

## BOBCARDS Limited

### Recruitment of Officer through Online Exam & Interview

BOBCARDS Limited is a wholly owned subsidiary of Bank of Baroda. The company is in the business of Credit Cards, Merchant acquiring & managing Debit Card support service for Bank of Baroda. It is the first Non-Banking Financial Company (NBFC) in India issuing Credit Cards.

BOBCARDS Limited is serving the country with its large network of 36 Area offices spreading across the country with wide range of Credit Cards since last 19 years as an independent Credit Card Company.

To add further strength to our core management team, we require Officers for our Mumbai Corporate Office / Area Offices for handling day to day operational functions related to Credit Card Industry of the Company. The Detailed job description is mentioned below:

Field activities in the area of Marketing and Recovery

Handling operations in the areas of Card Issue, CRM, Recovery, Billing, Accounts, IT, Chargeback etc.

#### DETAILS OF VACANCIES:

Name of the Post	No of Vacancies	Age as on 01.10.2014	
		Min	Max
Officer	70	18	30

Candidates must have been born not earlier than 02/10/1984 and not later than 01/10/1996 (both days including).

#### PAY SCALE, ALLOWANCES AND PERQUISITES:

Name of Post	Pay Scale	Total emoluments per month including allowances at minimum of scale at Mumbai	CTC Per Annum
Officer	12000-800x5-16000-900x5-20500	Total emoluments at the first stage will be Rs.16100/- per month in Mumbai, Rs.15500/- at other places. Officers are also entitled for other benefits such as Telephone Expenses reimbursement (Rs.500/-p.m.), LFC of Rs.12000/- for two years block, PF (12% of Basic), Canteen Subsidy (Rs.10/- per day attended), Newspaper (Rs.150/- p.m.), Medical Expenses reimbursement (Rs.900/- p.m.) Group Medclaim Insurance Policy Rs.150000/- p.a., Gratuity, Leave Encashment, etc. as per rules of the Company. Leased accommodation at Mumbai only @ Rs.7000/- p.m. minus Rent Recovery of Rs.120/- in lieu of HRA (20% of Basic). <b>No Dearness Allowance is applicable in the company.</b>	2.40 lacs

#### PROBATION PERIOD:

Selected candidate will be on probation for a period of one year from the date of joining. After completion of probation period, if found suitable, candidates will be considered for confirmation in the Company's service in regular grade of Officer.

#### PROMOTION AVENUE

This is initial grade and candidates will have the opportunity of promotion in higher cadre/grade of Executive, Assistant Vice President, Vice President, Senior Vice President subject to fulfilling service conditions and various eligibility criterion as per service rules.

#### Reservation in posts

1. Reservation for SC/ST/OBC is applicable as per Government guidelines.
2. 3% of posts are reserved for person with disabilities.

#### Relaxation in Upper Age Limit

Post	Category	Age Relaxation
Officer	SC/ST	5 years
	OBC	3 years
	EX-SERVICEMEN	5 years
	PWD	10 years

No relaxation to EX-SERVICEMAN who have joined a Government job on civil side after availing of the benefits given to him/her as an Ex-serviceman for his/her re-employment.

**NOTE:**

1. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above.
2. The maximum age limit specified is applicable to General Category candidates.
3. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview. Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWD category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Such certificate should not be older than 01.10.2013. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
4. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.
5. Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.
6. An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose for further employment on the civil side ceases. No relaxation to EX-SERVICEMAN who have joined a Government job on civil side after availing of the benefits given to him/her as an Ex-serviceman for his/her re-employment.
7. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment one year before the completion of the specified term of engagement (from the last date of application i.e. 09.10.2014) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**Definition of Persons With Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original in any Office across the country as identified by the Bobcards Limited.

- i. **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.

- ii. **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.
- iii. **Orthopedically Challenged (OC)** - Only those Orthopedically Challenged candidates who have locomotors disability or cerebral palsy with locomotors impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:  
 BL - Both legs affected but not arms  
 OA - One arm affected (R or L) –  
 (a) Impaired reach;  
 (b) Weakness of grip;  
 (c) Ataxia  
 OL - One leg affected (R and or L)  
 MW - Muscular weakness and limited physical endurance

#### **DEFINITION OF EX-SERVICEMEN (EXSM)**

In the case of Ex- servicemen 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, subject to ceiling as per Government guidelines.

Important: - Govt. Guidelines regarding Definitions, relaxations etc. are subject to change from time to time.

#### **ELIGIBILITY CRITERIA and other important factors**

- a) Qualification – Minimum Graduate as on 01.10.2014 with 50% marks in aggregate from recognized university.
- b) Degree obtained from Open University without following the regular stream (10 +2) is not recognized for recruitment to any cadre.
- c) Age – 18 to 30 years as on 01.10.2014
- d) Online Exam – Question on Reasoning, English, Quantitative Aptitude & General Awareness with special reference to Banking and computer literacy. Online Exam will be held at **10-12 cities across India** and will be decided by BOBCARDS Limited at its discretion expected on any working day in the end of November 2014. (Tentative centers – Mumbai/Greater Mumbai/Navi Mumbai/Thane, Kolkata/Greater Kolkata, Delhi- NCR, Ahmedabad/Gandhinagar, Pune/Pimpri Chinchwad, Bangalore/Tumkur, Hyderabad/Secunderabad/Rangareddy, Chennai, Nagpur, Bhopal, Jaipur, Lucknow / Barabanki / Unnao)
- e) Qualifying for interview – **Five times** of the vacancies in each category will be declared qualified for interview in order of merit in Online Exam.
- f) Equal weightage for Online Exam & Interview will be given and merit will be prepared accordingly.
- g) Interview will be held at **Mumbai** only.
- h) **Nationality:** Only Indian Nationals are eligible to apply.

#### **SELECTION PROCEDURE:**

<b>Name of the Post</b>	<b>Selection Procedure</b>
Officer	1. Online Exam – Online Exam to be held at <b>10-12 cities across India</b> and will be decided by BOBCARDS Limited at its discretion expected on any <b>working day</b> in the end of November 2014. (Tentative centers – Mumbai/Greater Mumbai/Navi Mumbai/Thane, Kolkata/Greater Kolkata, Delhi- NCR, Ahmedabad/Gandhinagar, Pune/Pimpri Chinchwad, Bangalore/Tumkur, Hyderabad/Secunderabad/Rangareddy,

	Chennai, Nagpur, Bhopal, Jaipur, Lucknow / Barabanki / Unnao)
	2. Interview - <b>Five times</b> of the vacancies in each category will be declared qualified for interview in order of merit in Online Exam. Interview will be held at <b>Mumbai</b> only.

#### Online Exam structure

S.N.	Name of Tests	Medium of Exam	No. of Questions	Max. Marks
1	Reasoning	Hindi/English	40	50
2	Quantitative Aptitude	Hindi/English	40	50
3	General Awareness	Hindi/English	40	40
4	English Language	English	40	40
5	Computer Knowledge	Hindi/English	40	20
There will be Composite Time of 2hours and 30 minutes for all Online Exam together. There is a penalty (1/4 <sup>th</sup> ) for negative answers.				

#### Detail List of Online Exam Centers (Tentative)

1. Mumbai/Greater Mumbai/Navi Mumbai/Thane,
2. Kolkata/Greater Kolkata,
3. Delhi- NCR
4. Ahmedabad/Gandhinagar
5. Pune/Pimpri Chinchwad,
6. Bangalore/Tumkur,
7. Hyderabad/Secunderabad/Rangareddy,
8. Chennai,
9. Nagpur,
10. Bhopal,
11. Jaipur,
12. Lucknow / Barabanki / Unnao

#### CALL LETTERS FOR ONLINE EXAM:

Candidates will have to visit the BOBCARDS Limited website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is \_\_\_\_ hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of center/venue/date/session for Examination shall be entertained.
3. BOBCARDS Limited, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
4. BOBCARDS Limited also reserves the right to allot the candidate to any center other than the one he/she has opted for.

5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BOBCARDS Limited will not be responsible for any injury or losses etc. of any nature.
6. Choice of center once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular center for "Online" examination, BOBCARDS Limited reserves the right to allot any other adjunct center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, BOBCARDS Limited reserves the right to allot any other center to the candidate.
8. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of BOBCARDS Limited in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
9. Decision of BOBCARDS Limited in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the BOBCARDS Limited in this behalf.
10. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
11. BOBCARDS Limited would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BOBCARDS Limited in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BOBCARDS Limited reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
12. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any BOBCARDS Limited recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

#### Guidelines for Persons With Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. 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 scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

#### Guidelines for candidates

##### (i) with locomotor disability and cerebral palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

##### (ii) Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.
  - The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time

#### **CALL LETTERS FOR INTERVIEW:**

Call letters will be made available on BOBCARD's website [www.bobcards.com](http://www.bobcards.com) and candidates will be required to download the same. An intimation regarding downloading call letters will be sent by email/SMS. Call letters will not be sent to the applicant by Post/ courier. A list of all such candidates along with details such as date, time and venue of the interview will also be hosted on the Company's website [www.bobcards.com](http://www.bobcards.com). Candidates are requested to regularly visit the Company's website and keep track of the status of their candidature, from time to time.

#### **IDENTITY VERIFICATION:**

In the examination hall as well as at the time of interview, the call letter along with the original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E adhaar card and ration card are **not** valid id proofs for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

#### **APPLICATION FEE INCLUDING INTIMATION CHARGES (NON-REFUNDABLE):**

Name of the post	Category	Fee
Officer	SC/ST	Rs.100/-
	General and all others	Rs.500/-

#### **GENERAL TERMS AND CONDITIONS**

- Candidates working in Govt. /Semi-Govt./Central undertaking/Public undertaking will be required to produce **No Objection Certificate** from their employer if called for interview, in the absence of which, his/her candidature may not be considered.
- Ex-servicemen will be required to produce copies of their testimonials if called for interview.
- Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement.
- In case, it is detected that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated and the fees paid by the ineligible candidates shall be forfeited.

- e. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India and the certificate should contain the "NON-CREAMY LAYER CLAUSE" which should not be more than one year old.
- f. If a candidate is shortlisted for joining the corporation, his/her candidature to further reuse of the same score to apply to any other organization will be nullified irrespective of the facts, whether he/she joins the organization or not.
- g. Selected candidates shall be willing to serve anywhere in India.
- h. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
- i. Action against candidates found guilty of misconduct: -Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application.
- j. The Company reserves the right to change the selection procedure, if necessary. The change, if any shall be communicated through Company's website.

Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Company. Such appointment will also be subject to the Service and Conduct Rules of the Company.

### **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, 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 examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) Resorting to any irregular or improper means in connection with his/ her candidature or
- (v) Obtaining support for his/ her candidature by unfair means, or
- (vi) Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by BOBCARDS
  - (c) for termination of service, if he/ she has already joined the BOBCARDS.

### **HOW TO APPLY**

Candidates are required to apply Online through website [www.bobcards.com](http://www.bobcards.com). No other means/ mode of application will be accepted.

Candidates are required to have a valid personal email ID and Mobile No. It should be kept active during the currency of this recruitment project. Company may send intimation for joining through registered e mail id. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.

Applicants are first required to go to the Company's website [www.bobcards.com](http://www.bobcards.com) and open the link "Career". Thereafter open the Recruitment Notification titled "Recruitment of Officers".

#### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

**Candidates can apply online only from 25.09.2014 to 09.10.2014 and no other mode of application will be accepted.**

#### **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 email 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 online and must maintain that email account and mobile number.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**  
**PAYMENT OF FEE ON LINE: 25.09.2014 to 09.10.2014**

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

#### **A. Application Procedure**

- 1. Candidates to go to the BOBCARDS Limited website [www.bobcards.com](http://www.bobcards.com) click on the option "**APPLY ONLINE**" which will open a new screen.
- 2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-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.
- 3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. 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.
- 4. 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 FINAL SUBMIT BUTTON.
- 5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the identity proof as well as Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- 6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- 7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- 8. Candidates can proceed to fill other details of the Application Form.
- 9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- 10. 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.
- 11. Click on 'Payment' Tab and proceed for payment.
- 12. Click on 'Submit' button.

#### **B. PAYMENT OF FEES**



### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, **an e-Receipt** will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required **to take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

### **C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

### **PHOTOGRAPH IMAGE:**

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

### **SIGNATURE IMAGE:**

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

### **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office 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.

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

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

#### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

Note:

Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Company 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 Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Detailed advertisement can be viewed at our website – [www.bobcards.com](http://www.bobcards.com)

#### **IMPORTANT DATES**

Activity	Schedule
Online Registration & Payment of application fee	25.09.2014 to 09.10.2014
Date of Online Examination (Tentative)	26.11.2014
Downloading of call letters for On-Line Examination. [Link on Bob Cards/Organization's web-site]	17.11.2014

Executive Vice President  
BOBCARDS Limited