

ओरिएंटल बैंक ऑफ कॉमर्स

कॉर्पोरेट ऑफिस : गुडगाँव

प्लॉट न. 5, संस्थानिक क्षेत्र, सेक्टर-32,

गुडगाँव-122001



Oriental Bank of Commerce

Corporate Office, Gurgaon

Plot No. 5, Institutional Area, Sector-32,

Gurgaon-122001

**RECRUITMENT OF FACULTY MEMBERS IN ORIENTAL BANK OF COMMERCE
ON CONTRACTUAL BASIS**

**ORIENTAL BANK OF COMMERCE, LEADING PUBLIC SECTOR BANK INVITES
ONLINE APPLICATIONS FROM INDIAN CITIZENS FOR THE POST OF FACULTY
MEMBERS IN VARIOUS STREAMS ON CONTRACTUAL BASIS**

Post Code	Post	Stream wise no. of vacancies	Fixed Remuneration	Age
01	Faculty Member	Credit Management-2	Negotiable	Candidate should not be less than 30 years and more than 55 years as on 01.11.2015
		Forex/International Business-2		
		Risk Management-1		
		Other areas of banking-1		

Maximum Age is exclusive of relaxation for Reserved (SC/ST/OBC/PWD/EXSM) category.

A candidate can apply for only one stream of Faculty Member.

RESERVATION:

Post Code	Name of the Post	SC	ST	OBC	UR	Total
01	Faculty Member	-	-	1	5	6

Candidates belonging to reserved category 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. The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirement of the Bank. Age relaxation to candidates who belong to OBC category, domiciled in the state of J&K (during the period 01.01.1980 to 31.12.1989), were affected by 1984 riots, PWD/Ex-servicemen category etc. shall be provided as per Government guidelines.

ABBREVIATIONS & DEFINITIONS:

SC – Scheduled Caste; **ST** – Scheduled Tribe; **OBC** – Other Backward Classes; **UR** - Unreserved; **PWD** - Persons with Disabilities (Physically Challenged Persons) are persons who are **OC** – Orthopedically Challenged; **HI** - Hearing Impaired; **VI** - Visually Impaired.

ELIGIBILITY CRITERIA (as on 01.11.2015)

I. 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 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) and (v) above shall be a person in whose favor 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 interview 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.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application subject to guidelines of the Government of India in this regard. Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.

II. EDUCATIONAL QUALIFICATION & POST QUALIFICATION EXPERIENCE:

Post Code	Post	Minimum qualification	Experience
01	Faculty Member	<p>Post Graduation Degree in the relevant field with first class or equivalent (60% or more marks or equivalent in CGPA) and the preceding degree in an appropriate branch with a consistently good academic record throughout.</p> <p>M.Phil. / Ph.D. in the relevant specialisation shall be preferred.</p>	<p>Should have good track record and experience of minimum of 10 years of service in Banking Sector/Financial Institution/educating in Financial Sector/Institution.</p> <p>Should have sufficient experience in operational area of banking business, knowledge of imparting training, good communication skills and flair for teaching.</p> <p>Should possess adequate computer knowledge and should be able to handle computers, power point presentations independently.</p> <p>Preference will be given to candidates who have been exposed to conducting training programmes and/or with experience of having worked in Training Setup.</p>

- All educational qualification(s) should be from a recognized University / Institution.
- The candidates have to apply online only after ensuring that they are eligible in all respects.

IMPORTANT DATES:

Opening date for online registration	16.12.2015
Closing Date for online registration	31.12.2015
Payment of application fee	Candidates can pay application fee only through online mode.

TERMS OF APPOINTMENT

1. Appointment will be on contractual basis. The period of contract would initially be for a period of 3 years and renewable for a further period of 2 years subject to annual review. The contract will come to an end automatically on completion of the contract period, unless renewed. There shall be no obligation on the part of the Bank either to renew the contract at the end of 3 years or to issue a formal order of termination of contract.
2. The contract amount shall be negotiable subject to deduction of taxes as applicable. Apart from fixed remuneration, faculty members will not be entitled to any perquisites/facilities/benefits from the Bank.
3. The engagement on contractual basis shall not be construed as an employment in the Bank and the faculty member so appointed is not eligible to claim Provident Fund/Bonus/Pension during the period of contract or thereafter.
4. Faculty members appointed on contractual basis shall be eligible for a total of 12 days leave per year, out of which not more than 04 leaves can be taken at a time. The working hours shall be the usual working hours of the Bank as applicable on all days except Sundays, second & fourth Saturdays and other holidays declared under N.I. Act of the respective State/UT. Balance of the leave shall not be allowed to be carried over to the next year.
5. **Termination of contract:** Contract can be terminated by giving one month notice by either side or one month salary in lieu thereof, provided that such notice or compensation in lieu thereof shall not be necessary on the part of Bank where the termination is for any misconduct or unsatisfactory performance of which Bank shall be the sole judge.

SELECTION PROCEDURE

The selection will be made on the basis of performance in the Group Discussion (GD) and / or Personal Interview. **Merely satisfying the eligibility norms do not entitle a candidate to be called for GD/PI.** The Bank reserves the right to call only the requisite number of candidates for the GD / PI after preliminary screening / short-listing with reference to candidate's qualification, suitability and experience etc. Subject to the vacancies available under the respective category, only those candidates who pass the personal interview will be short-listed for selection in the order of merit/rank obtained by them under the respective category.

Identity Verification:

The candidate should, while appearing for the Group Discussion/Personal Interview produce for verification and submit photo copies, if required, of the original call letter, fee payment receipt, photo identity such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph. If the identity of the candidate is doubtful, the candidate will not be allowed to appear for the Group Discussion / Personal Interview.

APPLICATION FEE / INTIMATION CHARGES (NON-REFUNDABLE)

Category of Applicant	Application Fee
SC/ST (Only Intimation Charges)	50.00
For all Others	500.00

Candidates have to make the payment of requisite fees/ intimation charges through **ONLINE** mode only.

NOTE:

- i. **Please note that cash, cheque, money order, postal order, postal stamp etc. will not be accepted.**
- ii. Candidates should ensure their eligibility before paying the fees/applying/attending the Group Discussion/Interview.
- iii. 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.

GENERAL INSTRUCTIONS

- i. Before applying for any post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the 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 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 on this behalf.
- ii. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or 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.
- iii. Only online registration of application would be accepted.
- iv. Online applications are to be processed by a computerized system. It is essential that the application is properly and completely filled in.
- v. The candidates should fill the details in application correctly, in particular – name/age/qualification/caste etc. which will have direct effect on selection/non-selection. Bank takes no responsibility for rejection/non-selection due to aforesaid error.
- vi. An application without requisite application fee/intimation charge shall not be entertained.
- vii. The candidates must submit the self attested photocopies of all the certificates in support of their educational qualification, experience, date of birth and caste (if any) along with the copy of the online application form at the time of Group Discussion/Interview.
- viii. Candidates belonging to and applying for a post under the reserved OBC category are required to submit a Certificate regarding his/her 'Community' in the prescribed format "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (format available on Bank's website along with this Notification) and the certificate should contain the "NON-CREAMY LAYER CLAUSE". OBC certificate containing the 'Non-creamy layer' clause issued during the period 01.11.2015 to the date of interview should be submitted by such candidates, if called for interview. Caste name mentioned

in the certificate should tally letter by letter with Central Government list / notification. Candidates not producing the above certificate will not be considered under the OBC category.

- ix. Candidates belonging to OBC category but coming in the “CREAMY LAYER” are not entitled to OBC reservation. They should indicate their category as ‘GENERAL’.
- x. The Bank reserves the right to alter, modify or change the eligibility criteria and/or any of the other terms and conditions spelt out in this notification including criteria for passing / method and procedure for selection.
- xi. Only those candidates who meet the eligibility criteria and who are shortlisted for appearing in the Group Discussion / Personal Interview will be intimated either by e-mail or may download the call letter from the Bank’s website. No communication/intimation regarding interviews will be sent by post. The names of candidates who are finally shortlisted for Group Discussion/Interview will also be available on the Bank’s website www.obcindia.co.in. Applicants are requested to keep track of the same by visiting Bank’s website from time to time.
- xii. The Bank takes no responsibility for non-receipt of intimation or inability to print call letter from the web.
- xiii. The candidates will have to appear for GD/PI at their own expense. However, eligible SC/ST outstation candidates appearing for the same will be reimbursed to and fro second (sleeper) class rail / ordinary bus fare by the shortest route on production of evidence of travel.
- xiv. Candidates claiming to have work experience, if called for Group Discussion/ Interview, will have to produce documentary proof of work experience certificate(s) relevant to the post applied for the period mentioned in the application form from their employer(s) clearly stating the period and nature of employment/duties. Copies of Offer Letter, Salary Certificate in lieu of work experience certificates will not be accepted.
- xv. Experience wherever required is post qualification, full time and in the relevant field. Please note that experience below 06 months in any organization will not be considered. The experience as a permanent employee will only be considered.
- xvi. Request for change of address / e-mail id / GD/PI Centre will not be entertained.
- xvii. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- xviii. **Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at NCT of Delhi.**
- xix. 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.
- xx. **Only candidates willing to serve anywhere in India should apply.**
- xxi. **Canvassing in any form will be a disqualification.**

HOW TO APPLY

The candidates can apply only for one post. Candidates can only apply online from **16.12.2015** to **31.12.2015** and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should:

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this Advertisement.

- ii. Keep the necessary details/documents for online payment of the requisite application fee / intimation charges ready.
- iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. Bank may send call letters for GD/PI through the registered e-mail ID. Under no circumstances, a candidate should share / mention e-mail ID of / to 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.

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

Procedure for applying online:

- i. Candidates are first required to go to the Bank's website **www.obcindia.co.in** and click the option "CLICK HERE TO APPLY ONLINE" to open the Online Application Form.
- ii. To register their application, candidates will be entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the provisional registration number and password. An Email & SMS indicating the Provisional Registration Number and Password will also be sent.
- iii. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines given hereunder for Scanning and Upload of Photograph and Signature.
- iv. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.
- v. 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. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission as no change is possible after submission.

Mode of Payment

- i. Candidates have to make the payment of requisite fees / intimation charges through ONLINE mode only.
- ii. Candidates should carefully fill the details in the Online Application Form at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL 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.
- iii. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered.
- iv. Once the application is filled completely, the candidate should submit the final data.
- v. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
 - The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets by providing information as asked on the screen.

- After final submission, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees / Intimation Charges online.
- On successful completion of the transaction, an e-receipt will be generated.
- 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.

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 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.
- 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 form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/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 successfully registered.
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment 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 onto 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 is found to be false at a later stage.

Chief General Manager (HRD)

GUIDELINES FOR SCANNING THE PHOTOGRAPH AND 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:

I. 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 the 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, etc. during the process of scanning.

II. Signature Image

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket (in case of online written test) and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination (for post code 02-05) does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

III. Scanning the photograph & signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set the colour to True Colour.
- 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 and 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.

IV. 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 upload button.

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

Note:

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