



HEAD OFFICE: MANIPAL

Advt. No.PD/HRDD/REC/02/2012

RECRUITMENT OF PROBATIONARY CLERKS - 2012.

Syndicate Bank invites applications for the post of Probationary Clerks from Indian citizens who have taken the Common Written Examination for Clerical Cadre conducted by IBPS in Nov./Dec.2011 and have a valid Score card issued by IBPS (details of state-wise, category-wise vacancies and cut-off marks as given below) **subject to fulfillment of other eligibility criteria.**

Payment of Application Fees	01-06-2012 to 15-06-2012
Opening date for Online Registration	01-06-2012
Last Date for Online Registration (Including for candidates from far-flung areas)	15-06-2012

Details of Vacancies:

Vacancies in States/ Union Territories	No of vacancies					Out of which *			
	Total	SC	ST	OBC	GEN (UR)	PWD			DXS/EXS
						OC	VI	HI	
Andaman & Nicobar (UT)	01	-	-	01	-	-	-	-	-
Andhra Pradesh	105	16	07	28	54	02	01	01	20
Arunachal Pradesh	01	-	-	-	01	-	-	-	-
Assam	10	-	01	02	07	-	-	-	01
Bihar	20	03	-	05	12	01	01	01	03
Chandigarh (UT)	04	-	-	01	03	-	-	-	-
Chattisgarh	10	01	03	-	06	-	-	-	01
Delhi	50	07	04	13	26	01	01	01	10
Goa	10	-	02	02	06	-	-	-	01
Gujarath	40	02	06	10	22	-	01	-	05
Haryana	30	05	-	08	17	01	-	-	05
Himachal Pradesh	10	02	-	02	06	-	-	-	01
Jammu & Kashmir	02	-	01	-	01	-	-	-	-
Jharkhand	10	01	02	01	06	-	01	01	01
Karnataka	150	24	10	40	76	01	-	-	15
Kerala	70	07	01	19	43	01	-	-	15
Madhya Pradesh	35	05	07	05	18	-	01	01	05
Maharashtra	70	07	06	19	38	01	01	01	10
Meghalaya	05	-	02	-	03	-	-	-	-
Mizoram	02	-	02	-	-	-	-	-	-
Nagaland	02	-	01	-	01	-	-	-	-
Orissa	20	03	04	02	11	-	01	01	02
Pondicherry	01	01	-	-	-	-	-	-	-
Punjab	15	04	-	03	08	-	-	-	01
Rajasthan	20	03	02	04	11	-	-	01	02
Sikkim	02	-	-	01	01	-	-	-	-
Tamilnadu	70	13	01	19	37	01	-	-	10
Tripura	05	-	01	-	04	-	-	-	-
Uttar Pradesh	160	33	01	43	83	01	01	01	25
Uttarakhand	20	04	-	02	14	-	-	-	02
West Bengal	50	11	02	11	26	-	01	01	10
Total	1000	152	66	241	541	10	10	10	145

*Reservation for PWD/XS/DXS is horizontal reservation and included in the vacancies of various categories. The reservation under various categories will be as per prevailing Government Guidelines at the time of finalisation of result.

CUT OFF MARKS (TWS), STATE-WISE, CATEGORY-WISE

States/ Union Territories	Cut-off marks (TWS)							
	SC	ST	OBC	GEN	OC	VI	HI	EXSM
Andaman & Nicobar	--	--	120	-	-	-	-	-
Andhra Pradesh	150	150	155	160	155	150	114	155
Arunachal Pradesh	-	-	-	136	-	-	-	-
Assam	-	150	155	160	-	-	-	150
Bihar	155	-	159	160	155	137	105	159
Chandigarh	-	-	159	160	-	-	-	-
Chattisgarh	150	148	-	160	-	-	-	152
Delhi	155	140	155	160	150	150	116	156
Goa	-	107	138	145	-	-	-	126
Gujarath	155	140	155	160	-	105	-	135
Haryana	155	-	160	160	150	-	-	159
Himachal Pradesh	155	-	160	160	-	-	-	155
Jammu & Kashmir	-	125	-	160	-	-	-	-
Jharkhand	155	155	159	160	-	150	112	159
Karnataka	115	107	115	120	105	-	-	115
Kerala	155	140	155	160	130	-	-	150
Madhya Pradesh	155	144	158	160	-	105	106	150
Maharashtra	155	135	157	160	120	142	105	150
Meghalaya	-	139	-	140	-	-	-	-
Mizoram	-	130	-	-	-	-	-	-
Nagaland	-	130	-	132	-	-	-	-
Orissa	150	145	158	160	-	105	108	159
Pondicherry	140	-	-	-	-	-	-	-
Punjab	155	-	159	160	-	-	-	159
Rajasthan	158	158	159	160	-	-	105	159

Sikkim	-	-	115	120	-	-	-	-
Tamilnadu	149	136	149	150	105	-	-	149
Tripura	-	135	-	150	-	-	-	-
Uttar Pradesh	150	140	159	160	155	105	105	158
Uttarakhand	150	-	159	160	-	-	-	150
West Bengal	158	155	159	160	-	105	105	159

Abbreviations used:

SC - Scheduled Caste ST - Scheduled Tribe OBC - Other Backward Classes
GEN - General Category PWD – Persons with Disabilities VI - Visually Impaired
HI - Hearing Impaired OC - Orthopaedically Challenged
EXS - Ex-Servicemen DXS - Disabled Ex-Servicemen
TWS – Total weighted standard score

Scale of Pay: Basic Pay in Time Scale of ₹ 7200 – 19300 plus DA, HRA, etc. as per Bipartite Settlement amended from time to time.

Emoluments: The total starting emoluments of a Clerical Cadre employee payable at Metro like Mumbai will be around ₹14,070/- per month for Graduates inclusive of D.A. and other allowances at the current rate. Allowances may vary depending upon the place of posting.

Probation period: Minimum period of 6 months. Before the probation period comes to an end, the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Bank’s expectation, may be extended.

Note:

- It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts 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 General category provided they fulfill the eligibility criteria laid down for General category.
- Candidates can apply for vacancies in the State/UT from where he/she has appeared for the Common Written Examination conducted by IBPS.
- The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

1. ELIGIBILITY CRITERIA:

I. 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 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview

conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

II. MINIMUM EDUCATIONAL QUALIFICATION (As on 01.08.2011)

EDUCATIONAL QUALIFICATION	ESSENTIAL REQUIREMENT
<p>Minimum 12th standard (10+2) pass or equivalent qualification with a minimum of aggregate 60% marks (55% marks for SC/ST/PWD/EXS candidates)</p> <p style="text-align: center;">OR</p> <p>A degree from a recognized University (graduation level)</p> <p style="text-align: center;">OR</p> <p>Matriculate Ex-servicemen candidates, who have obtained the Indian Army Special Certificate of Education or corresponding certificate in the Navy or the Air Force, after having completed not less than 15 years of service in Armed Forces of the Union are also eligible for the post.</p>	<p>IBPS TWS Score obtained in CWE for Clerks 2011 (as stipulated above)</p> <p>Candidates should have appeared from a centre in a State/UT for which vacancies he/she wishes to apply.</p> <p>Should possess proficiency in the Official /Regional Language of the State/UT for which vacancies he/she wishes to apply (To read, write & speak)</p>

CATEGORY-WISE CUT-OFF MARKS IN CWE HELD IN 2011

Tests	IBPS score Category-wise Cutoff	
	General	SC/ST/OBC/PWD/EXSM
Reasoning	24 & above	21 & above
English Language	24 & above	21 & above
Numerical Ability	24 & above	21 & above
General Awareness	24 & above	21 & above
Computer Knowledge	24 & above	21 & above

Note:

- Candidates should have obtained the specified IBPS Score in each test and in aggregate in the Common Written Examination conducted for Clerical cadre in 2011.
- The educational qualification prescribed for the post is the minimum. Candidates must possess the educational qualifications as on **01.08.2011** (inclusive).
- Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the **nearest two decimals** in the relevant field of the online application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA is awarded, the same should be converted into percentage, besides indicating the CGPA/OGPA in the online application.
- Candidates who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before **01.08.2011** are not eligible. In other words, the result of the qualifying examination on, i.e., 12th standard (10+2) or equivalent qualification/graduation, as the case may be, should have been announced by the Board/University on or before **01.08.2011**.
- In addition to the qualification, the Candidates should have working knowledge in Computers.

III. AGE LIMIT (AS ON 01.08.2011)

- Minimum Age:** 18 years; **Maximum Age:** 28 years (as on 01.08.2011). Candidates born between 31.07.1983 & 01.08.1993 are only eligible to apply. (Relaxation of age for reserved category as per Govt. guidelines)

ii. The upper age limit will be relaxed as under:

Sr No	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe candidates	5 years
2	Other Backward Classes candidates	3 years
3	Persons with Disabilities (VI/HI/OC) (Gen)	10 years
4	Persons with Disabilities (VI/HI/OC) (SC/ST)	15 years
5	Persons with Disabilities (VI/HI/OC) (OBC)	13 years
6	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
7	Ex-Servicemen/Disabled-Ex servicemen	Actual period of service rendered in defence services + 3 years, (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to max. age of 50 years
8	Widows, divorced women and Women judicially separated from their husbands & who have not remarried	9 years (subject to maximum of 35 years for General and 38 years for OBC & 40 years for SC/ST candidates)
9	Persons (Children/family members of those affected by 1984 riots	5 years
10	Regular employees of the Union Carbide Factory, Bhopal retrenched from service (applicable to Madhya Pradesh state only)	5 years

Note:

- a) (i) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/ retired **on or before 30.06.2013**, at the time of interview and if they fail to report within this time their offer of appointment will be withdrawn. (ii) Ex-Servicemen candidates who have already secured employment under the Central Government in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Government. However such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Govt. Jobs. (iii) Territorial Army personnel will however be treated as Ex-Servicemen w.e.f. 15.11.1986. (iv) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of re-employment in Government ceases.
- b) In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.
- c) The candidates eligible for age relaxation under Sr. No. 6 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 1stJan. 1980 and the 31st day of December 1989.
- d) All persons eligible for age relaxation under Sr. No. 9 must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots Affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.

Applicants not fulfilling this criterion and not submitting proof as stated above WILL BE SUMMARILY REJECTED.

2. RESERVATIONS:

A. Reservation for SC/ST/OBC/PC/EXS candidates will be provided as per Government guidelines.

B. Persons with Disabilities:

Reservation is available to Persons with Disabilities under Sec. 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of the relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply for the posts reserved/identified for them.

Visually Impaired (VI): Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse. Low vision means a person with impairment of visual functioning even after treatment or standard refractive connection but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

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

Orthopedically Challenged (OC): Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

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

C. Definition of Ex-Serviceman:

Ex-Servicemen (EXS): Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/5/85/ Estt.(SCT) dated 27.10.1986 as amended from time to time.

Disabled Ex-Servicemen (DISXS): Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

Dependents of Ex-Servicemen killed in action (DXS): Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) War (b) War-like operations or boarder skirmishes either with Pakistan on cease-fire line or any other country (c) fighting against armed hostilities in a counter insurgency environment viz. Nagaland, Mizorum, etc., (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operations between one month before and three months after conclusion of an operation (f) frost-bite during actual operations or during the period specified by the Govt. (g) dealing with agitating para military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

As the reservation for Persons with Disabilities and Ex-servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/ GEN) to which they belong.

3. Application Fees and / or Intimation Charges (Non-refundable)

SC/ST/PWD/EXS	OBC/General
Intimation Charges	Intimation Charges + Application Fee
₹ 20/-	₹ 100/-

NOTE :

- (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., will not be accepted
- (ii) The payment towards application fee will be accepted by our Branches between **01-06-2012** and **15-06-2012**.
- (iii) The Payment Voucher contains two parts. First part will be retained by the Branch; second part must be retained by the candidate.
- (iv) Application once made will not be allowed to be withdrawn and fee once paid will **NOT** be refunded under any circumstances nor can it be held in reserve for any other future selection process.

4. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PH CANDIDATES IS AS UNDER:

(a) For SC/ST/OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

5. SELECTION PROCEDURE:

1. **Depending on the number of vacancies, only those candidates who are qualified in the Common Written Examination for recruitment of Clerical personnel conducted by IBPS in 2011 and possess a valid score card issued by IBPS and rank sufficiently high in the order of merit (State/UT wise merit) based on the Total Weighted Standard Score shall be called for a personal interview in the required ratio for General category and for Reserved category separately.** The Bank reserves its right to call for the Interview, candidates otherwise than in the ratio at its sole discretion.
2. A personal interview shall be conducted to assess the candidate's **attitude, personality, level of communication, clarity and problem solving innovativeness, knowledge /proficiency in local/State language (ability to read, write and speak local/State language) level of effectiveness in computer operations, willingness to work anywhere in the State etc.** to assess their suitability for the post. **The minimum qualifying marks for the interview would be 40% for General Category and 35%**

for Reserved Category (SC/ST/OBC/PWD/EXS). Candidates not clearing the personal interview will not be considered for final selection.

3. Selection for the post of Clerk will be based on the Total Weighted Standard Score in the Common Written Examination conducted by IBPS in 2011 and marks scored in the Interview.
4. Candidates passing the personal interview (40% in respect of General and 35% in respect of Reserved Category **(SC/ST/OBC/PWD/EXS)**) will be ranked in the descending order on the basis of the Total Weighted Standard Score obtained in the test conducted by IBPS, personal interview under the respective Category for each State/UT separately.
5. State/UT-wise merit list will be prepared to finalize selection. Subject to the vacancies available under the respective category, only those candidates who pass the personal interview will be shortlisted for selection.

6. INTERVIEW CENTRES:

The Interview will be held at various centres and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

Note:

- (i) Request for change of Centre of Interview shall **NOT** be entertained.
- (ii) Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

7. GENERAL INSTRUCTIONS

- (a) Before applying for any post, the candidate should ensure that he/she fulfils 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 scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.
- (b) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), 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.
- (c) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as "Gen" or "Gen Physically Challenged" 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. carrying 'CREAMY LAYER' clause based on income issued recently (not more than one year old) should be submitted with the application at the time of interview.
- (d) Persons with Disabilities 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 at the time of interview.
- (e) The candidates will have to appear for interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the interview will be

reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel.

- (f) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered.
- (g) Only candidates willing to serve anywhere in State/UT applied for, needs to apply.
- (h) Any request for change of address will not be entertained.
- (i) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi.
- (j) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (k) 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.
- (l) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Clerical cadre staff, recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.
- (m) All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational certificates as well as caste certificate, certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled.

Action against candidates found guilty of misconduct :

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the online application form.

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

- (i) impersonating or procuring impersonation by any person
or
- (ii) misbehaving in the interview hall.
or
- (iii) resorting to any irregular or improper means in connection with his/her candidature by selection
or
- (iv) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable :

- a. to be disqualified from the interview for which he/she is a candidate
- b. to be debarred, either permanently or for a specified period, from any interview or recruitment conducted by Bank.

The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that the responses have been shared and the scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

8. HOW TO APPLY

- a. **Candidates are required to apply online through website www.syndicatebank.in No other means/ mode of application will be accepted.**
- b. **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 interviews. through the registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to/ of any other person.**
- c. Applicants are first required to go to the Bank's website 'www.syndicatebank.in' and click on the the link "Recruitment" .Thereafter, open the Recruitment Notification entitled "SYNDICATE BANK PROBATIONARY CLERKS' RECRUITMENT PROJECT-2012-13".
- d. Take a Print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- e. Go to the nearest Syndicate Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No.**01113070000231** with Manipal Branch in the name & style of "SYNDICATE BANK PROBATIONARY CLERKS' RECRUITMENT PROJECT-2012-13":.

Candidates may find out required branch address from our website www.syndicatebank.in under head 'All Branches/Offices' under option 'Branch Locator' select 'State' & 'City' and click on click here.

1. Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly receipted by the Bank with **(a) Branch Name & BIC No, (b) Transaction id/Scroll number, (c) Date of Deposit & amount** filled by the Branch Official.
2. Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sub link titled "**ONLINE APPLICATION FOR SYNDICATE BANK PROBATIONARY CLERKS' RECRUITMENT PROJECT-2012-13**" **to open up the appropriate Online Application Format. All the fields in the on line Application format should be filled up carefully.**
3. **Carefully fill in the details from the Recruitment Application Fee Payment Challan in the Online Application Form at the appropriate places.**
4. **Original counterfoil of the fee payment challan will have to be produced, if called for interview. Without counterfoil of the fee payment challan the candidate will not be allowed to appear in the interview. Candidates are advised to keep a photocopy of the fee payment challan for future use.**
5. **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.**

9. CALL LETTERS FOR INTERVIEW

Call letters for the purpose of interview will be sent to the shortlisted/ eligible candidates **only through email at the email address given by them in the application form while registering for the Common Written Examination for recruitment of Clerical personnel 2011-12.** A list of all such candidates along with details such as date, time and venue of the interview will also be hosted on the bank's website www.syndicatebank.in . Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature, from time to time. Kindly note that no other mode of communication pertaining to the interview process other than mentioned above, will be followed.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Interview **without which they will not be allowed to appear for the Interview.**

10. DOCUMENT VERIFICATION:

The candidate should, while appearing for the personal interview produce for verification in original and submit photo copies if required, the call letter, fee payment receipt, photo identity card, such as PAN Card, Passport, Driving License/ Voters Card/ Bank Passbook with photograph, copy of the application made to IBPS for the Common Written Examination for recruitment of Clerical personnel 2011-12. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Interview.

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability, Score obtained in CWE etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/ process without assigning any reason. Government Guidelines on reservation in recruitment shall be applicable.

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

Date: 29.05.2012

GENERAL MANAGER (P)