

**RECRUITMENT OF PROFESSIONALS FOR DIGITAL GROUP ON FIXED TERM ENGAGEMENT
ON CONTRACTUAL BASIS IN BANK OF BARODA**

Join India's International Bank for a Challenging and Progressive Career.

| | | |
|---|--|-------------------------------|
| Online registration of Application & Payment of Fees | Start date : 09.09.2022 | Last date : 29.09.2022 |
| PLEASE NOTE THAT | | |
| 1 | Candidates are advised to check Bank's website www.bankofbaroda.in/careers.htm (Current Opportunities) regularly for details and updates. Call letters/advices, where required will be sent by e-mail only. All revisions/corrigendum(if any) will be hosted on the Bank's website only | |
| 2 | All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advices etc. | |
| 3 | The process of Registration of application is complete when fee is deposited with the Bank through On-line mode on or before the last date for fee payment. | |
| 4 | Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Admission to any selection processes, will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank | |
| 5 | Post qualification experience below 6 months in any organization would not be considered (wherever applicable) | |

Eligibility Criteria (as on 01.08.2022):

| S. No | Sub-vertical | Position | Vacancies | Education Qualification | Age (Min & Max) | Work Experience |
|-------|--|---------------------------------------|-----------|---|-----------------|---|
| 1 | Digital Business Group (Channels & Payments) | Head - Merchant Acquiring Business | 1 | Mandatory : BE / B. Tech/ B Sc - IT/ B Sc Comp. Sc./ BCA / MCA Preferred : • B.Tech/ BE preferably in Computer Science/ Information Science/ Information Technology • MBA in Marketing | 31 -45 years | Min. 10 years of experience in sales of POS (GPRS, Android, MPOS) and VAS (Value Added Services, Bharat QR, UPI QR, IPG, EMI, Other Asset Leads with a reputed bank or merchant acquirer. |
| 2 | | Lead - Merchant Acquiring (Online) | 1 | | 28 -45 years | Min 7 years' experience in Payment Gateway operations |
| 3 | | Lead - Merchant Acquiring (Offline) | 1 | Mandatory : B.Tech/ Bachelor's Degree Preferred : MBA in Marketing | 28 -45 years | Min 7 years' experience in Payment Gateway operations |
| 4 | Digital Business Group (Partnerships & innovation) | Head (AI) | 1 | Mandatory : Graduate Degree in Information Technology, Computer Science, Business or Data Science Preferred : MBA/MS | 30 -45 years | Minimum 10 years of experience as an AI Practitioner (ranging from AI R&D to AI implementation); Minimum 5 years in business consultancy in Artificial Intelligence (AI) technical related product and services; • Strong technical knowledge in AI / Data related technologies; • Good understanding of the latest research and technologies in Artificial Intelligence; • Excellent stakeholder engagement and interpersonal skills to drive collaboration across multi-organisations (both internal & external) |
| 5 | | Digital Partnership Lead - Corporates | 1 | Mandatory : Graduation degree Preferred : 2 year post graduate qualification with specialization in Marketing or Finance | 29 -45 years | Minimum 8 years of overall experience with relevant experience in digital strategic partnerships with fintechs and B2B sales in a leadership role preferably for a bank / financial organization |
| 6 | | Digital Partnership Lead - Fintechs | 1 | | 29 -45 years | Minimum 8 years of overall experience with relevant experience in digital strategic partnerships with fintechs and B2B sales in a leadership role preferably for a bank / financial organization |

| | | | | | | |
|---|--------------------------|---|---|---|--------------|---|
| 7 | Digital Operations Group | Lead - Robotic Process Automation | 1 | Mandatory : BE / B. Tech/ B Sc – IT/ B Sc Comp. Sc./ BCA / MCA/ MBA | 31-40 yrs. | 10 years experience in Digital operations, understanding of technological changes and demand for improvement in Digital Products features and reconciliation process thereof, experience with RPA |
| 8 | | Lead – Digital Payment Fraud Prevention | 1 | | 31 -45 years | 10 years relevant experience in BFSI in FRM field. Understanding of Payment security requirement and in depth understanding emerging Fraud trend and Regulators expectation. |

The educational qualifications shall be obtained from Institute recognized by AICTE/UGC/Government

* Please note that the Bank may modify the number of vacancies depending on its requirement.

| | |
|-------------------------------------|---|
| Roles & Responsibilities | As detailed in Annexure I |
| Nature of Engagement | Contractual Engagement for a period of 5 years, with periodic performance review, extendable at the option of the Bank. |
| Compensation | Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark, and shall not be a limiting factor for suitable candidates. |
| Location of Posting | Mumbai. However, the posting may be subject to change/modification depending on Bank's requirement from time to time. |

Credit History: The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time.

RESERVATION POINTS:-

| SC | ST | OBC | EWS | UR | TOTAL | OUT OF WHICH PWD | | | |
|----|----|-----|-----|----|-------|------------------|----|----|----|
| | | | | | | OC | VI | HI | ID |
| - | - | - | - | 8 | 8 | - | - | - | - |

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes (Non Creamy Layer), UR- Unreserved, EWS-Economically Weaker Sections, PWD - Persons with Disability, OH-Orthopedically Handicapped, HI - Hearing Impaired, VI- Visually Impaired, ID- Intellectually Disabled. Vacancies mentioned above includes backlog vacancies.

NOTE:

1. Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application
2. Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC/EWS/PWD category, while submitting their application/s.
3. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
4. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as detailed below:

| Sn | Category | Age Relaxation (years) |
|----|--|--|
| 1. | Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment | Gen/EWS – 5, OBC – 8, SC/ST – 10 |
| 2. | Persons affected by 1984 riots | Gen/EWS – 5, OBC – 8, SC/ST – 10 |

Note: The aforesaid Relaxation of Upper Age is applicable as per the Reservation Points available for different positions as mentioned above.

Application fees: Rs.600/- + Applicable Taxes + Payment Gateway Charges for General, EWS & OBC candidates
Rs.100/- + Applicable Taxes + Payment Gateway Charges for SC, ST, PWD & Women

A. SELECTION PROCEDURE:

Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method.

- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call candidates in a particular ratio, at its sole discretion, as per the Banks requirement.
- Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in Interview/selection procedure will be decided by the Bank.

- A candidate should qualify in all the processes of selection i.e. PI and/or other selection method (as the case may be) and should be **sufficiently high in the merit to be shortlisted for subsequent process.**
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- Bank reserves the right to consider the candidature of the candidate to any other position other than for which he/she has applied for, subject to the condition that the candidate fulfil the eligibility criteria prescribed for the position for which the candidate is considered for.
- Bank reserves the right to combine two or more similar position/s as one position, if necessitated.

B. **HOW TO APPLY:**

Candidates are required to have a valid personal email ID and Contact Number. It should be kept active till completion of this recruitment project. Bank may send call letters for Personal interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

a) **GUIDELINES FOR FILLING ONLINE APPLICATION:**

- i. Candidates should visit Bank's website www.bankofbaroda.in/Career.htm and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking etc.
- ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure II regarding scanning of photograph & signature and upload of documents.
- iii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.
- iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
- v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof, Graduation Certificate, Other Certifications, Experience Letter (any document which substantiates relevant experience), Document showing Break up of CTC, Latest Salary Slip (e.g. July 2022/ August 2022), etc. at the time of submitting the online application form
- vii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam
- viii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.

b) **PAYMENT OF FEES:**

- i. Application fees and Intimation Charges (Non-refundable) of Rs. 600/-for General /EWS and OBC candidates (plus applicable GST & transaction charges) and Rs.100/- (Intimation charges only) for SC/ ST/PWD/Women candidates (plus applicable GST & transaction charges) will be applicable. Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.
- ii. Fee payment will have to be made online through payment gateway available thereat.
- iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
- vi. If the online transaction is not successfully completed, please register again and make payment online.
- vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) **GENERAL INFORMATION:**

- i) The selected candidate will be required to sign an employment contract.
- ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (01.08.2022) and also ensure that the particulars furnished by him/her are correct in all respects.
- iii) In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- iv) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
- v) 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 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 without notice.

- vi) Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- vii) **Intimations, wherever required 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's website www.bankofbaroda.in for latest updates.
- viii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
- ix) The Bank reserves the right to modify the place of posting as per administrative requirements of the Bank from time to time.

C. ANNOUNCEMENTS:

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorised Bank's website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project.

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 of the 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 affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of interview/ any other selection process or increase/decrease the vacancies for any of the positions, as per the requirement of the Bank or to cancel the Recruitment Process entirely at any stage without assigning any reason.

Mumbai
09.09.2022

General Manager (HRM)

ANNEXURE I

Job Description Detail

| | |
|-------------------------------------|---|
| Sl No | 1 |
| Position | Head - Merchant Acquiring Business |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Penetration on the existing portfolio and creating new acquisition opportunity as well cross sell on existing base. • Acquisition of NTB merchants by engaging with various channels. • Cross sell of Value Added Services on the existing portfolio. • Activation of merchants and ensuring a healthy transaction activation percentage. • Penetration in empanelment relationships acquired from a cross sell perspective. • Meeting monthly targets assigned across parameters • Leading the team in acquiring new merchant acquisition. • Focus on relationship management, deepening and cross sell strategy to improve customer satisfaction • Have deep understanding of product and regulatory norms to drive team for business with compliance • Create new acquiring opportunities, ensuring business pipeline and identify potential opportunities in the market. • Strategic initiatives for capturing maximum market share and penetration to increase business volumes • Responsible for delivering best in class merchant onboarding experience. • Create, develop and implement a business plan to grow the business. • Maintain merchant's relationships to ensure continual growth and sales targets. • Agreement with Subsidiary/ Service provider/ Aggregator/ Switch vendor and the performance review |
| Job specific skills | Team leader for merchant acquiring - POS/EDC terminals/Bharat QR/ UPI QR, IPG in the local market and develop cross sell strategy. |

| | |
|-------------------------------------|--|
| Sl No | 2 |
| Position | Lead - Merchant Acquiring (Online) |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Co-ordination with payment Gateway vendors to ensure smooth payment processing • Provides metrics and trending information to management. • Provides support and ad hoc resources for larger projects and initiatives for smooth integration. • Communicates and coordinates with technical, operation and business partners permanently resolve recurring or common issues. • Works with internal business users and developers to assist with the implementation of new clients/partners. • Coordinates with the Govt. Digital Solution Cell, Delhi for Govt. Leads. • Coordinates with the Retail Liability Department for Leads generation. • Tracks record of identifying largest risk areas and driving resolution of these issues • Responsible for developing and supporting Partner Integration projects and batch reporting interfaces. • On-boarding more number of Aggregators/Master merchants for providing IPG services merchants in coordination with the bank. • P&L preparation, upload data in various systems • Liaising with internal and external stakeholders. • Utilize strong analytical ability to evaluate digital across multiple channels and customer touch points • Coordinates with the Regional Head, Deputy Regional Head and Network DGM for Leads generation and CASA Mobilization. • Coordinates with the ZDM's, ECM's on weekly basis for better synchronization. • Regular monitoring of the IPG merchants for Risk Mitigation |
| Job specific skills | Merchant acquiring - IPG and developing cross sell strategy |

| | |
|-------------------------------------|---|
| SI No | 3 |
| Position | Lead - Merchant Acquiring (Offline) |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Co-ordinate with vendor and branches for the merchant on boarding Marketing and following up with branches/ROs on-boarding of merchants on POS/BHIM QR/Bharat QR. • Onboarding BHIM QR merchants at Smart Cities • Any requirement with respect to modification/ enhancement/reconciliation of POS/UPI QR • Review of the progress made in merchant enrolment on weekly basis. • Arriving at actions required based on the analysis made • Follow up and renewal of the subvented merchants transacted expired and going to expire • Allocation of merchant onboarding target to zones/regions/branches and subsequent follow up, running campaigns • MIS usages and monitoring of inactive/de-installation cases. • Acquires new Merchants through active referrals from self-generated leads. • Implements Merchant engagement programs with a view to ensure top of mind recall for Merchants. • Easily establish relationship with Merchants and build a rapport. • Relate well to different types of customers and adapt his/her style to ensure that the customer is comfortable with the Bank. • Plan & implement promotions campaigns and build relationship such that the team delivers its targets. • Track and achieve revenue/penetration and wallet share targets as stipulated by the management • Achieve the Merchant Acquiring Sales and revenue targets agreed at the beginning of the year. • To have a clear Understanding of the KYC & AML guidelines of the Bank and define the sales process/strategy accordingly. • To be well aware of the business economics including MDR, VISA/MC/RuPay cost head subvention requirements and market rates and try to create an optimized portfolio. • Generate performance reports and identify gaps/opportunities. • Working upon Business Development and Revenue generation through Cross- Selling. • Market Analysis and Team Handling. • Responsible for the acquiring Offline Merchant through the direct / channel Partner. • Familiarity with procedures, policies, products and services of merchant acquiring business. |
| Job specific skills | Merchant acquiring - POS/EDC terminals/Bharat QR/UPI QR and developing cross sell strategy |

| | |
|-------------------------------------|--|
| SI No | 4 |
| Position | Head (AI) |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Responsible to deepen and drive Artificial Intelligence (AI) technology for our financial products and services; • Uncover the future potentials of emerging AI Technologies and the values they can bring to build a new ecosystem; • Provide business / management consultancy in developing new business cases and obtain buy-in from various partners with focus in Artificial Intelligence (AI) technologies; • Seeks active partnerships to form innovative ideas and approaches to improve the business use cases that aim to increase consumption and adoption rate; • Perform regular scan, research and develop impactful proof of concepts, prototypes for new business cases in order to identify new technology/business gaps whereby there are potential opportunities for demand/supply aggregation; • Responsible to generate leads and engage partners in framing their business challenges, to create and propose effective business use cases solutions; • Work closely with technology team, to provide business direction and technical guidance to establish product roadmaps to meet business need and demand; • Build knowledge and expertise in emerging AI technologies to promote technology adoption internally and externally within the organization. |
| Job specific skills | Responsible to deepen and drive Artificial Intelligence (AI) technology for financial products and services |

| | |
|-------------------------------------|--|
| SI No | 5 |
| Position | Digital Partnership Lead - Corporates |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Define the roadmap, execution plans and success measurement for various partnership opportunities with large corporates and build a PL book. • Develops and executes an integrated Digital partnership framework to improve sales and brand presence to corporates • Establishes relationships with key decisions makers and influencers in the partner organizations • Navigate internal & external stakeholders to run the partnership discussions end to end including identifying the right opportunities, negotiation and closure • Define the roadmap, execution plans and success measurement for various partnership opportunities • Analyzes market trends to identify potential corporate partnerships domain and impact on their business through collaboration with BOB • Performs cost-benefit analysis for potential partnerships • Addresses key concerns from potential partner organizations and presents solutions that are beneficial to both parties • Builds trust and professional relationships with partners during the sales process to ensure successful deal closure • Evaluate existing fintechs partnerships for updating projected CBA and P/L • Present MIS on partnerships status • Identify manpower requirements. |
| Job specific skills | Development and implementation of an integrated Digital partnership framework between fintechs and corporates |

| | |
|-------------------------------------|---|
| SI No | 6 |
| Position | Digital Partnership Lead - Fintechs |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Define the roadmap, execution plans and success measurement for various partnership opportunities with fintechs • Develops and executes an integrated Digital partnership framework to improve sales and brand presence • Establishes relationships with key decisions makers and influencers in the partner organizations • Navigate internal & external stakeholders to run the partnership discussions end to end including identifying the right opportunities, negotiation and closure • Define the roadmap, execution plans and success measurement for various partnership opportunities • Analyzes market trends to identify potential partners in fintech domain and impact on the business through collaboration with BOB • Performs cost-benefit analysis for potential partnerships • Build a Digital Partnerships - Fintech P/L. • Addresses key concerns from potential partner organizations and presents solutions that are beneficial to both parties • Builds trust and professional relationships with partners during the sales process to ensure successful deal closure • Evaluate existing fintechs partnerships for updating projected CBA and P/L • Present MIS on partnerships status • Identify manpower requirements. |
| Job specific skills | Development and implementation of an integrated Digital partnership framework with fintechs to improve sales and brand presence. |

| | |
|-------------------------------------|--|
| Sl No | 7 |
| Position | Lead - Robotic Process Automation |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Gathering best practices from industry / peer banks and arrange for adoption in Bank. • Full understanding of the recon process of various digital products and industry best practices in reconciliation. • Understanding in various system in place and devise strategy and action plan. • Liaising with various stakeholders for enhancement and improving efficiency and overall performance of the product as well as team through RPA (Robotic Process Automation). • Lead a team for implementation of RPA for reconciliation of all digital products in a cost effective and efficient manner. |
| Job specific skills | Knowledge of the RPA in reconciliation of various digital products handling high volume traffic. |

| | |
|-------------------------------------|---|
| Sl No | 8 |
| Position | Lead - Digital Payment Fraud Prevention |
| Roles & Responsibilities | <ul style="list-style-type: none"> • Knowledge of various digital products, process and technology • Root cause analysis of frauds related to Digital Products. • System Gap analysis • Strengthening of Bank's EFRM rules. • Lead a team of specialists to implement dynamic systems for fraud prevention. • Reporting to various stakeholders |
| Job specific skills | Knowledge of Payment security requirement and in depth understanding of emerging Fraud trend and Regulatory expectations |

ANNEXURE II

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & 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:-

(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, no of colours etc during the process of scanning.

(ii) Signature Imaging :-

- 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 the 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**

(iii) Scanning the photograph & signature :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. 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).
5. 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 MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint 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 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 :-

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature'.
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 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.
2. After registering online, candidates are advised to take a printout of their system generated online application forms.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

ANNEXURES - FORMS

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS/ HER CLAIM.

1.This is to certify that Sri / Smt / Kum* _____ son / daughter*
of _____ of village / town* _____ in
District / Division* _____ of the State / Union Territory* _____ belongs to the
_____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :

- * The Constitution (Scheduled Castes) Order, 1950 ;
- * The Constitution (Scheduled Tribes) Order, 1950 ;
- * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.];

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- * The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- *The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- *The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- *The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

.....2

:: 2 ::

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father /Mother* of Sri / Smt / Kumari* _____ of village / town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place: _____ [With seal of Office]
Date : _____ State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.
Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

-- -- --

FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari _____ son/daughter of _____ of village/Town _____ District/Division _____ in the State/ Union Territory _____ belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993**.

Dated : _____ District Magistrate

Deputy Commissioner etc.

Seal

* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female Registration No. _____ permanent resident of House

No. _____ Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose photograph is affixed above,

and am satisfied that :

(A) he/she is a case of :

- Iocomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

FORM - II
Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. : _____ Date : _____

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Sh
_____ Date of Birth (DD / MM / YY) _____
Age _____ years, male/female _____ Registration No. _____ permanent resident
House No. _____ Ward/Village/Street _____ Po
Office _____ District _____ State _____, whose photograph is affix
above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in table below :

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---------|----------------------|-----------------------|-----------|--|
| 1 | Locomotor disability | @ | | |
| 2 | Low vision | # | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing impairment | £ | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

5. Signature and Seal of the Medical Authority

| | | |
|-------------------------|-------------------------|------------------------------|
| | | |
| Name and seal of Member | Name and seal of Member | Name and seal of Chairperson |

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - III

Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested Photograph
(Showing face only) of the person with disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____ Post

Office _____ District _____ State _____, whose photograph is affixed

above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage

physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant

disability in the table below :

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---------|----------------------|-----------------------|-----------|--|
| 1 | Locomotor disability | @ | | |
| 2 | Low vision | # | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing impairment | £ | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

FORM OF CERTIFICATE TO BE PRODUCED BY CANDIDATE APPLYING UNDER ECONOMICALLY WEAKER SECTION

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village, Street _____ Post Office _____ District in the State / Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered from all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property hold test to determine the EWS status