

RECRUITMENT OF SPECIALIST / GENERALIST OFFICERS PROJECT - 2010

Vijaya Bank, a fast growing Public Sector Bank, with Head Office at Bangalore, having a network of 1169 branches plus offices, with total employee strength of about 11500, working all over India, invites applications from young, enthusiastic & dynamic candidates who are looking for a challenging work and progressive career to apply/register for the below mentioned positions **on-line** between **20.09.2010 & 15.10.2010** only, through Bank's website **www.vijayabank.com**. No other means / mode of application will be accepted.

| Schedule of Events | | |
|--|-------------------------------|-----------------------------------|
| Details | For MMG-S-II to SMG-S-IV | For Prob. Asst. Manager (JMG-S-I) |
| Opening date for On-Line Registration: | 20.09.2010 | 20.09.2010 |
| Closing date for On-Line Registration: (For All Applicants, including those from Far Flung Areas) | 15.10.2010 | 15.10.2010 |
| Last date for receipt of "print out of the Computer Generated On-Line Application" (For MMG-S-II to SMG-S-IV) | 25.10.2010 | ----- |
| Last date for Receipt of "Print out of the Computer Generated On-Line Application (from Far Flung Areas): (For MMG-S-II to SMG-S-IV) | 02.11.2010 | ----- |
| Payment of Application Fees | From 20.09.2010 to 15.10.2010 | From 20.09.2010 to 15.10.2010 |
| Tentative Date of Written Test | ---- | 12.12.2010 |

For MMG-S-II to SMG-S-IV:

After Online Registration, the 'Computer Generated Application Print-Out' along with the Fee Payment Challan for the requisite amount has to be sent alongwith the relevant documents to the address provided in Section 12 (xviii) of the Advertisement. No other means /mode of Application will be accepted. Unless the hard copy of the 'Online Registered Computer Generated Application Print-Out' is received by Ordinary Post alongwith the requisite fee (Challan), Photograph pasted, duly signed and enclosed with relevant certificates the On-line registration is not valid. Only online registration will not provide any valid candidature to an applicant.

For Probationary Asst. Manager in JMG-S-I:

Candidates need not send the Print-out of the Computer Generated Online Application after submitting the application online.

However, they are advised to take a Print-out of the same and retain the same for future reference and are required to produce the same at the time of Written Test/Interview.

1. NAME OF THE POST / VACANCIES:

| Post Code | Name of the Post | Scale | No. of Vacancies | Min. Age | Max. Age | Specialist / Generalist |
|-----------|--|-------|------------------|---------------------------|---------------------------|-------------------------|
| | | | | in years as on 30.06.2010 | in years as on 30.06.2010 | |
| 1 | Chief Manager - Information Security | IV | 1 | 30 | 38 | Specialist |
| 2 | Chief Manager - Company Secretary | IV | 1 | 32 | 38 | Specialist |
| 3 | Senior Manager - Forex | III | 15 | 28 | 33 | Generalist |
| 4 | Senior Manager - Dealer (Equity) | III | 1 | 28 | 33 | Specialist |
| 5 | Senior Manager - Research Analyst (Equity) | III | 1 | 28 | 33 | Specialist |
| 6 | Senior Manager - Forex Credit | III | 5 | 28 | 33 | Generalist |
| 7 | Senior Manager - Credit | III | 10 | 30 | 35 | Generalist |
| 8 | Senior Manager - Risk Management | III | 20 | 28 | 33 | Generalist |
| 9 | Senior Manager - IT Programming | III | 3 | 28 | 33 | Specialist |
| 10 | Senior Manager - Finacle Faculty | III | 5 | 30 | 35 | Specialist |
| 11 | Manager - Forex | II | 20 | 25 | 30 | Generalist |
| 12 | Manager - Security | II | 10 | 30 | 45* | Specialist |
| 13 | Manager - Economist | II | 1 | 25 | 30 | Specialist |
| 14 | Manager - Credit | II | 20 | 25 | 30 | Generalist |

| | | | | | | |
|----|--|-----|-----|----|----|------------|
| 15 | Manager - Credit Financial Analyst | II | 40 | 25 | 30 | Generalist |
| 16 | Manager - Law | II | 15 | 25 | 28 | Specialist |
| 17 | Manager - Statistician | II | 2 | 25 | 30 | Specialist |
| 18 | Manager - Mid Office & Market Risk | II | 1 | 25 | 30 | Specialist |
| 19 | Manager - Credit Risk Rating | II | 5 | 21 | 30 | Generalist |
| 20 | Manager - IT Networking | II | 22 | 25 | 30 | Specialist |
| 21 | Manager - IT Programming | II | 16 | 25 | 30 | Specialist |
| 22 | Manager - Data Base Administration (DBA) | II | 12 | 25 | 30 | Specialist |
| 23 | Chief Manager - General Banking | IV | 13 | 35 | 38 | Generalist |
| 24 | Senior Manager - General Banking | III | 48 | 25 | 35 | Generalist |
| 25 | Manager-General Banking | II | 150 | 25 | 32 | Generalist |
| 26 | Probationary Asst. Manager-General Banking | I | 228 | 21 | 30 | Generalist |

* Maximum age limit specified for Manager - Security (Post Code No.12) is inclusive of all relaxations.

The number of vacancies and also the number of reserved vacancies against each discipline/post are provisional and may vary according to the actual requirements of the Bank.

2. PAY SCALE, ALLOWANCES AND PERQUISITES:

| Grade/Scale | Pay Scale (₹) | Approximate total monthly emoluments inclusive of Basic, DA, CCA, HRA etc., at the start of the scale at Metropolitan Centres. * |
|-----------------------|--------------------------|--|
| Officers in SMG-S-IV | ₹ 30,600/- -- ₹ 36,200/- | ₹ 46,225/- |
| Officers in MMG-S-III | ₹ 25,700/- -- ₹ 31,500/- | ₹ 38,910/- |
| Officers in MMG-S-II | ₹ 19,400/- -- ₹ 28,100/- | ₹ 29,504/- |
| Officers in JMG-S-I | ₹ 14,500/- -- ₹ 25,700/- | ₹ 22,188/- |

* In addition, Officers are also eligible for, Accommodation (in lieu of HRA), Leave encashment & LTC encashment in lieu of LTC, Reimbursement of Conveyance Expenses, Medical Aid, Hospitalization Expenses, Retirement Benefits, Loans at Concessional Rates as per the Rules of the Bank. They are eligible for Liberal Welfare Schemes & Benefits.

3. RESERVATION FOR SCHEDULED CASTES, SCHEDULED TRIBES, OTHER BACKWARD CLASSES & PWD.

| Grade / Scale | Category | | | | | PWD | | |
|---------------|----------|----|-----|-----|-------|-----|----|----|
| | SC | ST | OBC | UR | TOTAL | OC | VI | HI |
| IV | 03 | 01 | 04 | 07 | 15 | - | - | - |
| III | 15 | 08 | 34 | 51 | 108 | 02 | 02 | 01 |
| II | 49 | 26 | 84 | 155 | 314 | 03 | 05 | 05 |
| I | 41 | 16 | 66 | 105 | 228 | 06 | 05 | 05 |
| Total | 108 | 51 | 188 | 318 | 665 | 11 | 12 | 11 |

Vacancies include Backlog.

Reservations are followed as per Government Guidelines.

Abbreviations stand for:

SC - Scheduled Castes; **ST** - Scheduled Tribes; **OBC** - Other Backward Classes; **UR** - Unreserved; **PWD** - Persons With Disabilities (**VI** - Visually Impaired; **OC** - Orthopaedically Challenged; **HI** - Hearing Impaired)

The definitions of the Visually Impaired (VI), Hearing Impaired (HI) and Orthopaedically Challenged (OC) are as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995".

For the post of Probationary Assistant Manager JMG-S-I, the blind candidates and candidates whose writing speed is affected by cerebral palsy can use own **scribe** at their cost during the written test. 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 academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- The scribe can be from any academic stream and should possess marks less than the candidate but in no case more than 60% in his own academic stream.
- Both the candidate and the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned

above. Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed material facts, the candidature of the applicant would stand cancelled, irrespective of the result of the written test.

v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the test.

In case of non-availability of reserved candidates in **Persons With Disabilities (PWD)** category, Bank reserves its right to interchange these sub-categories as per Government Directives.

The reservation for Persons with Disabilities is on horizontal basis. The selected candidates will be placed in the appropriate category (viz., SC, ST, OBC, General (UR) etc.) to which they belong.

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

Candidates belonging to reserved category including Persons With Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for unreserved category and they must fulfill all the eligibility conditions of unreserved Category.

4. RELAXATION IN UPPER AGE LIMIT:

Relaxation in age limit is for all posts except for Manager - Security, for which the maximum age limit specified is inclusive of all relaxations

| Sl. No. | Category | Age relaxation |
|---------|--|---|
| 1 | SC/ST Candidates | 5 years |
| 2 | OBC (Below Creamy layer) | 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 | Persons With Disabilities (PWD): | |
| | 1) In case of MMG-S-II to SMG-S-IV only i.e., (a) -10- years for SC / ST (b) -8- years for OBC and (c) -5- years for Unreserved candidates. | 5 years |
| 4 | 2) In case of Probationary Asst Manager in JMG-S-I only i.e., (a) -15- years for SC / ST (b) -13- years for OBC and (c) -10- years for Unreserved candidates. | 10 years |
| | 5 | The children/Family members of those who died in the 1984 riots |
| 6 | In the case of ex-servicemen and commissioned officers including ECOs / 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 the next one year from the last date for receipt of application), other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment (a) by 5 years for selection through written test & interview, (b) by 3 years plus period of service in Armed Forces for selection through interview only, subject to ceiling as per Govt. guidelines. | |

However, kindly note that a candidate should not be aged above 55 years as on cut off date i.e. 30.06.2010, including all the cumulative age relaxations.

Note: An Ex-Serviceman who has once joined a government job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, including a job in Public Sector Undertaking, ceases to enjoy Ex-Serviceman status for further employment.

- The relaxation in upper age limit is cumulative as per Govt. guidelines.
- All persons eligible for age relaxation under Sl.No.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 January, 1980 and the 31st December, 1989.
- All persons eligible for age relaxation under Sl.No.5 above must possess a certificate from the Competent Authority to the effect that their father/mother/family member died in the 1984 riots.

FOR EMPLOYEES OF VIJAYA BANK:

Interested and eligible employees of Vijaya Bank have to apply Online and forward the application through proper channel as provided in Section 12-xviii-Note-c.

Relaxation in age is given to the employees of Vijaya Bank to the extent of -5- years, for applying to higher grade/scale posts. However, the candidates should not be aged above 50 years as on the cut off date i.e. 30.06.2010 including all the cumulative age relaxations. This relaxation is not applicable for applying for the post of Manager-Security in MMG-S-II (Post Code: 12).

5. ELIGIBILITY CRITERIA:

5.1 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 favour 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 test/interview conducted by the IBPS/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.

5.2 EDUCATIONAL / PROFESSIONAL QUALIFICATIONS AND POST-QUALIFICATION WORK EXPERIENCE AS ON 30.06.2010:

Note:

a) The Educational qualifications prescribed for the post are the minimum.

Candidates must possess the requisite qualifications as on 30.06.2010 and must attach proof, i.e., attested photocopies of the Provisional Pass/Degree Certificate and Mark sheet along with the computer generated printout of the Online Application Form in respect of MMG-S-II to SMG-S-IV.

As regards work experience specified against the relevant post, it is essential to possess the relevant experience in officers cadre/supervisory cadre and it should be full time relevant to the post applied and should be post-qualification, i.e. it will be counted from the date of acquiring the prescribed qualification and up to 30.06.2010 and necessary certificates should be sent along with the computer generated printout of the Online Application Form in respect of MMG-S-II to SMG-S-IV.

b) In addition to the educational qualification prescribed, computer knowledge is also essential for all posts.

| Post Code | Post Name |
|----------------------|---|
| 01 | Chief Manager - Information Security |
| Qualification | MCA/B.E./B-Tech in Computer Science/Electronics & Communication/ Information Technology or Equivalent Qualification (Regular, Full Time) from a recognized University. Certification in any of the information systems (CISA/CISSP/CISM/CQA) is a must. CCNA/CEH/ISO 27001 LA will be added advantage. Expected to have thorough knowledge of Firewalls, Anti Virus, IDS/ IPS, Routers, Check Point, CP, Ethical Hacking, Data Centre Security, Cyber Forensics, Incident Response, ISO 27001 Implementation, IS Security Policies Development and will be responsible for the information security of the enterprise (Bank) as a whole, etc. |
| Experience | Minimum seven years related experience of which four years experience at the level of EDP Manager/Project Manager /Project Leader/Senior Systems Analyst in the information security field in medium/large size Bank/ Financial Institution / Organization. |
| Job Profile | Candidates will be responsible for ensuring IT Security in the Bank, managing network security operations, configuration and management of Firewall/Security Devices such as IDS/IPS, Routers etc., Risk Treatment, Business Continuity Plan, Data Centre Security, Incident Response, Implementation etc. Candidates are also expected to advise management on information security issues, perform security risk assessments, implement information security procedures, manage information security policies for the Bank as a whole and handle information security incidents. The role profile of CM-IS will therefore be as follows: Complete understanding of the business process of the Bank w.r.t the role of IT in these processes and change management issues. Should also have a firm understanding and experience of BCP and Disaster Recovery processes in large WANs. Should be familiar with ISO 27001 requirements for organizations and its implementation. Complete understanding of networking technologies and security systems, with the ability to apprise top management and regulators regarding confidentiality, availability and integrity w.r.t the IT systems of the Bank. IT infrastructure Management experience, knowledge and clear understanding of controls and systems in IT and ability to audit these controls. Should be able to analyze and place before the top management and regulatory authorities reports regarding periodical audit of IT Systems including vulnerability assessment, penetration testing, intrusion detections. |
| Post Code | Post Name |
| 02 | Chief Manager - Company Secretary |
| Qualification | Should be ACS/ FCS preferably with LLB. |
| Experience | Minimum five years experience as officer in a Medium/Large sized/Bank/Financial Institution, of which minimum one year as Company Secretary, in a listed company with working knowledge of Companies Act, FEMA, SEBI, BR Act with the capability and experience of assisting in conducting the AGM of a Company with a large Shareholder base. |
| Job Profile | Maintaining Minutes of General Body Meetings, Board |

| | |
|----------------------|---|
| | Meetings, Meetings of Committee of Board of Directors. Compliance of various Regulations. Co-ordination with Directors. Liaison with Lawyers, Bankers and Shareholders, SEBI and Stock Exchanges. |
| Post Code | Post Name |
| 03 | Senior Manager - Forex |
| Qualification | MBA (Finance) (Regular, Full Time) or Equivalent Qualification from a Recognized University (OR) Qualified CA from The Institute of Chartered Accountants of India (ICAI) (OR) Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI) (OR) A Post Graduate (Regular, Full Time) in any discipline with CAIIB. Diploma in Risk Management / Treasury Management / International Banking/ Trade Finance will be an added advantage. |
| Experience | Minimum five years experience as officer (of which one year in MMG Scale-II) in medium/large size Bank/Financial Institution as Foreign Exchange Officer having experience in imports and exports, negotiation/discount of bills etc. |
| Job Profile | Candidates are expected to independently handle Forex Department of a Designated FED Branch of Very Large category. Should be exposed to Forex Management & System, comply with the existing rules and regulations prescribed under various statutes dealing with Foreign Exchange Management. They should possess sound knowledge in the area of Negotiation of Bills, Opening of LCs and other related areas. Candidates are required to possess good knowledge on various e-payment platforms including SWIFT Network. At Regional Office/Head Office level, their job would also involve formulation of guidelines at Bank level and implementation of all the guidelines issued by various authorities viz., RBI, FEDAI, IBA, ECGC, DGFT, GOI etc., apart from exercising control and monitoring of Forex Designated Branches of the Bank. |
| Post Code | Post Name |
| 04 | Senior Manager - Dealer (Equity) |
| Qualification | Post Graduate (Regular, Full Time) in any discipline from a Recognized University. CAIIB/Diploma in Treasury Investment and Risk Management/International Banking and Finance, NCFM Certification will be an added advantage. |
| Experience | Minimum five years experience as officer (Dealer) in a Medium/Large sized Bank/Financial Institution out of which minimum one year in MMG Scale-II. Candidate should have extensive exposure in Equity/Debt Market in Treasury Department or Treasury Branch of a large Financial Institution. |
| Job Profile | Candidates are expected to have adequate knowledge in Equity Dealing and Sales Trading, Equity & F&O, Market Trading Practices, Risk Management and Settlement Systems. Candidate should have intensive equity market experience. Their job would also involve formulation of guidelines at Bank level & implementation of all the guidelines issued by various authorities viz., RBI, SEBI, FEDAI, IBA, ECGC, DGFT, GOI etc. |
| Post Code | Post Name |
| 05 | Senior Manager - Research Analyst (Equity) |
| Qualification | MBA (Finance) (Regular, Full Time) or Equivalent Qualification (OR) Post Graduate (Regular, Full Time) in any discipline from a Recognized University. CAIIB/Diploma in Risk Management/Treasury Management / International Banking will be an added advantage. |
| Experience | Minimum five years experience in equity research or Financial Analysis in SCBs / FIs / in reputed Broking House. |
| Job Profile | To carry out extensive research/analysis on Equity and other Non-SLR investment proposals, rating of instruments etc., evaluate new banking products and services. |
| Post Code | Post Name |
| 06 | Senior Manager - Forex Credit |
| Qualification | MBA (Finance) (Regular, Full Time) or Equivalent Qualification from a Recognised University (OR) Qualified CA from The Institute of Chartered Accountants of India (ICAI) (OR) Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI) (OR) Post Graduate (Regular, Full Time) in any discipline from a Recognized University having completed CAIIB. Diploma in Risk Management / Treasury Management / International Banking/Trade Finance will be an added advantage. |
| Experience | Minimum five years experience as officer out of which minimum one year experience as Scale II Officer having dealt with Export/ Import related Credit matters such as Pre-sanction appraisal, post-sanction supervision and monitoring in Scheduled Commercial Banks/FIs, and well-versed in EC/FEMA. |
| Job Profile | To handle independently credit proposals involving Foreign Exchange. Evaluate credit proposals for financing import and export, adherence to statutory norms, supervision and monitoring of forex related advances, follow up with ECGC, preferring claims etc. |
| Post Code | Post Name |
| 07 | Senior Manager - Credit |

| | |
|----------------------|---|
| Qualification | Graduate (Regular, Full Time) with 55% aggregate marks in any discipline from a Recognized University and Qualified CA from The Institute of Chartered Accountants of India (ICAI) (or) Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI). |
| Experience | Minimum four years experience as officer of which minimum one year as Scale-II Officer in a Bank /Financial Institution; out of the four years, a minimum of 2 years experience in Credit Department of the said organization having evaluated credit proposals, analysed and interpreted financials, credit statements and other related documents and appraised large credit proposals. |
| Job Profile | Evaluate credit proposals, analyze / interpret financial & credit statements, study viability of projects and recommend for appropriate funding arrangement. Supervise/Monitor and follow-up credit operations, prepare reports on Industry profiles, Sector outlook, new business opportunities and corporate appraisal. |
| Post Code | Post Name |
| 08 | Senior Manager - Risk Management |
| Qualification | Post Graduate (Statistics/Economics) (Regular, Full Time) from a Recognized University and should have completed CAIIB. Should have proficiency in computers and various risk models and related concepts. Diploma in Risk Management/Treasury Management / International Banking/Knowledge of statistical packages such as SAS/SPSS will be an added advantage. |
| Experience | Minimum of four years experience in all facets of Banking out of which minimum two years experience in Risk Management with one year as Scale II Officer in medium/large size Bank/Credit Rating agencies. The candidates are expected to have thorough working knowledge of Credit, Market and Operational Risk management, strong analytical/data analysis skills. Should have proficiency in computers; various risk models and other related concepts. |
| Job Profile | Conceptualize and introduce advanced risk models, Manage credit & market risks, review and fine tune existing policies in respect of Credit / ALM etc. Assist in preparing the Bank for Basel II Compliance. |
| Post Code | Post Name |
| 09 | Senior Manager - IT Programming |
| Qualification | MCA/B.E./B-Tech in Computer Science/Electronics & Communication/ Information Technology (Regular, Full Time) or Equivalent Qualification from a Recognized University. Certification in VB, Java, SQL, ASP.Net, C++, HTML, XML, ORACLE (OCA/OCF) will be an added advantage. |
| Experience | Minimum four years programming experience in a medium / large sized Bank/Financial Institution/ Organization. Knowledge of Finacle (Core Banking Software), Net Banking etc as a developer or implementer or technical support Personnel is desirable. |
| Job Profile | Developing Software packages/Programmes for different verticals/departments of the Bank and maintain/upgrade the existing Software packages. |
| Post Code | Post Name |
| 10 | Senior Manager - Finacle Faculty |
| Qualification | MCA/B.E./B-Tech in Computer Science/ Electronics & Communication/Information Technology (Regular, Full Time) or Equivalent Qualification. |
| Experience | Minimum four years experience as officer in a Scheduled Commercial Bank, should have worked in CBS environment and have teaching experience of atleast two years as Regular/Guest Faculty in Finacle. |
| Job Profile | To conceptualize course curriculum, calendar, literature with regard to Core Banking Solution (CBS) / IT related trainings and impart the same at Banks' various training facilities. Should be Single Point of Reference, for all CBS related issues, for the field functionaries. |
| Post Code | Post Name |
| 11 | Manager - Forex |
| Qualification | Graduate (Regular, Full Time) with 55% aggregate marks/Post Graduate (Regular, Full Time) in any discipline from a Recognized University having completed JAIIB (OR) Qualified CA from The Institute of Chartered Accountants of India (ICAI) (OR) Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI). CAIIB/Diploma in Risk Management/Treasury Management / International Banking will be an added advantage. |
| Experience | Minimum four years experience in Foreign Exchange Department or Foreign Exchange Branch as an Officer, handling import/export matters, trade finance etc., in a medium/large size Bank/Financial Institution. |
| Job Profile | Candidates are expected to independently handle Forex Department of a Designated FED Branch. Should be exposed to Forex Management & System, comply with the existing rules and regulations prescribed under various statutes dealing with Foreign Exchange Management, export / import credit documentation, bills negotiation, FLCs handling etc. |

| | |
|----------------------|--|
| Post Code | Post Name |
| 12 | Manager - Security |
| Qualification | Commissioned Officers with 5 yrs service in Army/ Navy/Air Force (OR) a Police Officer not below the rank of Asst. SP/ Dy.SP with 5yrs of service (OR) officer of identical rank in Para Military Forces with minimum 5 years service. |
| Experience | Preferably having two years of experience as Security officer in a large Public/Private Sector Organization. |
| Job Profile | Responsible for ensuring security & Fire Safety of Bank's Branches/Offices/Currency Chests in the Region, implementation of Bank's security guidelines in Regions/Branches/Offices, assist in the Recruitment of Armed Guards & their training. Liaison with Police, Govt & other related Agencies. |
| Post Code | Post Name |
| 13 | Manager - Economist |
| Qualification | Post Graduate (Regular, Full Time) in Economics or Equivalent Qualification from a Recognised University. Knowledge of econometrics, statistics and analytical forecasting techniques is essential. PHD/Doctorate in Economics will be an added advantage. |
| Experience | Minimum two years post qualification experience in Planning / Economics Department of a Scheduled Commercial Bank. |
| Job Profile | Interpretation of ALM, Financial Modeling like Simulation, Forecasting of Financial Parameters, Planning, Budgeting and Monitoring of the performance of Branches / Regions / Bank, Interpretation of Macro Economic and Financial Sector Policies, Preparing Forecast for business indicators from analysis of various Magazines / Newspapers / Publications, etc., Building up of data base and industry profiles. |
| Post Code | Post Name |
| 14 | Manager - Credit |
| Qualification | Graduate (Regular, Full Time) in any discipline from a Recognized University AND Qualified CA from The Institute of Chartered Accountants of India (ICAI) or Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI). CAIIB/advanced training in credit will be an added advantage. |
| Experience | Minimum two years experience in credit in medium/large size Bank/Financial Institution, having evaluated credit proposals, analysed and interpreted financials, credit statements and other related documents and appraised large credit proposals |
| Job Profile | Evaluate credit proposals, analyze/interpret financial & credit statements, projects, supervise/monitor and follow-up of credit operations. |
| Post Code | Post Name |
| 15 | Manager - Credit Financial Analyst |
| Qualification | MBA (Finance) (Regular, Full Time) or Equivalent Qualification from a Recognized University (OR) Graduate with 55% aggregate marks / Post Graduate (Regular, Full Time) from a Recognized University with JAIIB. CAIIB / Degree or Diploma in Risk Management/ Treasury Management/ International Banking will be an added advantage. |
| Experience | Minimum two years experience in credit appraisals, monitoring/supervision of credit in the Credit Dept. or in a branch dealing with large borrowal accounts in medium/large size Bank / Financial institution. Knowledge of credit risk management will be an added advantage. |
| Job Profile | Evaluate credit proposals, perform balance sheet analysis, examine the audited financial statements in order to assess lending risks. Preparing industry study reports, making presentations, assessing current trends in business practices, keeping abreast with the new regulations or policies that affect the business decisions and credit appraisal preparation and monitoring. |
| Post Code | Post Name |
| 16 | Manager - Law |
| Qualification | Post Graduate Degree in Law (L.L.M.) (Regular, Full Time) from a Recognized University with minimum 50% aggregate marks. |
| Experience | Minimum four years experience out of which three years experience as a practising advocate in Civil Court/DRT dealing with Bank related cases. Priority/Preference will be given to candidates working in a Bank. |
| Job Profile | Independently handle various legal issues / references, vetting of loan Documents, Drafting of Plaints, Appeals, Affidavits, Written Statements, handle matters arising out of Securitization Act, asset recovery, contracts/ agreements, compliance with labour laws/ Industrial Disputes, writ matters, attend Civil & Criminal, High Courts/Supreme Court/DRTs/Adalats/Forums/Tribunals/ Commissions. |
| Post Code | Post Name |
| 17 | Manager - Statistician |
| Qualification | Post Graduate (Regular, Full Time) in Statistics or Equivalent Qualification with minimum 60% aggregate marks from a Recognized University. Degree/Diploma in Computer Applications is required. Knowledge of statistical packages such as SAS/SPSS |

| | |
|----------------------|---|
| | will be an added advantage. |
| Experience | Minimum two years experience as statistician in officers' cadre in Financial Institution / medium / large size Bank with adequate experience in Statistical model development, handling large volume of data, application of statistical techniques & tools etc. |
| Job Profile | Developing statistical models for Credit Risk, Market Risk, Operational Risk under BASEL II norms and application of Statistical techniques for Risk Management, analysis of Bank portfolios & submission of reports to various authorities. |
| Post Code | Post Name |
| 18 | Manager - Mid Office & Market Risk |
| Qualification | Post Graduate (Regular, Full Time) in Statistics / MBA (Finance) or Equivalent Qualification (OR) Qualified CA from The Institute of Chartered Accountants of India (ICAI) (OR) Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI). CAIIB will be an added advantage. Proficiency in Computer Applications is highly desired. |
| Experience | Minimum two years work experience in Treasury / Forex related job in Mid Office (or) Assets Liability Management (or) Market Risk in Risk Management Dept. in a Scheduled Commercial Bank. |
| Job Profile | Handling of jobs related to Asset Liability Management, Mid-office, Market Risk and implementation of Advance approach of Market Risk under BASEL-II. |
| Post Code | Post Name |
| 19 | Manager - Credit Risk Rating |
| Qualification | MBA (Finance) (Regular, Full Time) or Equivalent Qualification from a Recognised University (OR) Qualified CA from The Institute of Chartered Accountants of India (ICAI) (OR) Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI) (OR) A Graduate (Regular, Full Time) with 55% aggregate marks / Post Graduate (Regular, Full Time) in any discipline from a Recognised University with JAIIB. |
| Experience | Minimum two years work experience in Risk Management Dept, in a Scheduled Commercial Bank. Should have strong data analysis skills, read, analyse & interpret financial statements / key financial ratios of corporate /firms and proficiency in Computer Operations are desired. |
| Job Profile | Work relating to Risk Management, including credit rating of borrowers through CRISIL software, develop and evaluate risk rating models including back testing and stress testing. |
| Post Code | Post Name |
| 20 | Manager - IT Networking |
| Qualification | B.E. / B-Tech in Computer Science / Electronics & Communication/ Information Technology (Regular, Full Time) from a Recognized University. Cisco Certified Network Associate (CCNA) certification and Cisco Certified Network Professional (CCNP) Certification will be an added advantage. |
| Experience | Minimum two years related experience in Corporate Network Administration in a medium/large multi location organization. Good Knowledge of networking equipments like VPN, VSAT, ISDN etc is desired. |
| Job Profile | Responsible for handling and maintaining various Networks and Networking equipments i.e., WAN, VPN etc. |
| Post Code | Post Name |
| 21 | Manager - IT Programming |
| Qualification | MCA / B.E. / B-Tech in Computer Science / Electronics & Communication / Information Technology (Regular, Full Time) or Equivalent Qualification from a Recognized University. Certification in VB, Java, SQL, ASP.Net, C++, HTML, XML, Oracle (OCA/OCP), will be added advantage. |
| Experience | Minimum two years programming experience in a medium/large sized Bank/ Financial Institution/ organization. Knowledge of Banking software such as Finacle, Internet Banking etc as a developer or implementer or technical support personnel is desirable. |
| Job Profile | Developing Software packages/Programs for different verticals/departments of the Bank and maintain/upgrade the existing Software packages. |
| Post Code | Post Name |
| 22 | Manager - Data Base Administration (DBA) |
| Qualification | MCA / MCS / B.E. / B-Tech in Computer Science / Electronics & Communication/ Information Technology (Regular, Full Time) (or) Equivalent Qualification from a Recognized University. Professional Certification from ORACLE (OCA) is a must. Advanced certification in Oracle (OCP) will be added advantage. |
| Experience | Minimum two years experience in managing data base in a Bank or Financial Institution/medium/Large organization. Experience as Corporate Data Base Administrator in Oracle, SQL Server and other databases, knowledge about working of Banks and knowledge of banking software as a developer or implementer is desirable. |
| Job Profile | Manage and administer Data Bases of different Applications running on various Operating Systems. |

| | |
|----------------------|---|
| Post Code | Post Name |
| 23 | Chief Manager - General Banking |
| Qualification | Post Graduate (Regular, Full Time) in any discipline from a Recognised University with CAIIB. |
| Experience | Minimum seven years experience as Officer in a Medium/Large sized Bank/ Financial Institution out of which a minimum of one year experience as Scale-III Officer having exposure in Credit/Forex/Branch operations/Retail, Insurance Products. Should have worked as Branch Head in a Bank's Branch for atleast one tenure during the above period. |
| Job Profile | Candidates are expected to head a branch of Very Large Size and will be responsible for the overall growth of the branch under all parameters. Should be well exposed to branch operations / credit / forex etc., and related areas as per the needs of the Bank. |
| Post Code | Post Name |
| 24 | Senior Manager - General Banking |
| Qualification | Graduate (Regular, Full Time) in any discipline with 55% aggregate marks with CAIIB/Post Graduate with CAIIB (OR) Qualified CA from The Institute of Chartered Accountants of India (ICAI) (OR) Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI) (OR) MBA (Finance) or Equivalent (Regular, Full time) from a Recognized University. Diploma in Risk Management / Treasury Management / International Banking will be an added advantage. |
| Experience | Minimum six years experience as an Officer in a Scheduled Commercial Bank, of which one full year as Scale II Officer, having exposure to Credit / Forex / Branch Operations / Retail / Insurance Products. |
| Job Profile | Branch Operations / Credit / Forex etc., and related areas as per the needs of the Bank. |
| Post Code | Post Name |
| 25 | Manager - General Banking |
| Qualification | Graduate (Regular, Full Time) in any discipline with 55% aggregate marks with JAIIB (or) Post Graduate with JAIIB (or) Qualified CA from The Institute of Chartered Accountants of India (ICAI) or Qualified ICWA from The Institute of Cost and Works Accountants of India (ICWAI) (or) MBA (Finance) (Regular, Full Time) or Equivalent Qualification from a Recognized University. CAIIB (or) Diploma in Risk Management/ Treasury Management / International Banking will be an added advantage. |
| Experience | Minimum four years experience in a Scheduled Commercial Bank, of which 2 years as Officer. |
| Job Profile | Branch Operations / Credit / Forex etc., and related areas as per the needs of the Bank. |
| Post Code | Post Name |
| 26 | Probationary Assistant Manager - General Banking |
| Qualification | Graduate (Regular, Full Time) in any discipline with 55% aggregate marks from a Recognized University, (50% aggregate marks in case of SC/ST Candidates). |
| Experience | ----- |
| Job Profile | Branch Operations / Credit / Forex etc. and related areas as per the needs of the Bank. |

6. SELECTION PROCEDURE:

| Sl.No. | Name of the Post | Selection Procedure |
|--------|--|--------------------------|
| 1 | Specialist / Generalist officers in MMG-S-II to SMG-S-IV | Interview |
| 2 | Probationary Asst. Manager in JMG-S-I | Written Test + Interview |

6.1. For MMG-S-II to SMG-S-IV:

Only the short-listed candidates would be called for interview taking into consideration the various attributes like educational qualifications, experience under relevant area, the length of experience and the relevancy of the experience to the post notified by the Bank and at the discretion of the Bank. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short-listing with reference to candidates' aforesaid attributes, etc.

Final selection will be on the basis of the merit ranking in the interview.

6.2. For Probationary Assistant Managers –JMG-S-I:

The written test will consist of an objective test as well as Descriptive test.

a) Objective Test:

| Sl.No. | Name of the Test / Paper | No. of Questions & Marks |
|--|-------------------------------|---|
| 1 | Test of Reasoning Ability | 100 questions carrying 175 marks |
| 2 | Test of Quantitative Aptitude | 50 questions carrying 75 marks |
| 3 | Test of General Awareness | 50 questions carrying 25 marks |
| 4 | Test of English Language | 50 questions carrying 25 marks |
| | Total | Four Papers (250 questions carrying 300 marks) |
| 300 marks for a duration of 2 hours and 30 minutes. | | |

The objective test except for the Test of English Language will be printed in Hindi and English. Wrong answers will result in negative marks. Candidates should secure a minimum of 30% (25% for SC/ST Candidates) in each of the above papers, subject to a total average of 40% (35% for SC/ST Candidates) as qualifying marks.

b) Descriptive Test:

| Assessment of | Details of the Test | Qualifying Marks |
|---|--|---|
| Wealth of ideas, higher order cognitive abilities, organization of ideas in a logical coherent manner to assess knowledge on socioeconomic developments, written communication skill, etc. in a concise manner. | 5 compulsory questions with internal options for 100 marks. Duration: 1 hour. Option to answer either in Hindi or English. | Minimum 40% (35% for SC/ST candidates), but marks so obtained are not reckoned for merit ranking. |

c) Interview:

- Only those candidates who have secured the minimum qualifying marks stipulated for written test (i.e., Objective as well as Descriptive) shall be called for interview depending upon the ranking as per the marks obtained by them in the objective test.
- Only those candidates who rank sufficiently high in the written test will be called for interview. Mere eligibility/pass in the test shall not vest any right in a candidate for being called for interview.
- Interview shall be conducted to assess the personality traits having bearing on general demeanor, interpersonal competence, adaptability, courtesy, self confidence & temperament and communication skills.
- Maximum marks for interview shall be 75 with minimum qualifying marks of 40% (35% for SC/ST candidates).

The Bank reserves the right if it so desires to hold a second stage of written test on the basis of order of merit in the written test of first stage as referred above. If the second stage of written test is held the subsequent process of interview and further process would be on the basis of order of merit of the second stage test.

d) Final selection will be on the basis of the merit ranking arrived as under:

| Probationary Assistant Manager - in JMG-S-I | |
|---|---------------|
| Aggregate marks obtained in | |
| i) Objective test | ii) Interview |

The Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.

7. Centre Code and Name of the Centres (For Probationary Assistant Managers -JMG-S-I only):

The Written Test will be scheduled at the following centers and the address of the Venue will be advised in the call letters. The Bank reserves the right to add or delete any centre.

| Centre Code | Name of the Centre |
|-------------|--------------------|
| 11 | Ahmedabad |
| 12 | Bangalore |
| 13 | Bhopal |
| 14 | Chandigarh |
| 15 | Chennai |
| 16 | Delhi |
| 17 | Guwahati |
| 18 | Hyderabad |
| 19 | Jaipur |
| 20 | Kolkata |
| 21 | Lucknow |
| 22 | Mumbai |

Request for change of the test center shall not be entertained.

Bank reserves the right to cancel any of the centers and add some other centers, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidates to any of the centers other than the one he/she has opted for.

8. Pre - Examination Training - SC / ST / Minority Community Candidates (For Probationary Assistant Managers -JMG-S-I only):

It is proposed to impart Pre-Examination Training to candidates belonging to Scheduled Castes/Scheduled Tribes/Minority Communities at the following centres at the discretion of the Bank:

| Centre Code | Name of the Centre |
|-------------|--------------------|
| 1 | Bangalore |
| 2 | Chennai |
| 3 | Delhi |
| 4 | Hyderabad |
| 5 | Kolkata |
| 6 | Mumbai |

An eligible candidate who wishes to avail Pre-examination Training should invariably fill in the relevant column in 'On-Line Application format. All expenses regarding travelling, boarding, lodging, etc. will be borne by the candidate for attending the Pre-Examination Training programme at the concerned Training Centre. If sufficient number of candidates are not willing to undergo training at a centre or due to administrative exigencies, the Bank reserves the right to allot a nearby centre for Pre-examination training.

9. Application Fee & Postage Charges (Non-Refundable):**9.1. For MMG-S-II to SMG-S-IV:**

| |
|--|
| 9.1. A) ₹ 50/- towards postal charges (No Application Fee) for SC/ST/Persons With Disabilities. |
| 9.1. B) ₹ 300/- Application fee (including postal charges) for all others including OBC & Ex-Serviceman Candidates. |

NOTE: A Candidate may apply for more than one post in the same Scale only. Such candidates must however, register on-line for each post separately and must pay the requisite application fee for each post separately and send the print-out of the Computer Generated Online Application accompanied by separate Fee Payment Challan and separate attested copies of required certificates etc in separate envelopes. Please note that, submission of multiple applications by a single applicant for more than one post in different Scales (i.e. applying for Scale-II, Scale-III and Scale IV by the same applicant) is not permitted.

9.2. For Probationary Assistant Managers In JMG-S-I:

| |
|--|
| 9.2. A) ₹ 50/- towards postal charges for SC/ST/PWD Candidates. |
| 9.2. B) ₹ 300/- Application fee (including postal charges) for all others including OBC & Ex-Serviceman Candidates. |

NOTE: A candidate applying for the post of Probationary Assistant Manager in JMG-S-I has to retain the Fee Payment Challan with him/her and submit it in the examination hall along with the call letter without which he/ she will not be allowed to appear for the written examination. The candidate should not send the fee payment challan to the Bank or to the address in the advertisement.

10. Procedure for Payment of Fees:

- A candidate has to first visit the Bank's website and take a printout of the respective Fee Payment Challan
- After filling in all the necessary details on the Fee Payment Challan in block letters the candidate has to go to the nearest Vijaya Bank branch and pay the requisite application/postage fee in Account No. **900900022503003** towards "VIJAYA BANK REC-PROJ-2010- MMG-II - SMGIV" or Account No. **900900022503004** towards "VIJAYA BANK REC-PROJECT-2010-PAM-JMG-S-I" as the case may be.
- Candidates can visit our website for the list of our branches.
- After payment of fees the candidate should obtain the 'Candidate's Copy' of the Fee Payment Challan with the necessary particulars such as (1) Branch Name (2) Branch Code (3) Date of Deposit and Amount (4) Transaction ID duly filled in by the Branch official. Kindly ensure that these details are filled in as these will have to be mentioned in the Online Application Form.
- The original Fee Paid Challan will have to be sent along with the system generated printout for MMG-S-II to SMG-S-IV. For Probationary Assistant Managers-JMG-S-I the original Fee Payment Challan will have to be submitted along with the call letter in the examination hall.
- Fees can be paid only between **20.09.2010** and **15.10.2010**.
- Payment of Application Fee and/ or Postal charges through Demand Draft / Cheques / Money Orders / Postal Orders etc. will not be accepted.**

(viii) Applications once made will not be allowed to be withdrawn and fees once paid will not be refunded in any case nor can it be held in reserve for any other selection process. Therefore candidates are advised to ensure he/she fulfills the eligibility norms.

11. GENERAL INSTRUCTIONS:

a) Educational Qualifications: The qualifications prescribed for the post are the minimum. Candidates must possess the qualifications as on 30.06.2010. In addition to the educational qualification prescribed, computer knowledge is also essential for all posts.

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

For JMG-S-I : Two Years
For MMG-S-II, MMG-S-III & SMG-S-IV : One Year

Indemnity Bond:

All the officers in all scales and all fields are required to serve the Bank for a minimum stipulated period of 3 years from the date of joining the Bank and are also required to execute an indemnity bond of ₹ 2.00 Lakh (Rupees Two Lakh only) in the case of Probationary Asst. Manager in JMG-S-I and ₹ 3.00 Lakh (Rupees Three Lakh only) in case of Officers in MMG-S-II to SMG-S-IV at the time of joining the Bank indemnifying that they will pay the aforesaid amount to the Bank if they leave the services of the Bank before completion of the stipulated period of 3 years.

c) Candidates need not send the Print out of the Computer Generated Online Application after submitting the application online in respect of Probationary Assistant Manager in JMG-S-I. However, they are advised to take a Print-out and retain the same for future reference and are required to produce the same at the time of Written Test/Interview.

In respect of MMG-S-II to SMG-S-IV the 'Online Registered Computer Generated Application Print-out' along with the Fee Payment Challan for the requisite amount has to be sent alongwith the relevant documents to the address provided in Section 12 Point No. xviii of the Advertisement. Unless the hard copy of the 'Online Registered Computer Generated Application Print-out' is received by Ordinary Post alongwith the requisite Fee Payment Challan, photograph pasted, duly signed and enclosed with relevant certificates the On-line registration is not valid. (Please do not send the Fee Payment Challan or Computer Generated Online Registered Application Form to any other Branch/Office of the Bank.) An application not accompanied by copies of relevant certificates, wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.

d) i) Before applying for a post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the interview, selection and any other matter relating to recruitment will be final and binding on the candidate. **The Bank in this behalf shall not entertain any correspondence or personal enquiries. In case it is detected at any stage of recruitment process that a candidate does 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 is/are detected even after appointment, his/her services are liable to be terminated.**

ii) In respect of JMG-S-I post, admission to written test/calling for interview is purely provisional without verification of age/ qualification/ category etc. of the candidates. Mere receipt of call letter for written test/interview does not imply that the Bank is satisfied about the candidate's eligibility.

e) i) Candidates, must submit the attested photocopies of all the certificates/documents in support of educational qualifications, experience, date of birth and caste/disability (if any) only at the time of Interview in case of Probationary Asst. Manager in JMG-S-I. In case of Officers in MMG-S-II to SMG-S-IV, the aforesaid attested copies should be sent alongwith the Computer Generated Online Registered Application Form to the specified address.

ii) Candidates belonging to SC/ST/OBC and PWD category should submit an attested copy of their Caste Certificate/Certificate of Disability issued by the Competent Authority only at the time of Interview in case of Probationary Asst. Manager in JMG-S-I. In case of Officers in MMG-S-II to SMG-S-IV, the aforesaid attested copies should be sent alongwith the Computer Generated Online Registered Application Form.

However, these candidates will also have to produce original caste certificate/relevant certificates at the time of interview as the case may be, failing which his/her candidature will be cancelled.

iii) Candidates belonging to OBC but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'Gen' or 'Gen Persons With Disabilities' as applicable. 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. having 'CREAMY LAYER' Clause, based on income for the financial year 2009-2010 should be submitted. **OBC certificate should not be more than one year old as on the date of online application.**

iv) "Persons with Disabilities" claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the "The Persons With Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act of 1995" in support of their disability.

v) THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PERSONS WITH DISABILITIES (PWD) IS AS UNDER:

For SC / ST / OBC: (a) District Magistrate/Additional District Magistrate / Collector / Deputy Commissioner / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. (b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate. (c) Revenue Officer not below the rank of Tahsilidar. (d) Sub-divisional Officer of the area where the candidate and/or his family normally resides.

For Persons With Disabilities (PWD): Authorised certifying authority will be Medical Board at the District level. The Medical Board will consist of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic Surgeon.

f) A recent, recognizable passport size photograph should be firmly pasted on the call letter for written test for Probationary Asst. Manager in JMG-S-I and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview as the case may be. 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.

g) The candidates will have to appear for Interview at their own expense. However, eligible (Unemployed) outstation SC/ST & PWD candidates attending the interview will be reimbursed to & fro First Class Rail/Bus Fare for posts in MMG-Scale II & above and for posts in JMG-Scale I Second Class Rail / Bus fair by the shortest route on production of evidence of travel. Fare will not be reimbursed to candidates belonging to other categories appearing for interview.

h) Candidates applying for officer posts should be willing to serve anywhere in India.

- i) Any request for change of address will not be entertained.
- j) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bangalore only.
- k) The IBPS / Bank takes no responsibility to connect any certificate/remittance sent separately.
- l) In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- m) Persons who have taken Voluntary Retirement under the Special Scheme introduced by Public Sector Banks are not eligible to apply.
- n) 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.
- o) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the specialist officers, recruited/selected in the Bank will be required to inculcate overall knowledge of various facets of the banking for which the bank will provide necessary On-The-Job/Theoretical Training in Staff Training College/Branches/Offices, etc., so as to enable specialist recruits also to undertake all type of banking activities.
- p) In respect of previous experience, reference has been made to various scales. It should be clearly understood that this is with reference to hierarchy/scale prevailing in nationalized banks. Candidates who are not from nationalized banks should have experience in a scale equivalent to that.

q) 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 registering the information/details.

At the time of Written Test/Interview or subsequently, 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 Written test/Interview Venue 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 any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable :
 - a) to be disqualified from the test / interview for which he/she is a candidate
 - b) to be debarred, either permanently or for a specified period, from any test or recruitment conducted by IBPS / Bank.

12. HOW TO APPLY:

(All the guidelines are Common for both Officers in MMG-S-II to SMG-S-IV and Probationary Asst Manager in JMG-S-I except Sl. No. xviii which is specific to Officers in MMG-S-II to SMG-S-IV and Sl. No. xix which is specific to Probationary Assistant Manager in JMG-S-I)

- (i) Candidates are required to apply Online through website www.vijayabank.com. No other means/ mode of application will be accepted.
- (ii) Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment project. Bank may send call letters for written test, interview etc. through the registered e-mail ID also. Under no circumstances, he/she should share/mention e-mail ID to/of any other person.
- (iii) 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 Online.
- (iv) Applicants are first required to go to the Bank's website www.vijayabank.com and click the "Recruitment" link on the Home Page.
- (v) Thereafter, open the Recruitment Notification titled "RECRUITMENT PROJECT FOR GENERALIST AND SPECIALIST OFFICERS - 2010".
- (vi) Take a Printout of the 'FEE PAYMENT CHALLAN'.
- (vii) Fill in the Fee Payment Challan in a clear & legible handwriting in BLOCK / CAPITAL LETTERS.
- (viii) Go to the nearest Vijaya Bank Branch with the Fee Payment Challan and pay, in Cash, the appropriate Application Fee / Postage Charges in Account No. 900900022503003 towards "VIJAYA BANK PROJ-2010-MMG-II-SMGIV" or Account No. 900900022503004 towards "VIJAYA BANK PROJECT-2010-PAM-JMG-S-I".
- (ix) The details of fee to be paid are indicated in section 9.1 & 9.2 above. Even if the last date for applying online is changed / extended; the dates for Payment of the Application Fee / Postage Charges will remain the same i.e. 20.09.2010 to 15.10.2010.
- (x) Candidates can visit our website for the list of our branches.
- (xi) After payment of fees the candidate should obtain the 'Candidate's Copy' of the Fee Payment Challan with the necessary particulars such as (1) Branch Name (2) Branch Code (3) Date of Deposit and Amount (4) Transaction ID duly filled in by the Branch official. Kindly ensure that these details are filled in as these will have to be mentioned in the Online Application Form.
- (xii) Candidates are now ready to Apply Online by re-visiting the --> Recruitment option on the Bank's

website and going to the option "Click here to Apply Online" under "VIJAYA BANK RECRUITMENT PROJECT-2010-SPECIALIST/GENERALIST OFFICERS" or "VIJAYA BANK RECRUITMENT PROJECT-2010 - PROBATIONARY ASSISTANT MANAGER IN JMG-S-I" to open up the appropriate Online Application Format.

- (xiii) Carefully fill in the details from the Fee Payment Challan in the Online Application Form at the appropriate places. Fill in all other required information. Ensure that all Biodata details are correctly filled in. Click the Submit button. Retain your Registration No. and Password for further reference safely. After applying Online, candidate should obtain a Computer Generated Online Registered Application Print-Out and must retain the same for future reference.
- (xiv) There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. **This Modification facility shall be available two days after registration and upto 17.10.2010. Modification will be allowed only 3 times. After the above date, no modification will be permitted.** Candidates should take utmost care to furnish the correct details while filling in the online application.
- (xv) Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to deposit the fees to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of internet failure/ website jam/congestion/choking.
- (xvi) The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- (xvii) Candidates desirous of applying for more than one post (MMG-S-II to SMG-S-IV) must send separate applications to each post along with separate set of copies of required certificates and separate fee/postal charges as applicable in separate envelopes. Single application for more than one post or two or more applications sent in one envelope shall be treated as invalid. Please note that, submission of multiple applications by a single applicant for more than one post in different Scales (i.e. applying for Scale-II, Scale-III and Scale IV by the same applicant) is not permitted. A candidate can apply for different posts in the same scale only.
- (xviii) **In case of Officers in MMG-S-II to SMG-S-IV only.**
The Computer Generated Online Registered Application Print-out complete in all respects should be sent **by ordinary post** in a closed envelope super scribed "APPLICATION FOR THE POST OF (Post code No.) in Vijaya Bank", to the following address:

For Officers in MMG-S-II to SMG-S-IV
VIJAYA BANK RECRUITMENT PROJECT - 2010
(Specialist / Generalist Officers in MMG - S - II to SMG - S - IV)
POST BOX NO.9724, BORIVALI - EAST
MUMBAI - 400 066.

Note:

- a) Each hard copy of the application pasted with recent photograph, signed at appropriate place, must be accompanied by (i) Fee Payment (Bank) Challan (ii) Copies of under mentioned certificates (only attested true copies of certificates) should be sent by candidates along with the application through ORDINARY POST :
 - i. Secondary School Certificate/School Leaving Certificate or any other documentary proof of age.
 - ii. Marks Sheets (year-wise) showing specifically the subject studied and certificate/s in support of educational qualifications viz., SSLC, 12th/PUC, Graduate Degree, Post-graduate Degree, Professional Research, etc.
 - iii. Experience certificate/s specifying designation, Grade/Scale, job profile, period of service (with specific dates, emoluments, activity profile of previous and present employers, etc.)
 - iv. SC/ST/OBC/Ex-Servicemen / Persons with disability (PWD) certificate/s as detailed in Section 3 & 4, wherever applicable.
- b) In order to ensure that the applications enclosing relevant documents reach well before the closing date, the candidates serving in Government/Quasi Government Offices / Public Sector Undertakings including Nationalized Banks & Financial Institutions are advised to submit their computer generated application printout along with the original fee payment challan in advance.
- c) Employees of Vijaya Bank who satisfy the eligibility criteria, after applying online, should route their applications through proper channel to the **Chief Manager**, Vijaya Bank, Head Office, Personnel Department (HRD), Bangalore-1. Such candidates, if selected, shall resign from their positions in the Bank and rejoin the Bank's service afresh.
- d) **Unless the hard copy of the 'Online Registered Computer Generated Application Print-Out' is received by Ordinary Post along with the requisite fee payment challan, Photograph pasted, duly signed and enclosed with relevant certificates the On-line registration is not valid.**

(xix) For Probationary Asst. Manager in JMG-S-I only:

For candidates applying for the post of Probationary Assistant Manager in JMG-S-I, the candidates are advised to **retain** the Computer Generated Online Registered Application Print-out along with the candidate's copy of the Fee Payment Challan.

At the time of the written test / Interview the Computer Generated Online Registered Application Print-out **along with the candidate's copy of the Fee Payment Challan and the necessary certificates** will have to be submitted with the Call Letter. Without the Computer Generated Online Registered Application Print-out & Fee Payment Challan / relevant Certificates the candidate will not be allowed to appear in the written test / interview.

- (xx) Selected candidates will be required to produce a valid discharge/relieving & experience certificate from the present employer before joining the services of the Bank.
- (xxi) Candidates serving in Government/Quasi Government offices/public sector undertakings including nationalized banks and Financial institutions are advised to submit 'No Objection Certificate' from the employer at the time of interview, failing which their candidature may not be considered and traveling expense, if any, otherwise admissible, will not be paid.

13. Last Date for Receipt of Application Print-outs (For Officers in MMG-S-II to SMG-S-IV only):

THE COMPUTER GENERATED ONLINE REGISTERED APPLICATION PRINTOUT ALONG WITH RELEVANT DOCUMENTS WITH FEE PAYMENT CHALLAN SHOULD REACH the Address mentioned above **BEFORE 25.10.2010 by Ordinary Post only**. For the candidates staying abroad and for those posting Print-out from Andaman & Nicobar Islands, Lakshadweep, Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J & K State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, the last date for receipt of Print-out will be **02.11.2010. An application received after the last date will not be entertained by Bank.**

The Bank will not be responsible for any loss of application, relevant documents, Fee Payment Challan in transit or for rejection of application because of non-receipt of the hard copy of the application, relevant documents, fee payment Challan before the stipulated date.

14. Written Test For Probationary Assistant Managers in JMG-S-I:

14.1 The date of the Written Test for **Probationary Assistant Manager in JMG-S-I** is **TENTATIVELY FIXED** as **12.12.2010**. However, it will be intimated in the Call Letter along with the Centre/Venue for the test, well in advance of the date of written test.

14.2 Call letter for written test will be sent to the eligible candidates at the correspondence address given in their 'Online Registered Computer Application form' by ordinary post and requests for sending letters to a different address subsequently will not be entertained.

14.3 An eligible candidate who does not receive the call letter by the date mentioned below may download his/her call letter from the Bank's website. An eligible candidate who is unable to download his/her call letter may contact the Deputy General Manager-Personnel, Vijaya Bank, Head Office, Personnel Department (HRD), 41/2, M G Road, Bangalore - 560 001, Phone No. (080)-25584066 indicating his/her name, address, registration number, email-id, date of birth, Payment details of Bank Fee Payment Challan and test centre opted, to enable the Bank to take immediate remedial action. Alternatively he/she may contact by email at the email-id hrdrecruitment@vijayabank.co.in furnishing the above details.

| Post | Call Letter for written test if not received by | Dates for downloading Duplicate Call Letter |
|---------------------------------------|---|---|
| Probationary Asst. Manager in JMG-S-I | 07.12.2010 | From 07.12.2010 to 11.12.2010 |

15. CALL LETTERS FOR INTERVIEW:

a) For MMG-S-II to SMG-S-IV: All eligible and short listed candidates will receive call letters by post at the correspondence address given by the candidate in their 'Online Registered Computer Generated Application Print-out'/Application form by ordinary post and requests for sending letters to a different address subsequently will not be entertained.

b) Probationary Asst. Manager in JMG-S-I: The details pertaining to Call Letters for Interview will be provided when the schedule for Interview for candidates successful in the written test will be published in the Bank's website.

16. All further announcements/details pertaining to this Recruitment Project will be published / provided in our Bank's website (www.vijayabank.com) from time to time. All the applicants are advised to visit the Bank's website at regular intervals, for all further announcements/details.

14.09.2010 Sd/-
Bangalore GENERAL MANAGER (PERSONNEL)

Please go through the above advertisement before going for on line Registration.

For Detailed Advertisement and for applying / registering online visit the Bank's website:

www.vijayabank.com