

RECRUITMENT OF PROBATIONARY CLERKS FOR WEST BENGAL STATE

Applications are invited from Indian Nationals having permanent residence in the state of West Bengal for filling up vacancies of Probationary Clerks for branches in West Bengal State under Bank's Kolkata Region.

➤ PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE APPLYING.

Eligible candidates are requested to apply ONLINE through Bank's website 'www.southindianbank.com'. Applications through other means/ modes will not be accepted. Before the registration, candidates are requested to ensure that there is a valid email id in his/her name.

System generated printout of the application submitted online should be sent by ordinary post along with the DD and other relevant documents to the address given below in this notification.

All future communications in this regard will be notified in our website.

Candidates are advised to use Internet Explorer 7 & higher or Mozilla Firefox browsers for the registration of applications.

IMPORTANT DATES

Online registration – opening from	04/10/2016
Online registration – closing on	20/10/2016
Last date for receipt of hard copy of application (system generated), along with DD and other documents	25/10/2016

NUMBER OF VACANCIES : 10

ELIGIBILITY CRITERIA

Educational Qualification	Graduation from recognised University having completed a regular 10+2+3/4 course securing minimum 60% marks in X/SSLC, XII/HSC and Graduation (Aggregate).
Age	Not more than 26 years as on 31.12.2016. Upper age limit will be relaxed by five years in the case of SC/ST candidates
Domicile	Should be a permanent resident in the State of West Bengal or should have been residing in the State at least for the last five years (Documentary proof to be produced). The candidate should be proficient in the local language apart from Hindi and English Documentary proof include Ration Card, Nativity/Residence Certificate from panchayat/municipality, electricity bill etc.

PROBATION PERIOD:

The period of probation is six months. Confirmation will be subject to satisfactory performance during probation.

SALARY:

As per National Level Bipartite Settlement in the Banking industry. Eligible for Bank's performance linked incentive applicable to clerks as per the scheme in vogue.

POST	PAY SCALE
PROBATIONARY CLERK	Rs. 11765 – 655/3 – 13730 – 815/3 – 16175 – 980/4 – 20095 – 1145/7 – 28110 – 2120/1 – 30230 – 1310/1 - 31540

Apart from the above basic pay, they will be paid DA, HRA and other allowances as per the rules of the Bank in force from time to time depending upon the place of postings.

LIKELY CENTRE FOR WRITTEN TEST & PERSONAL INTERVIEW : Kolkata

MODE OF SELECTION : Written Test and Personal Interview

Bank reserves the right to make required modifications in the selection process considering the number of applications for the post.

APPLICATION FEE:

General Category	Rs. 400/-
SC/ST category	Rs. 100/-

Application fee should be paid as Demand Draft favouring 'The South Indian Bank Ltd.' payable at Kolkata. Candidates are requested to write down their Application Reference ID and Name on the back side of the Demand Draft before sending it to the address mentioned below along with the system generated application form and other documents.

HOW TO APPLY

- 1) **Ensure that the applicant fulfills all the eligibility criteria.**
- 2) **Take a Demand Draft favouring 'The South Indian Bank Ltd.' payable at Kolkata before applying online.**
- 3) **Candidates can apply online through Bank's website www.southindianbank.com for a period from 04.10.2016 to 20.10.2016.**
 - **The applicants are requested to enter the DD details and ensure that the information filled in the Online Application Form is correct before submitting the application form.**
 - **There will not be any provision to modify the submitted online application. Candidates are requested to take utmost care while filling up the online application.**
 - **Candidates making multiple registrations will be disqualified.**

- **Candidates will have to enter their basic details and upload the photograph and signature as per the specifications given below. Copies of your photograph may be retained for use at the time of written test and interview.**

Guidelines for Uploading Photograph & Signature

Photograph :

- A recent passport size colour photograph should be used.
- Make sure that the picture is taken in a light-coloured, preferably white, background.
- Casual photographs wearing caps/hats/dark glasses will not be accepted.
- Resolution: 140 pixels (height) x 110 pixels (width).
- Ensure that the size of the scanned image is not more than 50kb.

Signature :

- The applicant should sign on a white paper with black ink pen and then the same should be scanned.
- The signature will be used on the Call Letter and wherever necessary.
- At the time of the examination, if the applicant's signature on the answer script does not match the signature on the Call Letter, he/she will be disqualified.
- Resolution: 110 pixels (height) x 140 pixels (width)
- Ensure that the size of the scanned image is not more than 50kb.

- 3) Please note, there will be a system generated User Id (Application Ref. Id) and candidates must enter their password to login and print the application form. **Please note down the user id (application ref. id) and password carefully for taking print out of the call letter for the written test/ personal interview later on.** Keep a copy of the application form for future reference. An e-mail containing the details of registration will be sent to the e-mail Id given by the candidate. Therefore candidates are requested to give a valid e-mail Id at the time of online registration.
- 4) **The printout of the application should be sent to the address given below along with following documents.**
- a. Self attested copies of academic certificates & mark lists (X/SSLC, XII/HSC and Graduation).
 - b. Proof of Age (self attested copy of X/ SSLC certificate showing DOB)
 - c. Copy of Documentary proof for verifying the residential status (Ration Card, Nativity/Residence Certificate from panchayat/municipality, Electricity Bill etc.)
 - d. Copy of Caste certificate from a competent authority in the case of SC/ST candidates.
 - e. Demand Draft of Rs.400/- (for General Category)/Rs. 100/- (for SC/ST category) favouring The South Indian Bank Ltd. Payable at Kolkata.

APPLICATIONS NOT ACCOMPANIED BY THE DOCUMENTS MENTIONED ABOVE WOULD BE REJECTED.

- 5) Please submit the application in an envelope **superscribed as “Application for the post of Probationary Clerk – Application ref ID - (please fill in)..... for West Bengal State” and send to “DEPUTY GENERAL MANAGER, THE SOUTH INDIAN BANK LTD, REGIONAL OFFICE- KOLKATA, DOOR NO: 20A, WARD NO:63, 1ST FLOOR, FLAT NO.1, PARK STREET, KOLKATA. PIN - 700 016” along with self attested copies of mark lists and certificates to prove qualification and age, documentary proof for the residential status and Demand Draft favouring The South Indian Bank Ltd. payable at Kolkata.**

- 6) The call letter for the written test/ personal interview can be downloaded / printed from our Website www.southindianbank.com soon after the last date for the receipt of the application at our office and will not be sent separately.

GENERAL CONDITIONS:

1. Before filling in the online application form, the candidate must ensure that he/she fulfills all the eligibility criteria with respect to age, educational qualifications, place of domicile etc. in respect of the post for which he/she is making the application and should have paid the fees in the form of DD before applying for the same. If the information furnished by the candidate is found to be false at later date, the selection / appointment shall be liable for termination.
2. Upper age limit will be relaxed by five years, only in the case of SC/ST candidates. Candidates belonging to SC/ST should submit attested copy of certificate from a competent authority to prove their status in this regard.
3. Candidates are advised to retain two copies of the same photograph which is used in the application, for use at the time of Written Test & Personal Interview.
4. Candidates will have to appear for Written Test & Personal Interview at their own cost.
5. Mere eligibility will not vest any right on the candidate for being called for Written Test/ Personal Interview. In matters regarding eligibility and selection, Bank's decision will be final and no correspondence will be entertained.
6. Canvassing in any form will be a disqualification.
7. Selected candidates have to execute an agreement to the effect that they will serve the Bank for a minimum period of three (3) years (active service) from the date of their joining the Bank. In case they leave the service of the Bank for any reasons whatsoever before the expiry of the said period, a sum of Rs.75,000/- (Rupees Seventy Five Thousand only) will be levied towards compensation and liquidated damages.

Application not fulfilling any of the above conditions will be rejected. If the information furnished by the candidate is found to be false at later date, the selection / appointment shall be liable for termination.

Instructions to be complied with

- √ Write the Application Ref. ID on the envelope containing the application printout
- √ Write the Application Ref. ID and Name on the back side of the Demand Draft.
- √ Keep a copy of the application printout for future reference.
- √ Staple the application printout along with the relevant self attested copies of certificates and mark lists to prove age, qualifications, place of domicile & experience (if any). If the consolidated marks of all semesters/years are available in the final mark list, attach only the copy of final mark list.

NOTE:

THE ACCESS TO THE BANK'S WEBSITE COULD BE DELAYED TOWARDS THE CLOSING DATE FOR SUBMITTING THE ONLINE REGISTRATION DUE TO HEAVY INTERNET TRAFFIC. HENCE THE CANDIDATES ARE ADVISED TO AVOID LAST MINUTE RUSH AND MAKE USE OF THE TIME SPAN AVAILABLE FOR SUBMITTING THE APPLICATIONS ONLINE. THE BANK DOES NOT ASSUME ANY RESPONSIBILITY FOR THE CANDIDATE NOT BEING ABLE TO SUBMIT HIS/HER APPLICATION DUE TO NON-AVAILABILITY OF INTERNET OR ANY OTHER REASON BEYOND THE CONTROL OF THE BANK.

For queries please contact:

Our Toll Free Customer Care Number 1800 843 1800 (Toll Free India) or Our HRD Cell: 0487-2420020 or Kolkata Regional Office: Ph: 033-40031212, 22650050.
