VIJAYA BANK
Regional Office: Chandigarh

RECRUITMENT NOTIFICATION – 01/2019

VIJAYA BANK, a leading listed Public Sector Bank, having Head Office in Bangalore, with all India representation, invites applications(Online Only) for recruitment for the post of PEONS in Haryana and Punjab State through Bank's website www.vijayabank.com.

SCHEDULE OF ACTIVITIES:

SN	Particulars	Date
1	Opening date for Online Registration	07.03.2019
2	Closing date for Online Registration	14.03.2019

The candidates are required to apply online only. No other means/mode of application will be accepted.

1. Name of the Post/Vacancy : PEON

2. Cadre : Sub-staff

3. Scale of Pay & allowances : Rs. 9560-325/4-10860-410/5-12910-490/4-14870-570/3-16580-655/3-18545(20 Years).
All other allowances as applicable.

4. Number of Vacancies* : As detailed below:

Name of the State	SC	ST	OBC	EWS	UR	Total
Haryana	01	00	02	01	05	09
Punjab	00	00	00	00	01	01

*the number of vacancies mentioned is provisional and may vary as per business requirement of the Bank.

Abbreviation stands for
SC - Scheduled Caste
ST - Scheduled Tribe
OBC - Other Backward Classes
UR - Unreserved
EWS – Economically weaker Section

5. Minimum Age as on 01.03.2019 : 18 years

6. Maximum Age as on 01.03.2019 : 26 years

7. Relaxation in upper age limit :

A) Scheduled Caste/ Scheduled Tribe candidates by 5 years, OBC candidates by 3 years (against notified vacancies)

B) PWD Candidates -10 years.

C) Ex-serviceman as per Government Guidelines.

D) All persons who are ordinarily being domiciled in Kashmir Division of Jammu & Kashmir State during 01.01.1980 to 31.12.1989 by 5 years.

E) The children/Family members of those who died in the 1984 riots by 5 years.

F) Widows, divorced women and women judicially separated from their husbands, who have not remarried by 9 years.

Note: a) An Ex-serviceman who has once joined a government job i.e., the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of the employment in Government ceases. b) The relaxation in upper age limit is allowed on cumulative basis as per Government guidelines. c) All candidates eligible for age relaxation under Sl.No. 7 (a) & (b) should produce a copy of the caste certificate/ disability certificate, as the case may be. d) All candidates eligible for age relaxation under Sl.No. 7(d) must produce the domicile certificate at the time of written test/document verification 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 Government of J&K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J&K during 1st Jan, 1980 to the 31st day of December 1989.

8. Reservation for Economically Weaker Section (EWS):
Candidates who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8.00 Lakhs are eligible for reservation under EWS and also satisfy the GoI guidelines. The candidates should produce the Income and Asset certificate as per the format enclosed.

9. Eligibility Criteria : Nationality/Citizenship :

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetian refugee who came over to India before 01.01.1962, 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, Mallawi, Zaha, Ethiopia and Vietnam, with the intention of permanently settling in India, provided that the candidates belonging to categories (ii), (iii), (iv) and (v) above, should be a person in whose favour a certificate of eligibility has been issued by Government of India. A candidate in whose case a notification of eligibility is necessary may be admitted to the written test/document verification conducted by the Bank but on final selection, the offer of appointment may be given, only after the necessary eligibility certificate has been issued to him by the Government of India.

10. Educational Qualification (As on 01.03.2019): Candidates should possess 10th Standard (pass) or its equivalent.

11. Candidates who are/were engaged on temporary basis in Vijaya Bank for a minimum period of 60 days are eligible to apply. For them the age and educational qualification eligibility will be reckoned as per the extant guidelines as on the date of their initial engagement.

10. Knowledge of Official Language: The candidates should be able to read, write and speak Official Language of the state/English/Hindi.

11. Selection Process: Selection will be made on the basis of written test (Objective/Descriptive). The Bank reserves the right to call only the requisite number of candidates for the written examination based on the candidate's qualification and suitability.

12. Application fee & Intimation charges (Non-refundable) (Online payment Only),:

For SC/ST/EXSM & PWD candidates : Rs.50/- towards intimation charges only.

For others : Rs.150/- per application (including intimation charge of Rs.50/-)

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

Note: Payment of application fees by any other mode except online will not be accepted. Instruments like Demand Draft / Banker's cheque / Indian postal orders received towards payment of application fees/ intimation charges will not be accepted under any circumstance. Application fees/Intimation Charges are non-refundable and once paid will not be refunded on any account nor can be held for in reserve for any other examination or selection.

13. General Instructions:

(a) Probation : Six months

(b) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Decision of Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Written Test, selection and any other matter relating to recruitment will be final and binding on the candidates. The Bank in this behalf, shall entertain no correspondence or personal enquiries.

(c) In case, it is detected at any stage of recruitment or at a later stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected, even after appointment, his/her services are liable to be terminated.

(d) Bank reserves the right to change (cancel/ modify/add) any of the criteria/vacancies, method of selection etc. with or without assigning any reason. Further, the Bank reserves right to stall / cancel the recruitment partially / fully at any stage during the selection process at its discretion, which will be final and binding on the candidate.

(e) Bank may, at its discretion, hold re-test wherever necessary in respect of a centre / venue / specified post or candidate/s.

(f) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution / web site / job portal / social media.

(g) Candidates belonging to OBCs but coming in the 'CREAMY LAYER' are not entitled to OBC reservation. They should indicate their category as 'UR'.

(h) Candidates selected under SC/ST/OBC/EWS/PwBD/Ex-Servicemen category, should submit relevant document/certificates as and when demanded by the Bank.

(i) Candidates are advised to keep a printout of application form and acknowledgement of online application fee payment receipt to be produced as and when demanded by the Bank.

(j) The candidates should retain with them nine copies of the same photograph as uploaded by them in the online application form. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of Test/Document Verification or as and when demanded by the Bank may lead to disqualification.

(k) The shortlisted candidates will have to appear for Written Test/Document Verification at their own expenses. However, eligible outstation SC/ST/PwBD candidates attending the Written Test/Document Verification will be reimbursed to and fro Second Class rail/bus fare by the shortest route or actual expenditure incurred, whichever is less on production of evidence of travel. Fare will not be reimbursed to candidates belonging to other categories appearing for Written Test/Document Verification and those SC/ST/PwBD candidates who are already employed with the Government of India, PSUs / PSBs/ State Governments jobs.

(l) Candidates serving in Government/Public Sector Undertakings (including banks) obtain a 'No Objection Certificate' from their employer and produce it as and when demanded by the bank.

(m) Any request for change of address/mobile number/email-id which are registered online at the time of applying will not be entertained during the recruitment process.

(n) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in the Bank's respective Regional Office.

(o) The Bank takes no responsibility to collect any certificate/remittance sent separately.

(p) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on the Bank's website shall prevail.

(q) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.

(r) 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 form or at any point of time later. At the time of Written Test/Document Verification, if a candidate is (or has been) found guilty of:
(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the Written Test/Document Verification or
(iv) resorting to any irregular or improper means in connection with his/her candidature by selection or
(v) 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 Written Test/Document Verification for which he/she is a candidate; (b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

Please note intimations will be sent by email and/ SMS only to the email ID and mobile number registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank website www.vijayabank.com for latest updates.

b) Any request for change of information declared by the candidates in the online application form will not be entertained.

HOW TO APPLY:

The candidates can apply only online from 07.03.2019 to 14.03.2019 (both days inclusive) and no other mode of application will be accepted.

a) Pre-Requisite for applying online:

Before applying online, candidates should:

- Have a valid personal email ID, which should be kept alive for entire duration of the recruitment project. In case a candidate does not have a valid personal email ID, he should create his new email ID before applying online and must maintain that email account. Third party email ID is not permitted.
- Keep the necessary details of educational Qualifications other personal details ready for entering in the online application.
- Scan his photograph and signature ensuring that both conform to the required specification given in Annexure-I, which is provided with the notification available on Bank's website.
- Candidates are advised in their own interest not to share with/mention to any other person, their login/user credentials generated specifically for this recruitment project.

b) Procedure for applying online:

(1) Candidates are required to go to the Bank's website "www.vijayabank.com" and click on the link under "Career" page to access the "Recruitment Notification No.01/2019" – Link for Notification and Online Application".

(2) Eligible candidates are then required to click on the desired corresponding link to apply online.

(3) Candidates will have to enter their basic details in the online application form. Candidates are required to upload their photograph as per the specifications given in the 'Guidelines for Scanning and Upload of Photograph '(Annexure I).

(4) After entering the basic details and uploading the photograph, a user-id & Password will be generated which will be sent to the candidate's registered E-mail ID/Mobile number. Candidates should note their user-id and Password for future reference and should be kept confidential.

(5) After obtaining the user-id and password, the candidates are required to login and fill the other requisite particulars like education, experience etc. and complete the payment process.

(6) The application form is integrated with the payment gateway.

(7) The payment can be made by using Debit or Credit Cards or Internet Banking.

(8) On successful completion of the payment and filling in all the details in the On-Line Application at appropriate places, click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application for its correctness.

(9) If the online transaction has not been successfully completed then the following message will be displayed 'Your online transaction was unsuccessful. Please register again'. Candidates may then revisit the 'Apply Online' link and fill in their application details again. It may be noted that the candidates will be able to download the application only when it is complete in all respects and when the payment is made successfully.

(10) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to deposit the fees to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of internet failure/ website jam/congestion/choking.

(11) The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

(12) After applying Online, candidate should obtain a Print-Out of Computer Generated Online Application, which should be annexed with all necessary documents substantiating the candidature and should produce as and when demanded by the Bank.

Note:

- After submitting payment information in the online application form, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit/Debit Card users, all prices are listed in Indian Rupee.
- To ensure the security of the data, please close the browser window once transaction is completed.

Special instructions:

The candidates are made eligible to participate in the recruitment process based on their self-declaration and must necessarily produce the relevant documents in original in support of their eligibility, educational qualifications, caste certificate, age, etc as indicated in the application form at the time of document verification and any stage of the recruitment process as required by the Bank. In case the candidate fails to produce any of the certificates as required by the bank in original to the satisfaction of the bank, then his/her candidature stands cancelled with immediate effect and the candidate undertake that he/ she will not have any recourse against the bank before any forum/ court/ tribunal.

Merely applying for the Post, appearing for and being shortlisted in the written examination and/or subsequent processes does not imply that a candidate will necessarily be offered employment in the Bank.

CALL LETTERS FOR WRITTEN TEST/DOCUMENT VERIFICATION

Short listed candidates will be intimated regarding the Written Test/Document Verification from the Bank website/SMS/Email at the registered Mobile Number/Email Id given by the candidate in their online application form. Requests for sending letters to a different E-mail Id/address subsequently will not be entertained. No separate communication in hard copy will be sent to the candidates.

ANNOUNCEMENTS:

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

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Date : 07.03.2019
Place: Bangalore.

NIRMALA SRIDHAR
GENERAL MANAGER (PERSONNEL)

URL: https://www.vijayabank.com/Careers/Careers-List

ANNEXURE I

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH & SIGNATURE

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & 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.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, 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'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–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.

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 Call Letter 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 Call Letter, 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
- Signature in CAPITAL LETTERS shall NOT be accepted.

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/MSOffice 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 50 kb (photograph) & 20 kb(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/her 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 and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

(1)In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2)**After registering online candidates are advised to take a printout of their system generated online application forms**.

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