

HOW TO APPLY

Candidates can apply online only from 22.07.2017 to 05.08.2017 and no other mode of application will be accepted.

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 in Annexure I to this Advertisement.
- (ii) to make online payment of application fees/ intimation charges keep the necessary details/documents ready
- (iii) have a valid personal email ID, which should be kept active till the declaration of results of this selection process. Bank may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Application Fees/ Intimation Charges [Payable from 22.07.2017 to 05.08.2017 (through Online mode only) both dates inclusive]

- Rs. 100/- for SC/ST/PWD (OC/VI) candidates.
- Rs. 600 /- for all others

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

Procedure for applying online

- (1) Candidates are first required to go to the Banks's website www.corpbank.com and click on the Home Page to open the link "Careers" and then click on the option "CLICK HERE TO APPLY ONLINE FOR Recruitment of Specialist Officer 2017-18" to open the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure I).

Mode of Payment

Payment of fees/ intimation charges (ONLINE MODE ONLY)

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. 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.

- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking or Rupay by providing information as asked on the screen.
- (iv) The candidate has to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- (vii) On successful completion of the transaction, an e-receipt will be generated.
- (viii) Candidates are required to take a printout of the e-receipt.

Note:

- 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
- For Credit Card users: All prices 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application after fee payment, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. **The printout of the application need not be send to the Bank.**

Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been success fully registered.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the BANK's website on account of heavy load on internet/website jam.

BANK does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the BANK. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.