

बैंक ऑफ महाराष्ट्र

(भारत सरकार का उपक्रम)

मानव संसाधन विकास विभाग

प्रधान कार्यालय, लोकमंगल, 1501 शिवाजीनगर, पुणे 5



BANK OF MAHARASHTRA

(A GOVERNMENT OF INDIA UNDERTAKING)
HUMAN RESOURCES MGT DEPTT.

Central Office, "Lokmangal",

1501 Shivajinagar, Pune - 411 005.

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RECRUITMENT OF SECURITY OFFICERS PROJECT - 2017-18 **RECRUITMENT NOTIFICATION**

BANK OF MAHARASHTRA, Leading Listed Public Sector Bank with Head Office in Pune and all India network of branches invites ON-LINE Applications, from candidates for recruitment of **Security Officers**.

Bank of Maharashtra, with a network of more than 1897 branches in India enjoys the presence in all states and 4 Union Territories. The total business of the Bank is over Rs. 2,40,000 Crores. The Bank is committed to augmenting stakeholder value through concern, care and competence. The Bank believes that its manpower, process and mechanism are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are the most valuable asset and the HR Mission of the Bank is "Creating Competence and Passion for Business Excellence".

Having completed 80 years of our purposeful existence, we are architecting and laying a strong foundation for creating "A Bank of the Future for the Next Century and for emerging as a Financial Conglomerate and as a One-Stop Shop for Financial Services", to deliver mass and class banking experience to our customers

We are looking for talented individuals with winning attitude to be partners in the growth journey of the Bank through shouldering responsibility, as Security Officers in the following Disciplines:

1- Details of Posts & Reservation:

Post (Scale)	Age (Years) Min-Max	No of Vacancies					Of which PWD		
		SC	ST	OBC	UR	Total	VH	HH	OH
Manager (MMGS-II) Security officer	25 – 40 (Inclusive of all relaxations)	1	0	3	9	13	-	-	-

Abbreviations Stands for –

(MMGS – II) Middle Management Grade Scale – II

SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes,

UR – Un reserved, PWD-Persons With Disability, VH- Visual Impaired,

HH- Hearing Impaired, OH- Orthopaedically Impaired.

Note:

- The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.
- The candidates discharged/will be discharged from services on or before 30.09.2017 are only eligible to apply for these posts.**

2- Eligibility Criteria and other details: (Computed as on 30.09.2017)

1	Qualification	Graduation in any discipline from a University recognised by the Government of India or any equivalent qualification recognised as such by Central Government.
2	Age	Minimum : 25 years; Maximum – 40 years (Inclusive of all relaxations.)
3	Experience	An Officer with 5 years of commissioned Service in Army/Navy/Air Force and not below the rank of Captain or equivalent or an officer not below the rank of Asst. Commandant in para Military Forces or police officer not below the rank of Asst. Superintendent of police/Dy. Superintendent of police with 5 years experience. At the time of retirement, candidate should have with EXEMPLARY character and the same should be mentioned in the discharge book.
4	Computer Literacy	Working Knowledge of computer systems shall be essential qualification, which the candidate must either possess or acquire within 6 months from the date of joining the Bank.
5	Hindi Knowledge	The candidate shall acquire working knowledge of Hindi, if not possessed already, before completion of probationary period.
6	Job Profile	<ul style="list-style-type: none"> ❖ Monitoring Security and Fire Safety of the Bank, Liaisoning with Police & other security Officials, Training Armed Guards etc. ❖ Work related to development and security arrangements in case of need and allied activities. ❖ Not withstanding the above, any developmental work assigned to him/her based on administrative requirement of the Bank for business growth and development
7	Posting	The appointment of security officer is on All India basis and the selected candidates liable to be posted anywhere in India subject to administrative exigencies.
8	Scale of Pay in MMGS- II	Rs. 31705 -1145/1-32850 -1310/10 – 45950 as per revised scales. Dearness Allowance, HRA,CCA, Medical Aid, Hospitalisation expenses, Leave Fare concession etc and perquisites like conveyance, Quarters, Furniture etc depending on the place of posting shall be available as per rules.

3- Probation and Service Bond:

Scale	Probation Period	Bond	
		Amount in Rs.	Minimum Service Period
MMGS-II	24 Months	2 .00 Lakh	2 years

The selected candidate will be on probation for a period of 24 months (Two Years of active service) from the date of his/ her joining the Bank. There is a mandatory provision of executing a Service Bond by selected candidate.

4- Confirmation :

The confirmation of newly recruited security officer will be subject to satisfactory completion of stipulated probation period.

5- Nationality / Citizenship:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor 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 examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

6- Application fee & Intimation charges (NON REFUNDABLE)

Sr. No	Category	Total
1	OBC / General (Application fee + intimation charges)	Rs. 600/-
2	<i>SC/ST/PWD (intimation charges only)</i>	<i>Rs. 100/-</i>

Application once submitted will not be allowed to be withdrawn and fees once paid will NOT be refunded on any ground nor can it be held in reserve for any other examination or selection.

Modes of Payment of Fees

Candidates have option for making the payment of requisite fees/ intimation charges through the ONLINE mode only from 12.08.2017 to 02.09.2017 and no other mode of payment is acceptable.

7- PROCEEDURE FOR APPLICATION :

HOW TO APPLY:

(A) DETAILED GUIDELINES/PROCEDURES FOR APPLICATION REGISTRATION

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

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

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

CATEGORY	AMOUNT (Rs)
SC/ST/PWD	Rs. 100 (Intimation charges only)
FOR ALL OTHERS	Rs. 600 (Application fee + Intimation charges)

Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate. Applications once submitted will not be allowed to withdraw and fee once paid will not be refunded on any ground nor can it be held in reserve for any other examination or selection.

Eligible candidate has to apply online through the Bank's website (www.bankofmaharashtra.in) only. No other means/ mode of application are acceptable.

A. Application Procedure

- (i) Candidates are advised to go to the Bank's website www.bankofmaharashtra.in and click on the 'RECRUITMENT' to open the link "Online application for recruitment of "Security officers" and then click on the option "APPLY ONLINE" which will open a new screen.
- (ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and e-mail id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

- (iii) Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct prior to final submission.
- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible / entertained after clicking the SUBMIT BUTTON.
- (v) The Name of the candidate or his / her Father / husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets. Any change/alteration found may disqualify the candidature.
- (vi) Validate your details and Save your application by clicking the 'Validate your details' and 'Proceed' button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- (x) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

a. The Duly signed print out of application form should be sent to the undersigned at the address given at point No (conditions o) by Ordinary Post only.

b. Candidates are requested to apply on-line between 12.08.2017 to 02.09.2017

Particulars	Date
Commence of date of on-line application	12.08.2017
Last Date of online application	02.09.2017
Last Date for receipt of hard copy of online application with enclosures.	12.09.2017
Date of GD/Interview	Will be informed separately.

c. Self attested copies of the following documents are to be submitted along with hard copy of Application Form

- i. A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidates and be forwarded.
- ii. Discharge Book/NOC issued by the competent authority to apply and specifically mentioning that the applicant will be discharged from the service on or before 30.09.2017.
- iii. Attested copy of School leaving certificate in support of Date of Birth
- iv. Attested copies of certificates and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate, Graduation and other qualifications.
- v. Copies of experience certificates.
- vi. Medical Certificates issued by the competent authority, specifying the extent of disability in case of PWD candidates. **(For details see Annexure -I)**
- vii. Attested copy of community /status certificate in the prescribed format in case of candidates belonging to SC/ST/OBC/PH/EX-Serviceman category issued by competent authority. **(For details see Annexure-II)**
- viii. Any other relevant documents.

B. PAYMENT OF FEES
Modes of Payment of Fees

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

Payment of fees/ intimation charges through the ONLINE MODE from 12.08.2017 to 02.09.2017 and no other mode of payment is acceptable.

8. GUIDELINES FOR SCANNING THE 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.

(1) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.
- The picture should be 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 is 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.

(ii) 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

(iii) 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/MS Office 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 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

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

(v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit / Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(vi) Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph I Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button
- (vii) Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (b) Candidates are advised to take a printout of their system generated online application forms after registering.
- (c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

9. SELECTION PROCEDURE:

The Selection for the post of Manager- Security is on the basis of short-listing and Group Discussions/or Personal Interview.

Depending upon the number of vacancies, Bank reserves the right to shortlist requisite number of candidates based on the academic track record of the candidate, experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for Group Discussion and /or Personal Interview.(The centre & address of the venue, time and date of Group Discussion and /or interview will be informed to the shortlisted candidates through call letter and candidates have to attend the same at their own cost.) The details of short-listed candidates for Group Discussions and /or interview will be displayed through Bank's website. Request for change of centre will not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, centre, venue for the Group Discussion and /or interview or hold supplementary selection process on particular date /session /venue/ centre / for set of candidates at its discretion, under unforeseen circumstances, if any.

- a) Preliminary screening /short listing with reference to candidate's qualifications, suitability / experience etc.
- b) Group Discussion of candidates will be conducted to assess the level of communication, clarity, solutions to the problems and adaptability.GD will be of 20 marks and the General candidates has to secure minimum 10 marks; Reserved category candidate has to secure 9 marks in GD to qualify for personal interview only.
- c) Final Selection will be on the basis of marks secured by the candidate in personal interview.

The total marks allotted for personal interview are 100. Candidates have to secure minimum marks as mentioned below. Depending upon the number of candidates and vacancies, if the bank decides to conduct both GD and Interview, in that case the marks will be 20:80

Category	Marks out of 100
Unreserved	50
SC/ST/OBC	45

Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

Note: i) Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the Group discussions/interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.

ii) The Bank reserves the right to change the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance.

iii) When called for Group Discussions(GD) and / or Interview, candidates have to bring submit original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.

iv) **The candidate called for GD/ Interview will be informed through Bank's website/registered e-mail/SMS as per information provided by them in the application.**

CONDITIONS

- (a) The Candidates should ensure that they fulfill all eligibility criteria. Their candidature at all the stages of recruitment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement. Bank will verify eligibility once the candidate has qualified for the interview.
- (b) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process.
- (c) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any reasons whatsoever.
- (d) The decision of the Bank in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any postal delay.**
- (e) The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**
- (f) The Bank reserves the right to cancel the Recruitment through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
- (g) Employees working in Government /Semi-Government Undertaking will have to produce " **No Objection Certificate**" at the time of GD/interview.
- (j) The application must be submitted on-line through Bank's website www.bankofmaharashtra.in.
- (k) Date of birth as per Secondary School Certificate (SSC)/School leaving certificate and age **as on 30.09.2017** should be mentioned.
- (l) Appointment of selected candidate 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.
- (m) The selected candidate will be on probation for a period of **Two years** active service from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.
- (n) Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.
- (o) Print copy of on line application with attested copies of certificates in support of age, qualifications & experience etc. should be submitted to **The Asstt. General Manager (IR &HRD) Bank of Maharashtra 'Lokmangal' 1501, Shivaji Nagar Pune-411005** so as to reach **on or before 12.09.2017**. Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.

SD/-

Place: PUNE

Date: 29.07.2017

Deputy General Manager
HRM

ANNEXURE -I

For PWD Candidates :

Authorised Certifying Authority will be the Medical Board at the District level. The Medical Board will consist of Chief Medical Officer, Sub-Divisional Medical Officer

- 01.** An Orthopedically
- 02.** Challenged (OC) person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.
- 02.** Visually Challenged (Blindness or Low Vision) (VC) refers to a person who suffers from either of the following conditions:
 - (a)** Total absence of sight,
 - (b)** Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses,
 - (c)** Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board appointed by the State Government.
 - (d)** A person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
 - (e)** Persons with low vision also are eligible for the vacancies reserved for persons with visual disability. Person with low vision means a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories :
 - (i)** Reduction of fields less than 50 degrees.
 - (ii)** Heminaopia with macular involvement.
 - (iii)** Altitudinal defect involving lower fields.
- 03.** 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 more than 60 decibels in the better ear in the conversational range of frequencies.

- (a) Reserved Category candidates namely SC/ST/OBC candidates should send attested photocopies of their caste certificate, and PWD candidates should send medical certificate issued by Medical Board at District level.
- (b) Candidates belonging to SC/ST/OBC and PWD category should also send an attested copy of their Caste Certificate &/or Medical Certificate of Handicap issued by the Competent Authority as indicated in Para 11 below. The SC/ST Caste Certificate should be in the format prescribed by the Government of India, Dept. of Personnel & Training, Office Memo No. 36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 & No. 36036/8/98-Estt. (Res.) dated 16.03.1999. The Other Backward Class (OBC) Certificate should invariably contain the 'CREAMY / NON-CREAMY LAYER' CLAUSE based on income for the financial year 2004-2005. and should be in the format prescribed vide Government of India, Dept. of Personnel & Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997.
- (c) Candidates will have to produce Original Caste / Certificate, including "Non-Creamy Layer Clause" Certificates at the time of interview, failing which his/her candidature will be cancelled.
- (d) Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'Gen' or 'Gen PWD' as applicable. A candidate who after making an application under the OBC Category and participating in the recruitment process is unable to produce the OBC Certificate specifically stating that he/she does not belong to the Socially Advanced Sections, excluded from the benefits of reservations for OBCs in Civil Posts & Services under Government of India, i.e. "Creamy Layer" will have his / her candidature cancelled.
- (e) Relaxation of upper age-limit to Ex-Servicemen is applicable only to the ex-servicemen and commissioned officers including ECOs/SSCOs as have been/are released from Military Service either –
 - 2- on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
 - 3- on account of physical disability attributable to Military Service ; or
 - 4- on invalidment after putting in at least five years Military Service.
- (j) PWD candidates claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability issued by a Competent Authority as indicated in Para 11 below.

11. COMPETENT AUTHORITY FOR ISSUE OF THE CERTIFICATES TO

SC/ST/OBC/PWD CANDIDATES:

For SC/ST/OBC Candidates :

- a) District Magistrate / Additional Distt. Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Division Magistrate / 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 Tahsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.