



Institute of Banking Personnel Selection  
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**CWE for Recruitment of Officers (Scale-I, II & III) and Office Assistants (Multipurpose) in Regional Rural Banks (RRBs)**

**The online examination for the Common Recruitment Process for RRBs (RRBs- CWE-IV) for recruitment of Group “A”-Officers (Scale-I, II & III) and Group “B”-Office Assistants (Multipurpose) will be conducted online by the Institute of Banking Personnel Selection (IBPS) tentatively in September 2015.**

Any eligible candidate, who aspires to join any of the Regional Rural Banks listed at (A) as **Group “A”-Officers (Scale-I, II & III) and Group “B”-Office Assistants (Multipurpose)**, is required to register for the Common Recruitment Process (CWE for RRBs-IV). The examination will be held online. Candidates who will qualify in online examination will subsequently be called for a Common Interview to be conducted by the Nodal Regional Rural Bank in each State/UT, coordinated by IBPS. **Depending on the vacancies as per the business needs of the Regional Rural Banks and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Regional Rural Banks keeping in view the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc. The validity for CWE for RRBs-IV will automatically expire at the close of business on 31.12.2016 with or without giving any notice.**

This system of Common Recruitment Process- CWE, Common Interview and provisional allotment in Regional Rural Banks has the approval of the appropriate authorities.

IBPS, an autonomous body, has received a mandate from the organisations mentioned at (A) below, to conduct the recruitment process as mentioned above, once a year. IBPS will make arrangements for conducting online examination, declare result of online examination and inform the shortlisted candidates about the interview. Interviews will be conducted with the help of the designated Nodal Regional Rural Bank in each State/UT, coordinated by IBPS in consultation with appropriate authority. Prospective candidates will have to apply to IBPS after carefully reading the advertisement regarding the process of examinations, interview and provisional allotment, eligibility criteria, online registration processes, payment of prescribed application fee / intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

**A. PARTICIPATING RRBs**

Sr. No.	Name of the RRB	Present Head Office	State / UT	Local Language Proficiency as prescribed by the Participating RRB
1	Allahabad UP Gramin Bank	Banda	Uttar Pradesh	<b>Hindi, Urdu, Sanskrit</b>
2	Andhra Pradesh Grameena Vikas Bank	Warangal	Telangana	<b>Telugu</b>
3	Andhra Pragathi Grameena Bank	Kadapa	Andhra Pradesh	<b>Telugu</b>
4	Arunachal Pradesh Rural Bank	Naharlagun (Papumpare)	Arunachal Pradesh	<b>English</b>
5	Assam Gramin Vikash Bank	Guwahati	Assam	<b>Assamese, Bengali, Bodo</b>
6	Bangiya Gramin Vikash Bank	Murshidabad	West Bengal	<b>Bengali</b>
7	Baroda Gujarat Gramin Bank	Bharuch	Gujarat	<b>Gujarati</b>
8	Baroda Rajasthan Kshetriya Gramin Bank	Ajmer	Rajasthan	<b>Hindi</b>
9	Baroda UP Gramin Bank	Raibareilly	Uttar Pradesh	<b>Hindi, Urdu, Sanskrit</b>
10	Bihar Gramin Bank	Begusarai	Bihar	<b>Hindi</b>
11	Central Madhya Pradesh Gramin Bank	Chhindwara	Madhya Pradesh	<b>Hindi</b>
12	Chaitanya Godavari Grameena Bank	Guntur	Andhra Pradesh	<b>Telugu</b>
13	Chhattisgarh Rajya Gramin Bank	Raipur	Chhattisgarh	<b>Hindi</b>

14	Dena Gujarat Gramin Bank	Gandhinagar	Gujarat	<b>Gujarati</b>
15	Ellaquai Dehati Bank	Srinagar	Jammu & Kashmir	<b>Dogri, Kashmiri, Punjabi, Urdu, Gojri, Pahari, Ladakhi, Balti (Palli), Dardi, Hindi</b>
16	Gramin Bank of Aryavart	Lucknow	Uttar Pradesh	<b>Hindi</b>
17	Himachal Pradesh Gramin Bank	Mandi	Himachal Pradesh	<b>Hindi</b>
18	J & K Grameen Bank	Jammu	Jammu & Kashmir	<b>Dogri, Kashmiri, Pahari, Gojri, Punjabi, Ladakhi, Balti (Palli), Dardi</b>
19	Jharkhand Gramin Bank	Ranchi	Jharkhand	<b>Hindi</b>
20	Karnataka Vikas Grameen Bank	Dharwad	Karnataka	<b>Kannada</b>
21	Kashi Gomti Samyut Gramin Bank	Varanasi	Uttar Pradesh	<b>Hindi</b>
22	Kaveri Grameena Bank	Mysore	Karnataka	<b>Kannada</b>
23	Kerala Gramin Bank	Mallapuram	Kerala	<b>Malayalam</b>
24	Langpi Dehangi Rural Bank	Diphu	Assam	<b>Assamese, Bengali, Bodo</b>
25	Madhya Bihar Gramin Bank	Patna	Bihar	<b>Hindi</b>
26	Madhyanchal Gramin Bank	Sagar	Madhya Pradesh	<b>Hindi</b>
27	Maharashtra Gramin Bank	Aurangabad	Maharashtra	<b>Marathi</b>
28	Malwa Gramin Bank	Sangrur	Punjab	<b>Punjabi</b>
29	Manipur Rural Bank	Imphal	Manipur	<b>Manipuri</b>
30	Meghalaya Rural Bank	Shillong	Meghalaya	<b>Khasi, Garo</b>
31	Mizoram Rural Bank	Aizawl	Mizoram	<b>Mizo</b>
32	Nagaland Rural Bank	Kohima	Nagaland	<b>English</b>
33	Narmada Jhabua Gramin Bank	Indore	Madhya Pradesh	<b>Hindi</b>
34	Odisha Gramya Bank	Bhubaneshwar	Odisha	<b>Odia</b>
35	Pallavan Grama Bank	Salem	Tamil Nadu	<b>Tamil</b>
36	Pandyan Grama Bank	Virudhunagar	Tamil Nadu	<b>Tamil</b>
37	Paschim Banga Gramin Bank	Howrah	West Bengal	<b>Bengali</b>
38	Pragathi Krishna Gramin Bank	Bellary	Karnataka	<b>Kannada</b>
39	Prathama Bank	Moradabad	Uttar Pradesh	<b>Hindi</b>
40	Puduvai Bharthiar Grama Bank	Puducherry	Puducherry	<b>Tamil, Malayalam, Telugu</b>
41	Punjab Gramin Bank	Kapurthala	Punjab	<b>Punjabi</b>
42	Purvanchal Bank	Gorakhpur	Uttar Pradesh	<b>Hindi</b>
43	Rajasthan Marudhara Gramin Bank	Jodhpur	Rajasthan	<b>Hindi</b>
44	Saptagiri Grameena Bank	Chittor	Andhra Pradesh	<b>Telugu</b>
45	Sarva Haryana Gramin Bank	Rohtak	Haryana	<b>Hindi</b>
46	Sarva UP Gramin Bank	Meerut	Uttar Pradesh	<b>Hindi</b>
47	Saurashtra Gramin Bank	Rajkot	Gujarat	<b>Gujarati</b>
48	Sutlej Gramin Bank	Bhatinda	Punjab	<b>Punjabi</b>
49	Telangana Grameena Bank	Hyderabad	Telangana	<b>Telugu, Urdu</b>
50	Tripura Gramin Bank	Agartala	Tripura	<b>Bengali, Kokborak</b>
51	Utkal Grameen Bank	Bolangir	Odisha	<b>Odia</b>
52	Uttarbanga Kshetriya Gramin Bank	Coochbehar	West Bengal	<b>Bengali, Nepali</b>
53	Uttar Bihar Gramin Bank	Muzaffarpur	Bihar	<b>Hindi</b>
54	Uttarakhand Gramin Bank	Dehradun	Uttarakhand	<b>Hindi, Sanskrit</b>
55	Vananchal Gramin Bank	Dumka	Jharkhand	<b>Hindi</b>
56	Vidharbha Konkan Gramin Bank	Nagpur	Maharashtra	<b>Marathi</b>

**Candidates are advised to regularly keep in touch with the authorised IBPS website [www.ibps.in](http://www.ibps.in) for details and updates.**

**A candidate can apply for the Post of Office Assistant (Multipurpose) and can also apply for the Post of Officer. However a candidate can apply for only one post in officer's cadre i.e. for Officer Scale-I or Scale-II or Scale-III.**

**Candidates have to apply separately and pay fees / intimation charges separately for each post applied for.**

## **B. ELIGIBILITY CRITERIA**

Prospective Candidates should ensure that they fulfil the specified eligibility criteria before applying for the CWE:

**Candidates may please note that the eligibility criteria specified is the basic criteria for appointment to the aforesaid posts in the Regional Rural Banks. However merely applying for, qualifying in CWE and getting provisionally allotted in one of the participating RRB does not imply that a candidate will necessarily be eligible for employment in any of the participating Regional Rural Banks.**

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc 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 CWE/ appearing for and being shortlisted in CWE and/or in the subsequent interview and/ provisionally allotted and/ subsequent processes does not imply that a candidate will necessarily be offered employment in any of the Regional Rural Banks. No request for considering the candidature under any category other than the one in which one has applied will be entertained.**

### **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 1<sup>st</sup> 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) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

### **II Age (As on 01.07.2015)**

**For Officer Scale- III-** Above 21 years - Below 40 years i.e. candidates should not have been born earlier than 03.07.1975 and later than 30.06.1994 (both dates inclusive)

**For Officer Scale- II-** Above 21 years - Below 32 years i.e. candidates should not have been born earlier than 03.07.1983 and later than 30.06.1994 (both dates inclusive)

**For Officer Scale- I-** Above 18 years - Below 30 years i.e. candidates should not have been born earlier than 03.07.1985 and later than 30.06.1997 (both dates inclusive)

**For Office Assistant (Multipurpose)** - Between 18 years and 28 years i.e. candidates should have not been born earlier than 02.07.1987 and later than 01.07.1997 (both dates inclusive)

**The maximum age limit specified above is applicable to General Category candidates only. For other categories the following relaxations would apply:**

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4 a.	Ex-Servicemen/ Disabled Ex-Servicemen	<b>(for the post of Office Assistants)</b> actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
4 b.	In the case of Ex- servicemen commissioned officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, subject to ceiling as per Government guidelines	<b>(for the post of Officers)</b>  5 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	<b>(only for the post of Office Assistants)</b> 9 years
6	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years

**NOTE:**

- i. **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis together with only one of the remaining categories for which age relaxation is permitted as mentioned above at Sr. Nos. 3 to 7 in the above Table.**
- ii. **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview conducted with the help of the designated Nodal RRB for each State / UT, co-ordinated by IBPS in consultation with appropriate authority, if shortlisted for interview.**  
Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWD category candidates.  
In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. **They should indicate their category as General in the online application form.**  
Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- iii. Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/ 'D' under the Central Government. However, such candidates will not be eligible for **the benefit of reservation** on second occasion for Ex-Servicemen in Central Government jobs.
- iv. An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose for further employment on the civil side ceases.

- v. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment **one year** before the completion of the specified term of engagement (from the last date of application) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

### III Definition of Persons With Disabilities

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original in support of their claim at the time of **Interview. Persons With Disabilities will have to work in Branches/ Offices as identified by the respective RRB.**

#### Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

#### Deaf & Hearing Impaired (HI)

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

#### Orthopaedically Challenged (OC)

Only those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R and or L)

MW - Muscular weakness and limited physical endurance

#### (i) Guidelines for Persons With Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- **The scribe arranged by the candidate should not be a candidate for the examination (CWE-RRBs). If violation of the above is detected at any stage of the process, candidature for CWE of both the candidate and the scribe will be cancelled.**
- **A person acting as a scribe for one candidate cannot be a scribe for another candidate.**
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires

that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**

(ii) **Guidelines for Candidates with locomotor disability and cerebral palsy**

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

(iii) **Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

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

**(Applicable for the post of Office Assistant (Multipurpose)**

- Ex-Servicemen (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.10.1986 as amended from time to time.
- Disabled Ex-Servicemen (DISXS):** Ex-servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen (DISXS).
- Dependents of Servicemen Killed In Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz: Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.  
The relaxation in upper age limit and in educational qualifications is not available to Dependents of Servicemen killed in action.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

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

**V. EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on the last date of Online Registration i.e. 28.07.2015)**

<b><u>Post</u></b>	<b><u>Educational Qualification</u></b>	<b><u>Experience</u></b>
<b>Office Assistant (Multipurpose)</b>	Degree in any discipline from a recognized University or its equivalent (a) Essential: Proficiency in local language as prescribed by the participating RRB/s * (b) Desirable: Knowledge of Computer skills.	----
<b>Officer Scale-I</b>	i. Degree in any discipline from a recognized University or its equivalent Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy; ii. Proficiency in local language as prescribed by the participating RRB/s * iii Computer knowledge or awareness will be an added qualification.	----
<b>Officer Scale-II General Banking Officer</b>	Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having degree in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy.	Two years as an officer in a Bank or Financial Institution.
<b>Officer Scale-II Specialist Officers</b>	<b><u>Information Technology Officer</u></b> Degree from a recognised University in Electronics / Communication / Computer Science / Information Technology or its equivalent with a minimum of 50% marks in aggregate. <u>Desirable:</u> Certificate in ASP, PHP, C++, Java, VB, VC, OCP etc.	One year
	<b><u>Chartered Accountant</u></b> Certified Associate (CA) from Institute of Chartered Accountants of India	One Year
	<b><u>Law Officer</u></b> Degree from a recognised University in Law or its equivalent with a minimum of 50% marks in aggregate.	Two years as an advocate or should have worked as Law Officer in Banks or Financial Institutions for a period not less than two years
	<b><u>Treasury Manager</u></b> Certified Associate (CA) from Institute of Chartered Accountants of India or MBA in Finance from a recognized university/ institution	One Year
	<b><u>Marketing Officer</u></b> MBA in Marketing from a recognized university	One Year
<b><u>Agricultural Officer</u></b> Degree in Agriculture/ Horticulture/ Dairy/ Animal	Two Years	

	Husbandry/ Forestry/ Veterinary Science/ Agricultural Engineering/ Pisciculture from a recognized university or its equivalent with a minimum of 50% marks in aggregate	
<b>Officer Scale-III</b>	Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/ Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.	Minimum 5 years experience as an Officer in a Bank or Financial Institutions

**Note:**

- i. **All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 28.07.2015.**
- ii. **Proper document from Board / University for having declared the result on or before 28.07.2015 has to be submitted at the time of interview.** The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- iii. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- iv. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.  
The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

**\*Local Language Proficiency -The candidates applying for the posts of Officer Scale I and Office Assistants – (Multipurpose) will be able to register their preference only to such RRBs if they possess the proficiency in the local language as prescribed against the name of the RRB in this advertisement. (The condition does not apply for the posts of Officer Scale II and III).**

Proficiency in relevant local language(s) will be tested at the time of interview.

<b>Preference Marking:</b>	
i.	For Officer Scale I and Office Assistant (Multipurpose) - while registering online please mention the local language you are proficient in when asked about the local language. Please do <b>not</b> confuse this with medium of instruction. The names of relevant RRBs will only be displayed in the online registration form screen after matching with your proficiency in the local language. You will have to provide your preferences of RRBs in case you are eligible for two or more RRBs on the basis of the local language proficiency. Example: If you are proficient in Hindi, names of such RRBs that prescribe proficiency in Hindi will be displayed for marking your preference.
ii.	The candidates for the posts of Officer Scale II and III will be required to indicate preference for all the 56 RRBs.

**C. APPLICATION FEE/ INTIMATION CHARGES-**



Application Fees/ Intimation Charges (Online payment from **08.07.2015** to **28.07.2015** both dates inclusive)

**Officer (Scale I, II & III)**

- Rs. 100/- for SC/ST/PWD candidates.

- Rs. 600/- for all others

**Office Assistant (Multipurpose)**

- Rs. 100/- for SC/ST/PWD/EXSM candidates.

- Rs. 600/- for all others

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

**D. ONLINE EXAMINATION STRUCTURE-**

**Office Assistant (Multipurpose)**

Sr. No.	Name of Tests	Medium of Exam	No. of Questions	Max. Marks	Total Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Numerical Ability	Hindi/English	40	50	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	
4 b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	Total :::::		200	200	

**Officer Scale-I**

Sr. No.	Name of Tests	Medium of Exam	No. of Questions	Max. Marks	Total Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Quantitative Aptitude	Hindi/English	40	50	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	
4 b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	Total :::::		200	200	

**Officer Scale-II (General Banking Officer)**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	TOTAL::::		200	200	

**Officer Scale-II (Specialist Cadre)**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	40	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	40	
3	Financial Awareness	Hindi/English	40	40	

4a•	English Language	English	40	20	
4b•	Hindi Language	Hindi	40	20	
5	Computer Knowledge	Hindi/English	40	20	
6	Professional Knowledge	Hindi/English	40	40	
	TOTAL::::		240	200	

### **Officer Scale- III**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	TOTAL::::		200	200	

- Candidates can opt either 4 a or 4 b.

Other detailed information regarding the online examination will be given in an **Information Handout**, on IBPS website which will be made available for the candidates to download along with the call letter.

#### **E. PENALTY FOR WRONG ANSWERS**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

#### **F. CUTOFF SCORE**

<p>Mean – 3/4<sup>th</sup> of Standard Deviation for SC/ ST Categories  Mean – 1/4<sup>th</sup> of Standard Deviation for Other Categories</p>
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Each candidate will be required to obtain a minimum qualifying score in each test and also on total weighted score that is 35% for SC / ST category candidates and 40% for Other Category candidates to be considered to be shortlisted for interview.

Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of merit to be called for interviews to be conducted with the help of the designated Nodal RRBs, coordinated by IBPS in consultation with appropriate authority. Decision of IBPS in shortlisting and calling numbers of candidates for Common Interview shall be Final.

Prior to the completion of the interview process, scores obtained in the online examination will not be shared with the candidates shortlisted for interview.

#### **G. CWE SCORE**

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equipercentile method.

Scores upto two decimal points shall be taken for the purpose of calculation.

#### **H. EXAMINATION CENTERS**

- The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in Annexure I.
- IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- No request for change of centre for Examination shall be entertained.

#### **I. PRE-EXAMINATION TRAINING (PET)- (To be arranged by the RRBs)**

It is proposed to impart Pre-Examination Training to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ Ex-Servicemen/ Persons With Disabilities for the Post of Office Assistant (Multipurpose) and Scheduled Caste/ Scheduled Tribes/ Minority Communities for the Post of Officer Scale-I at some centers viz. Banda, Warangal, Anantapur, Naharlagun (Papumpare), Guwahati, Ajmer, Raibareilly, Begusarai, Chhindwara, Guntur, Raipur, Hyderabad, Gandhinagar, Srinagar, Lucknow, Mandi, Jammu, Ranchi, Dharwad, Varanasi, Mysore, Mallapuram, Patna, Sangrur, Imphal, Jodhpur, Shillong, Udaipur, Aizawl, Kohima, Indore, Bhubaneswar, Salem, Virudhunagar, Howrah, Moradabad, Puducherry, Ludhiana, Gorakhpur, Rohtak, Meerut, Rajkot, Bhatinda, Agartala, Bolangir, Coochbehar, Muzaffarpur, Dehradun and Nagpur.

All eligible candidates who wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. All expenses regarding traveling, boarding, lodging etc. will have to be borne by the Candidate for attending the pre-examination training programme at the designated Centers. IBPS, however, reserves the right to cancel any of the Pre- Examination Training Centers and/ or add some other Centers and/ or make alternate arrangements, depending upon the response, administrative feasibility, etc.

**By merely attending the Pre-Examination Training no candidate acquires any right to be selected in any of the Regional Rural Banks mentioned.**

#### **J. INTERVIEW**

Candidates who have been shortlisted in the examination for CWE- RRBs-IV will subsequently be called for an Interview to be conducted with the help of the designated Nodal Regional Rural Bank in each State/UT and coordinated by IBPS in consultation with the appropriate authority. Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorised IBPS website [www.ibps.in](http://www.ibps.in). **Please note that any request regarding change in date, centre etc. of interview will not be entertained.** However the conducting agencies reserve the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

**The proficiency in local language will be tested at the time of interview.**

The total marks allotted for Interview are 100. The minimum qualifying marks / scores in interview and within it for local language proficiency will not be less than 40% (35% for SC/ST candidates). The minimum qualifying marks in interview for Officer Scale II and III will also be not less than 40% for all the candidates except 35% for SC / ST candidates. The relative weightage (ratio) of CWE and interview will be 70:30 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Online Examination of CWE for RRBs-IV and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both in the CWE and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on IBPS website.

**While appearing for the Interview, the candidate should produce valid prescribed documents given below.**

**In the absence of documents candidature of the candidates shall be cancelled. IBPS/ Nodal RRB/ RRBs take no responsibility to receive/ connect any certificate/remittance/ document sent separately**

**List of Documents to be produced at the time of interview** (as applicable)

**The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.****

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form registered for CWE RRBs-IV
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point G of the advertisement
- (v) Mark-sheets & certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before **28.07.2015** has to be submitted.
- (vi) Experience Certificates (as on 28.07.2015) if applicable.
- (vii) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

**Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**

- (viii) Disability certificate in prescribed format issued by the District Medical Board in case of Persons With Disability category

If the candidate has used the services of a Scribe at the time of CWE the duly filled in details of the scribe in the prescribed format

- (ix) **For Officers-** An Ex-serviceman candidate has to produce a copy of the Service or Discharge book alongwith pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before **27.07.2016**.

**For Office Assistants-** Ex-Servicemen candidates: (i) Candidates who are released/ retired from Armed Forces are required to submit a certificate as per Proforma A. Such Ex-servicemen candidates have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. (ii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit Proforma B from the Competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in Proforma

- C. Such candidates whose SPE is completed on or before **27.07.2016** are eligible to apply. Such candidates have to submit a release letter and a self-declaration from the candidate that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules (iii) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per Proforma D. (iv) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled
- (x) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should not be issued for appearing in interview for selection to any particular participating organization as the Common Recruitment Process is for all participating organisations. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.
- (xi) Persons eligible for age relaxation under II (5) must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- (xii) Persons eligible for age relaxation under II (6) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- (xiii) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India
- (xiv) Any other relevant documents in support of eligibility

**Note:-**

1. **Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.**
2. **Non production of relevant eligibility documents at the time of interview shall make the candidate/s ineligible for further process of recruitment under RRB CWE IV.**
3. **No documents shall be directly sent to IBPS / Nodal RRBs by candidates before or after the interview.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):**

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv ) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon.

Prescribed Formats of SC, ST, OBC, PWD certificates to be submitted at the time of interview etc. can be downloaded from IBPS website [www.ibps.in](http://www.ibps.in). Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

#### **K. PROVISIONAL ALLOTMENT**

**On completion of the interview process, depending on the vacancies to be filled in as per the business needs of the RRBs and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the RRBs, based on merit-cum-preference and their proficiency in local language keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. No change in the data already registered by the candidate in the online application form is possible. A candidate belonging to reserved category, selected on the basis of norms without any relaxation as applicable to General Category, will be treated at par with a General category candidate for drawing up the merit list. Such candidates of reserved category listed on merit under unreserved category will be given provisional allotment first treating them notionally as reserved category candidates as per their preference of participating RRBs. Please note that such a candidate will not be adjusted against a reserved post. However his/her provisional allotment to an RRB shall be done by treating him/her as if he/she is a reserved category candidate.**

If at the time of interview it is found that any candidate does not possess the proficiency in the local language/s registered by him / her, he / she will be made ineligible for further process. Decision of IBPS in this regard shall be binding on the candidate/s.

**In case of provisional allotment for scale- II & above local language proficiency shall not be considered.**

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice

The provisional allotment is subject to the candidate fulfilling the criteria for RRBs and identity verification to the satisfaction of the allotted RRB. This does not constitute an offer of employment. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited.

A candidate who is provisionally allotted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the RRBs.

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the RRBs and shall be final and binding. IBPS shall have no role therein. Any queries in this regard shall be directed to the RRBs only.

A reserve list to the extent of approximately 10 percent of the vacancies under each category may be kept, subject to the availability of candidates. This does not guarantee provisional allotment to/recruitment by the RRBs. In the event of RRBs providing further vacancies during January 2016-December 2016, provisional allotment will be carried out for the candidates in the reserve list. However if no vacancy is furnished by the RRBs owing to exigencies or otherwise during the validity period the candidates under the reserve list will not be considered for provisional allotment. The reserve list will expire automatically on 31.12.2016 without any notice. Candidates who are not provisionally allotted or not in the reserve list will not be considered for any further process under CWE RRBs- IV for vacancies for January 2016-December 2016.

**The decision of IBPS in provisional allotment of RRBs shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel, reallocate Organisation-wise allocation/ change the process depending upon exigencies or otherwise.**

**Provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere within its jurisdiction as per discretion of each RRB.**

#### **L. IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.**

**Ration Card and E-Aadhar card will not be accepted as valid id proof for this project.**

**In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.**

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.**

#### **M. HOW TO APPLY**

**A candidate can apply for the Post of Office Assistant (Multipurpose) and can also apply for the Post of Officer. However a candidate can apply for only one post in officer's cadre i.e. for Officer Scale-I or Scale-II or Scale-III.**

Candidates have to apply separately and pay fees / intimation charges separately for each post.

Candidates can apply online only from **08.07.2015 to 28.07.2015** 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 (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure II to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges
- (iv) have a valid personal email ID, which should be kept active till the declaration of results of this round of CWE. IBPS may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that email account.

Application Fees/ Intimation Charges Payable from **08.07.2015 to 28.07.2015** (Online payment) both dates inclusive

**Officer (Scale I, II & III)**

**- Rs. 100/- for SC/ST/PWD candidates.**

- Rs. 600/- for all others

**Office Assistant (Multipurpose)**

- Rs. 100/- for SC/ST/PWD/EXSM candidates.

- Rs. 600/- for all others

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

**Procedure for applying online**

- (1) Candidates are first required to go to the IBPS's website [www.ibps.in](http://www.ibps.in) and click on the Home Page to open the link "CWE for RRBs" and then click on the appropriate option "CLICK HERE TO APPLY ONLINE FOR CWE-RRBs-OFFICERS (Scale-I, II and III) September 2015" or "CLICK HERE TO APPLY ONLINE FOR CWE-RRBs- OFFICE ASSISTANTS (Multipurpose) September 2015" to open up the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure II).

**Mode of Payment**

Candidates can make the payment of requisite fees/ intimation charges through the ONLINE mode only:

**Payment of fees/ intimation charges via the ONLINE MODE**

- (i) Candidates should carefully fill in the details in the On-Line Application 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. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has **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.
- (vi) On successful completion of the transaction, **an e-receipt** will be generated.
- (vii) 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:

- o 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
- o For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- o 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 / intimation charges, 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 IBPS/ Banks.

**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, Local Language, Preference of RRBs 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. IBPS 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 /intimation charges 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 / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the IBPS website on account of heavy load on internet/website jam.

IBPS 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 IBPS.

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.

## **N. GENERAL INSTRUCTIONS**

- (1) **Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and interview respectively.**
- (2) **Candidates are advised to apply for only one post i.e. Scale-I, II and III in Officers' cadre. The applications of candidates applying for more than one post in Officers' cadre will be summarily rejected.**
- (3) **Before applying for the CWE for Officers and Office Assistant (Multipurpose) posts in the Regional Rural Banks, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore requested to carefully read this advertisement and follow all the instructions given for submitting online application.**
- (4) **A Candidate's admission to the examination/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS/ Regional Rural**

**Banks. IBPS/ Regional Rural Banks would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in a Regional Rural Banks, his/her services are liable to be summarily terminated.**

- (5) Decision of Nodal RRBs/ Regional Rural Banks / IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to CWE RRBs-IV will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS/ Regional Rural Banks in this behalf.
- (6) **The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature for CWE of both the candidate and the scribe will be cancelled.**  
**Multiple attendance/ appearances in the online examination and/ interview will be summarily rejected/ candidature cancelled.**
- (7) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- (8) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (9) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**
- (10) **Any request for change of address, details mentioned in the online application form will not be entertained.**
- (11) 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 IBPS website shall prevail.
- (12) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS/ Regional Rural Banks in future should be identical and there should be no variation of any kind. **Signature in CAPITAL LETTERS will not be acceptable.**
- (13) **A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.**
- (14) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of IBPS. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (15) Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Disabilities category candidates called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
- (16) Nodal RRBs/ Regional Rural Banks / IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

- (17) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Regional Rural Banks and subject to service and conduct rules of the Regional Rural Banks. Decision of Regional Rural Banks to which candidates are provisionally allotted will be final and binding on candidates. IBPS has no role to play here. **Any queries in this regard are to be made to the Regional Rural Banks only.**
- (18) IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- (19) **Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form for CWE RRBs-IV.**  
IBPS 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 IBPS and candidates are advised to keep a close watch on the authorised IBPS website [www.ibps.in](http://www.ibps.in) for latest updates.
- (20) **Order of preference for Regional Rural Banks has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this connection shall be entertained. For the Candidates applying for the Post of Officer Scale-I and Office Assistant, Names of RRBs for giving the order of preference will be available based on the names of local language(s) selected by the candidate. If at the time of interview it is detected that the candidate does not have proficiency in the local language(s) selected, his / her candidature shall be cancelled. Decision of IBPS in this regard shall be final**

**O. Use of Mobile Phones, pagers, calculator or any such devices:**

- (a) **Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.**
- (b) **Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers, etc. to the venue of the examination, as arrangement for their safekeeping cannot be assured.**
- (c) **Candidates are not permitted to use or have in possession calculators in examination premises.**

**P. Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means**

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

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
- (a) to be disqualified from the examination for which he/ she is a candidate
- (b) to be debarred either permanently or for a specified period from any examination conducted by IBPS
- (c) for termination of service, if he/ she has already joined the Regional Rural Banks.

**Important: IBPS would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not**

**genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.**

**Q. CALL LETTERS**

The Centre, venue address, date and time for examinations and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the IBPS website [www.ibps.in](http://www.ibps.in) by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

**Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form for CWE RRBs-IV. IBPS/ RRBs will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of IBPS/ RRBs. Candidates are hence advised to regularly keep in touch with the authorised IBPS website [www.ibps.in](http://www.ibps.in) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.**

**R. ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on IBPS authorised website [www.ibps.in](http://www.ibps.in) from time to time.

**The tentative schedule of events is as follows:**

<b>Activity</b>	<b>Date</b>
On-line registration including Edit/Modification of Application by candidates	08.07.2015 to 28.07.2015
Payment of Application Fees/Intimation Charges (Online)	08.07.2015 to 28.07.2015
Download of call letters for Pre- Exam Training for Officer Scale-I	After 17.08.2015
Conduct of Pre-Exam Training for Officer Scale-I	24.08.2015 to 29.08.2015
Download of call letters for Pre- Exam Training for Office Assistant	After 24.08.2015
Conduct of Pre-Exam Training for Office Assistant	31.08.2015 to 05.09.2015
Download of call letters for online examination	After 19.08.2015
Online Examination	September, 2015
Declaration of Result	October 2015
Download of call letters for interview	November 2015
Conduct of interview	November/December 2015
Provisional Allotment	January 2016

**S. DISCLAIMER**

**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 common 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 given / to be given by the Director, IBPS, regarding Common Recruitment process for RRBs (RRBs – CWE IV) shall be final and binding.**

**Mumbai  
Date: 16.06.2015**

**Director  
IBPS**

**Annexure I****EXAMINATION CENTERS (Tentative List)**

The examination may be held at the following centers and the address of the venue will be advised in the call letters. IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

<b>Sr. No.</b>	<b>State</b>	<b>Exam Center</b>
<b>1</b>	<b>Andhra Pradesh</b>	Ananthapur Chirala Chittoor Guntur Hyderabad Kakinada Kadapa Kurnool Nellore Ongole Puttur Rajahmundry Srikakulam Tirupati Vijaywada Vishakhapatnam Vizianagaram
<b>2</b>	<b>Arunachal Pradesh</b>	Itanagar Naharlagun
<b>3</b>	<b>Assam</b>	Dibrugarh Guwahati Jorhat Kokrajhar Silchar Tezpur

<b>4</b>	<b>Bihar</b>	Arrah Aurangabad Bhagalpur Bihar Sharif Darbhanga Gaya Hajipur Muzzafarpur Patna Purnea Samastipur Siwan
<b>5</b>	<b>Chhattisgarh</b>	Bhilai Bilaspur Raipur
<b>6</b>	<b>Gujarat</b>	Ahmedabad Anand Gandhinagar Himatnagar Jamnagar Mehsana Rajkot Surat Vadodara
<b>7</b>	<b>Haryana</b>	Ambala Bahadurgarh Gurgaon Hissar Karnal Kurukshetra Palwal Panipat Rohtak Sonapat Yamuna Nagar
<b>8</b>	<b>Himachal Pradesh</b>	Baddi Bilaspur Dharamshala Hamirpur Kangra Kullu Mandi Shimla Sirmaur Solan Una
<b>9</b>	<b>Jammu &amp; Kashmir</b>	Baramula Jammu Kathua Samba Srinagar
<b>10</b>	<b>Jharkhand</b>	Dhanbad Hazaribagh Jamshedpur Ranchi Bokaro
<b>11</b>	<b>Karnataka</b>	Belgaum Bellary

		Bidar Davangere Gulbarga Hubli Kolar Mangalore Mysore Shimoga Udipi
12	<b>Kerala</b>	Alappuzha Kannur Kochi Kollam Kottayam Kozhikode Malappuram Palakkad Thiruvananthapuram Thrichur
13	<b>Madhya Pradesh</b>	Bhopal Gwalior Indore Jabalpur Sagar Satna Ujjain
14	<b>Maharashtra</b>	Amaravati Aurangabad Chandrapur Dhule Jalgaon Kolhapur Latur Mumbai/Thane/Navi Mumbai Nagpur Nanded Nasik Pune Ratnagiri Sangli Satara
15	<b>Manipur</b>	Imphal
16	<b>Meghalaya</b>	Ri-Bhoi Shillong
17	<b>Mizoram</b>	Aizawl
18	<b>Nagaland</b>	Kohima
19	<b>Odisha</b>	Angul Balasore Bargarh Baripada Berhampur(Ganjam) Bhubaneswar Cuttack Dhenkanal Jharsuguda Rourkela Sambalpur
20	<b>Puducherry</b>	Puducherry

21	<b>Punjab</b>	Amritsar Bhatinda Fategarh Sahib Jalandhar Ludhiana Mohali Pathankot Patiala Phagwara Sangrur
22	<b>Rajasthan</b>	Ajmer Alwar Bhilwara Bikaner Jaipur Jodhpur Kota Sikar Udaipur
23	<b>Tamil Nadu</b>	Chennai Coimbatore Dindigul Krishnagiri Madurai Nagercoil Namakkal Perambalur Salem Thanjavur Thiruchirapalli Thoothukodi Tirunelveli Vellore
24	<b>Telangana</b>	Hyderabad Karimnagar Khammam Warangal
25	<b>Tripura</b>	Agartala
26	<b>Uttar Pradesh</b>	Agra Aligarh Allahabad Banda Bareilly Bulandshaher Faizabad Gonda Gorakhpur Jhansi Kanpur Lucknow Mathura Meerut Moradabad Muzaffarnagar Unnao Varanasi
27	<b>Uttarakhand</b>	Dehradun Haldwani



		Haridwar Roorkee
<b>28</b>	<b>West Bengal</b>	Asansol Bardhaman Berhampur Dumkal Durgapur Hooghly Howrah Kalyani Greater Kolkata Siliguri

**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/Microsoft Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or Microsoft 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 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.
- (2) 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.
- (3) After registering online candidates are advised to take a printout of their system generated online application 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. 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**

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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

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\* - 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 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 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 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		

(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)

<p>Recent PP size Attested Photograph (Showing face only) of the person with disability</p>
---

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.)

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

**PROFORMA - A**

**Form of Certificate applicable for Released/Retired Personnel  
(Prescribed proforma subject to amendment from time to time)**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in  
Army/Navy/Air Force.

2. He has been released from military services :

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release.

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place : \_\_\_\_\_ Signature, Name and Designation of the  
Competent Authority \*\*

Date: \_\_\_\_\_ SEAL

*% Delete the paragraph which is not applicable.*

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) **In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.**
- (b) **In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.**

**PROFORMA - B**

**Form of Certificate for Serving Personnel**  
**(Applicable for serving personnel who are due to be released within one year)**  
**(Prescribed proforma subject to amendment from time to time)**

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_.

2. He is due for release/retirement on completion of his specific period of assignment on or before 27.07.2016.
3. No disciplinary case is pending against him

Place :

Signature, Name and Designation of the  
Competent Authority \*\*

Date:

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) **In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.**
- (b) **In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.**

**PROFORMA - C**

**Undertaking to be given by serving Armed Force personnel who are due  
to be released within one year  
(Prescribed proforma subject to amendment from time to time)**

- (1) **I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.**
- (2) **I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.**

**Place :**

**Date :**

**Signature and Name of Candidate**

**PROFORMA - D**

**Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment  
(Prescribed proforma subject to amendment from time to time)**

**It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_**

- 2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_**
- 3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.**

**Place :**

**Signature, Name and Designation of the  
Competent Authority \*\***

**Date :**

**SEAL**

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.**
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : BABS, Mumbai; Air Force : Air Force Records, New Delhi.**