bank for a minimum period of 3 years or to pay the Bank a sum of ₹ 2,00,000/- in case he/she fails to serve the stipulated period.

Officers recruited as Security Officers in MMGS-II and III will be on probation for a period of ONE year.

c) **Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement.**

Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this behalf shall entertain no correspondence or personal enquiries. **In case it is detected at any stage of recruitment that a candidate does**

(Contd.)

(Contd.)  
 not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.

d) **CERTIFICATES TO BE SUBMITTED AT THE TIME OF INTERVIEW:**  
 Candidates must submit the following certificates in original along with one set of attested copies at the time of appearing for interview, failing which his/her candidature will be cancelled.

- (i) Certificates in support of educational qualification, date of birth and caste.
- (ii) Experience certificate
- (iii) SC/ST Caste Certificate issued by the Competent Authority in the prescribed format.
- (iv) OBC certificates in the format as prescribed by the Govt. Of India and issued by the Competent Authority, inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. Of India i.e. carrying 'CREAMY LAYER' Clause, based on income for the financial year 2017-18 should be submitted. **OBC certificate should not be more than one year old as on the date of application.**

Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'General' candidates.

- v) An application not accompanied by copies of relevant certificates, where necessary/requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- vi) A recent, recognizable passport size photograph should be firmly pasted on the application and should be signed across by the candidate. The same photo should be uploaded in online application also. Three copies of the photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification.
- vii) Candidates should be willing to serve anywhere in India.
- viii) Candidates serving in Government/Public sector undertaking (including banks) should seek prior permission from their employer to apply and produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- ix) Any request for change of address subsequent to the submission of application till completion of final recruitment will not be entertained.
- x) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Hyderabad only.
- xi) The Bank takes no responsibility to collect any certificate/ remittance sent separately.
- xii) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- xiii) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- xiv) The Bank reserves the right to modify/reverse/cancel any or all of the provisions in the process
- xv) Publication of this advertisement in full or part by any Agency without Bank's specific permission will be considered as an offence and will be liable for legal action.

xvi) **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 or should not suppress any material information while filling up the application form.

At the time of Interview, if a candidate is (or has been) found guilty of:

- i. Resorting to any irregular or improper means in connection with his/her candidature by selection or
- ii. Canvassing support for his/her candidature by any means, 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 and
  - b) to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

**7. HOW TO APPLY**

a) **Candidates can apply online from 19.09.2018 to 23.09.2018 through the link in the Career Page, of the Bank's website ([www.andhrabank.in](http://www.andhrabank.in)) and no other mode of application will be accepted.**

**Photograph Image:**  
 Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background.

**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.

- b) **Prerequisite for applying online:**  
 Before applying online, candidates should:
- Scan their photograph and signature, ensuring that both conform to the required specifications.
  - Keep the necessary details of Educational Qualifications and other personal details handy for entering in the online application.
  - Create a valid personal email ID, if not already done. The email ID should be kept alive for entire duration of the selection process. Under no circumstances, the applicant should share email ID with any other person. Third party email ID is not permitted.

**PAYMENT OF APPLICATION FEE:**  
**Requisite Application fee / Intimation Charges must be paid through Online mode.**

The Bank website will remain open from 19.09.2018 to 23.09.2018 both days inclusive.

Applications once registered will not be allowed to be withdrawn and/or the application fee, once paid will not be refunded.

**8. SUBMISSION OF APPLICATIONS:**

Applicants are required to go to the Bank's website and click on the link "Career" Thereafter, open the Recruitment Notification entitled "RECRUITMENT OF SECURITY OFFICERS IN MMGS II and III."

Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.

After submitting the application form through online, hard copy of the application should be sent along with enclosures in an envelope superscribed "APPLICATION FOR THE POST OF SECURITY OFFICER (MMGS II/ III) in Andhra Bank", at the following address:

**ASST. GENERAL MANAGER (HR), ANDHRA BANK, HEAD OFFICE RECRUITMENT SECTION, H R DEPARTMENT Dr. PATTABHI BHAVAN, SAIFABAD, HYDERABAD. TELANGANA - 500 004.**

Hard Copy of Online Applications along with enclosures received after the last date will be summarily rejected without assigning any reason. Last date for receipt of hard copies of Online application is 04.10.2018.

The bank does not assume any responsibility for the candidates not being able to submit their application within the last date for any reason whatsoever.

**GENERAL MANAGER (HR)**

**Date : 14.09.2018**

**APPLICATION FOR THE POST OF SECURITY OFFICER IN MMGS II/ III**

1. Name of the Applicant:
2. Residential Address (Permanent Address):
3. Father's Name:
4. Gender: Male/Female:
5. Nationality/Citizen: Mobile No. / Contact No:
6. E-Mail ID:
7. Category: (General/OBC/SC/ST)
8. Date of Birth:
9. Qualification: (as on 23.09.2018) (Add additional rows as per requirement)

Paste your recent passport size Photograph

	Name of the University	Exam Passed	Date of passing	% of marks	Class/ grade
Graduation					
Post Graduation					
Others					

**10. Experience:**

- a. Are you a Commissioned officer in Armed Force
- b. Are you a Police Officer not below the rank of an Asst. Superintendent of Police/Dy. Superintendent Of police
- c. Are you an Officer of equivalent rank in Para Military Forces (BSF/ITBP/SSB/ CRPF/COAST GUARD)

If period of service is more than 5 years and less than 10 years (OPT FOR MMGS II)

If period of service is minimum 10 years or more (OPT FOR MMGS III)

**11. Last five assignments:**

Name of the Organization	Post Held	Place	Period		Nature of duties performed in detail	Special Achievements / Awards, if any.	Remarks (Reasons for leaving service)
			From	To			

**12. Languages Known: (Mark "√" in the appropriate box)**

S NO	Language	Read	Write	Speak
1				
2				
3				
4				

**13. Any other Information:**

**14. Payment of Application Fee: (PAYMENT GATEWAY)**

Account Name	RECRUITMENT OF SECURITY OFFICER IN MMGS II / III 2018-19
Bank Name	ANDHRA BANK
Beneficiary Name	ANDHRA BANK
Bank where A/C is held	1179 – PATTABHIBHAVAN BRANCH
Bank Address	SAIFABAD, HYDERABAD
Bank Account No.	1179 111 0000 2263
IFSC Code	ANDB 000 1179

**DECLARATION**

I hereby declare that all statements made in this application are true, complete & correct to the best of my knowledge and belief and that I have not concealed any material facts. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in India. I agree that Bank has right to transfer me to any part of the country at its discretion.

I hereby agree that any legal proceedings in respect of any matter(s) or claims or disputes arising out of this application and/or out of the said advertisement can be instituted by me only at Hyderabad. I undertake to abide by all the terms & conditions mentioned in the advertisement given by the Bank.

Place: \_\_\_\_\_  
 Date: \_\_\_\_\_ **EN 24/22** Signature of the candidate