



Advertisement

HEAD OFFICE: MANIPAL-576 104

Advt. No 2/PD/HRDD/REC//2011

RECRUITMENT OF AGRICULTURAL ASSISTANTS IN CLERICAL CADRE - 2011-12.

Syndicate Bank, a Premier Nationalised Bank, invites ONLINE applications from Indian citizens for recruitment of **1000 Agricultural Assistants in Clerical cadre**.

Payment of fees accepted at Syndicate Bank's Branches between 25.11.2011 & 15.12.2011.

OPENING DATE FOR ONLINE REGISTRATION	25.11.2011
LAST DATE FOR MAKING ONLINE APPLICATION	15.12.2011
DATE OF WRITTEN TEST – ONLINE/OFFLINE	22.01.2012

Details of Vacancies:

State Code	Vacancies in States	No of vacancies					Out of which			
		Total	SC	ST	OBC	GEN (UR)	PWD		EXS	
		OC	VI	HI						
11	Andhra Pradesh	152	24	10	41	77			145	
12	Assam	07	-	-	1	6				
13	Bihar	06	-	-	1	5				
14	Chattisgarh	09	1	2	-	6				
15	Goa	10	-	1	1	8				
16	Gujarat	18	1	2	4	11				
17	Haryana	68	12	-	18	38				
18	Himachal Pradesh	02	-	-	-	2				
19	Jharkhand	04	-	1	-	3				
20	Karnataka	252	40	17	68	127				
21	Kerala	64	6	-	17	41	10	10		
22	Madhya Pradesh	20	3	4	3	10				
23	Maharashtra	70	7	6	18	39				
24	Meghalaya	02	-	1	-	1				
25	Orissa	10	1	2	1	6				
26	Punjab	17	4	-	3	10				
27	Rajasthan	43	7	5	8	23				
28	Tamil Nadu	45	8	-	12	25				
29	Tripura	01	-	1	-	-				
30	Uttar Pradesh	165	34	1	44	86				
31	Uttarkhand	05	1	-	-	4				
32	West Bengal	30	6	1	6	17				
	Total	1000	155	54	246	545	10	10	10	145

Abbreviations used:

Abbreviations used:
SC - Scheduled Caste
GEN - General Category
HI - Hearing Impaired
EXS - Ex-Servicemen

ST - Scheduled Tribe OBC - Other Backward Classes
PWD – Persons with Disabilities VI - Visually Impaired
OC - Orthopaedically Challenqed

Scale of Pay: ₹ 7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300 (20 Years) & other Allowances like DA, HRA etc., as per Bank Rules.

Emoluments: The total starting emolument of a Clerical Cadre employee will be around **Rs.13105/- per month for Graduates** inclusive of D.A. and other allowances at the current rate. Allowances may vary depending upon the place of posting.

Probation period: Minimum period of 6 months. Before the probation period comes to an end, the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Bank's expectation, may be extended at the sole discretion of the Bank. If the performance of the recruited employee is not upto the mark even during the extended probationary period/s, the Bank reserves its rights to terminate the services of the said employee without assigning any reason whatsoever.

Note:

It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank.

The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

Recruitment to vacancies in each State is a separate recruitment for all purposes and statewise merit list will be drawn. A common written test will be held on the same day for administrative convenience only.

A candidate can apply for vacancies in one State only and has to appear for the examination from a centre of that particular State only.

1. ELIGIBILITY CRITERIA:

I. NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

II. MINIMUM EDUCATIONAL QUALIFICATION (As on 01.07.2011)

(1) Graduates from the Indian Agricultural Colleges/Universities.
(2) Knowledge of Official/Regional Language of the State to which the candidate applies is essential.(i.e., to read, write and to speak)
(3) Computer Literacy is essential

Note:

1. Degrees obtained from the Agricultural colleges/ Universities Recognized by the /UGC/AICTE/ Govt. of India only will be considered.
2. The Candidates should possess a certificate in Computer Literacy.

- a) The educational qualification prescribed for the post is the minimum. Candidates must possess the educational qualifications as on **01.07.2011** (inclusive).
- b) Candidates who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before **01.07.2011** are not eligible. In other words, the result of the qualifying examination, i.e., graduation from the Indian Agricultural Colleges/Universities, should have been announced by the College/University on or before **01.07.2011**.
- c) Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the **nearest two decimals** in the relevant field of the online application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA is awarded, the same should be converted into percentage, besides indicating the CGPA/OGPA in the online application.

III. AGE LIMIT (AS ON 01.07.2011)

Minimum	18 Years
Maximum	28 Years

IV. RELAXATION IN UPPER AGE LIMIT: (In case of candidates belonging to the following categories)

i)	Scheduled Caste/Scheduled Tribe candidates	by 5 years
ii)	Other Backward Classes candidates	by 3 years
iii)	Persons with Disabilities (VI/HI/OC)	By 10 years
iv)	All persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	by 5 years
v)	Ex-Servicemen	By 3 years (in addition to the actual period of service in the Defence Forces subject to a maximum age of 50 years).
vi)	Widows, divorced women and Women judicially separated from their husbands, who have not remarried	by 9 years
vii)	The children/family members of those who died in the 1984 riots	by 3 years

Note:

- a) An Ex-Serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
- b) In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates only.
- c) Candidates claiming relaxation under IV (i to iii) should produce necessary certificate as documentary proof at the time of interview.
- d) The candidates eligible for age relaxation under IV (iv) above must produce the Domicile Certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1st Jan. 1980 and the 31st day of December 1989.
- e) The Children/Family members of those who died in the 1984 riots - Persons eligible for age relaxation under this criterion 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.

2. RESERVATIONS:

A. Reservation for SC/ST/OBC/PWD/EXS candidates will be provided as per Government guidelines.

B. Persons with Disabilities:

Reservation is available to Persons with Disabilities under Sec. 33 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Accordingly, candidates with the following disabilities are eligible to apply for the posts reserved/identified for them.

Blindness or low vision-

a) **“Blindness”** refers to a condition where a Person suffers from any of the following conditions:

(i) 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 an angle of 20 degree or worse.

b) **“Persons with 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 or execution of a task with appropriate assistive device.

“Persons with Hearing Impairment”: means loss of 60 decibels or more in the better ear in the conversational range of frequencies.

“Locomotor Disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

“Cerebral Palsy” means a group of non progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of orthopaedically handicapped persons would be covered under the Category of “Locomotor Disability or Cerebral Palsy”.

Only such persons who suffer from not less than 40% of the relevant disability would be eligible for reservation in services/posts.

A disability certificate issued by a Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be, shall be produced.

C. Ex-Servicemen (EXS): Definition of Ex-Serviceman:

a) Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/5/85/ Estt.(SCT) dated 27.10.1986 as amended from time to time.

b) **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 DISXS.

c) **Dependents of Ex-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 hostilities 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 operations 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 Govt. (g) dealing with

agitating para military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

Note: 1) Candidates still serving in Defence Forces and desirous of applying under Ex-Servicemen category should submit a certificate from the Competent Authority to the effect that they would be released/retired on or before 31.05.2012. 2) Ex-Servicemen candidates who have already secured employment under the Central Govt. in Group C and 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. However, such candidates will not be eligible for the benefits of reservation for Ex-Servicemen.

As the reservation for Persons with Disabilities and Ex-servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/ GEN) to which they belong.

USE OF A SCRIBE / PAPER WRITER :

A Scribe (helps the candidate who is unable to use the computer to enter the answers opted by the candidate) may be used for the online test / examination, on behalf of a Visually Impaired (VI) candidate [Blind] & Orthopedically Challenged (OC) candidate [unable to use hands] . In all such cases where a Scribe is used, the following rules will apply:

- a) The candidate will have to arrange his/her own Scribe at his/her own cost.
- b) The scribe may be from an academic discipline which is different from that of the candidate and should possess less marks than the candidate but in no case more than **60%**.
- c) The academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.
- c) Both the candidate as well as the Scribe will have to give a suitable undertaking confirming that the Scribe fulfils all the stipulated eligibility criteria as mentioned above. In case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.

Candidate using a Scribe will be eligible for extra time @ 20 minutes for every hour of the examination. Such candidates and scribe should visit our Regional / contact Office as given in contact address along with name of online test centers and get the name of scribe authorized by them one week before the test.

3. APPLICATION FEE (INCLUDING POSTAGE CHARGES) (NON-REFUNDABLE) :

- (a) For SC/ST/PWD - ₹ 50/-**
- (b) For all others (including OBC) - ₹ 500/-**

*The fee for SC/ST/PWD is towards postage only and for others, the fee includes postal charges of ₹.50/-

Requisite application fee is to be paid at any of the branches of **SYNDICATE BANK** only, by means of a Payment Challan as per the format given in **Bank's website**.

An application registered online without actual payment of fees will not be entertained.

Candidates applying for more than one State will be disqualified.

The candidates who have already submitted applications through Agricultural Colleges/ Universities should register their application online afresh and have to pay prescribed fees as above.

NOTE :

- (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., will not be accepted
- (ii) Candidates belonging to SC/ST/OBC/PWD/EXS categories must submit attested Photo copy of the certificate regarding Caste/Tribe/Community/Disability issued by the Competent Authority at the time of interview without which their candidature will be rejected.
- (iii) The payment towards application fee will be accepted by our Branches between **25.11.2011 and 15.12.2011** (both inclusive)
- (iv) The Payment Voucher contains two parts. First part will be retained by the Branch; second part must be retained by the candidate.
- (v) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

4. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:

(a) For SC/ST/OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

5. SELECTION PROCEDURE:

Selection for the post of 'Agricultural Assistant' in clerical cadre will be made on the basis of performance in written test and Interview. The details of the examination are as under:

6. WRITTEN TEST:

The Written Test will be conducted online/ offline.

Objective Tests (Duration : 120 minutes)

SI No.	Name of the Test	Medium of Exam	No. of questions	Max. Marks
1	Reasoning	English & Hindi	50	50
2	Numerical Ability	English & Hindi	50	50
3	Computer Awareness	English & Hindi	50	50
4	English Language	English	50	00*
TOTAL			200	150
* This test is only qualifying and carries no weightage.				

Note:(a).All eligible candidates will be called for an online Test which will be objective in nature. (b) There will be negative marks for wrong answers in the Objective Test. (c) In order to qualify for interview; the candidate is required to obtain minimum aggregate of 35% marks in the Objective Tests (30% marks for SC/ST/OBC/PWD) category, excluding the test in English language. The English language Test is only a qualifying one and one must obtain a minimum of 25% marks for general category and 20% marks for SC/ST/OBC/PWD. The marks scored in English will not be reckoned for preparing merit list. (d) Bank reserve the right to vary above said cut-off if deemed necessary (e) Depending upon the number of vacancies in each state, only those candidates who rank sufficiently high in the Objective Test in the respective state will be called for Interview. Mere eligibility/pass in the Test shall not vest any right in a candidate for being called for Interview. (f) Final selection will be on the basis of the ranking accorded after adding the marks obtained in the Objective Tests and Interview. (g) The detailed information regarding the online Test to be down loaded along with the Call Letter for the Test.

The Bank reserves the right to hold a second stage of online test if required on the basis of the order of merit in the online test of the first stage as referred to above. If the second stage of online test is held, the subsequent process of interview and further process would be on the basis of order of merit secured in the second stage examination.

7. INTERVIEW: A personal interview shall be conducted to assess the candidate's academic record, interpersonal relations, adaptability, courtesy motivation, general demeanor and attitude towards work, communication skill etc.

8. Online/ Offline Test Centres :

The online/ offline test will be scheduled at the following centres and the address of the venue will be furnished in the call letters:

STATE	CENTRE CODE	TEST CENTRE	CONTACT ADDRESS
Andhra Pradesh	41	Hyderabad	The General Manager Syndicate Bank, Regional Office :City 6-3-915, 2 nd Floor, HMWS&SB Administrative Office Building, Kharatabad, HYDERABAD 500 004. Ph: 040 23310700, 23311349 Fax: 23311113
	42	Vijayawada	The Dy. General Manager Syndicatebank Regional Office 40-13-5, ShriRamachandra Complex, Varun Bajaj Showroom Lane, Benz Circle, VIJAYAWADA – 520 010. Ph: 0866 2475895 Fax: 0866 2496118
Assam, Meghalaya & Tripura	43	Guwahati	The Dy.General Manager SyndicateBank Regional Office 2 nd Floor D & H Towers M R D Road, Bamunimaidam GUWAHATI – 781 021 ASSAM STATE Tel No : 0361 2654461 09435110180
Bihar & Jharkhand	44	Patna	The Dy.General Manager, Syndicate Bank, Regional Office, 2 nd Floor, Maurya Tower, Maurya Lok Complex, Dak Bungalow

			Road, Patna – 800001. Ph: 0612 2234219 Fax: 2228486
Goa	45	Panaji	The Dy. General Manager Syndicatebank Regional Office Indira Apartments, 4 th Floor Caetano Albuquerque Road Panaji GOA – 403 001 Ph:0832 2222235 Fax: 2223448
Gujarat	46	Ahmedabad	The General Manager, Syndicate Bank, Regional Office Neptune Towers, Ashram Road, AHMEDABAD 380 009 Ph:079 26582771- 73 Fax: 26582864
Haryana	47	Faridabad	The Dy.General Manager Syndicate Bank, Regional Office, 48, Neelam Bata Road, Bhadana Bhawan, 1 st Floor, Faridabad 121001. Ph: 0129 2432021 Fax: 2413658
Himachal Pradesh & Punjab	48	Chandigarh	The General Manager Syndicatebank Regional Office Bank Square SCO76- 77, Sector 17 B CHANDIGARH – 160 017 Ph: 0172 2703689 Fax: 2704417
Karnataka	49	Bangalore	The General Manager, Syndicate Bank, Regional Office, 110, Radha Vittal Mansion, RV Road, V V Puram, BANGALORE 560 004 Ph: 080 26552377, 26552477 Fax: 26552423
	50	Hubli	The Dy.General Manager Syndicatebank Regional Office Shanbhag Building, 1 st Floor, Sahai Nagar Road, Unkal Cross, Hubli - 580031. Ph:0836 2277191 to 195 Fax:2277192
	51	Mangalore	The Dy General Manager Syndicatebank Regional Office 2 nd Floor, Syndicate Bank Bldg Light House Hill Road Hampankatta MANGALORE – 575 001. Ph:0824 2427971 Fax: 2445994
Kerala	52	Ernakulam	The Dy. General Manager SyndicateBank, Regional Office, Pioneer Towers, I Floor, Shanmugam Road, ERNAKULAM – 682 031 Ph:04842369090,2372297,236003 5 Fax: 0484 2367235
	53	Bhopal	The Dy General Manager Syndicatebank Regional Office Shikarvarta

Madhya Pradesh			04, Indira Press Complex Maharana Pratap Nagar Bhopal – 462 011 Ph: 0755 2475895 Fax: 2496118
Maharashtra Chattisgarh	54	Pune	The Dy.General Manager Syndicate Bank, Regional Office Bharati Vidyapeeth Bhavan, Lal Bahadur Shashtri Marg, Navi Peth, Pune - 411030 Ph: 020 24337949, 24334928 Fax: 24337947
	55	Nagpur	The Dy. General Manager Syndicatebank Regional Office 90 Canal Road, 1 Floor Ramdaspath NAGPUR – 440 010 Ph:0712 2421971 Fax: 2464645
Orissa	56	Bhubaneshwar	The Dy.General Manager, Syndicate Bank, Regional Office, F4, II Floor, Indradhanu Market Complex, IRC Village, Nayapalli, Bhubaneshwar – 751015 Ph: 0674 2555676 Fax: 2555425
Rajasthan	57	Jaipur	The Dy.General Manager Syndicate Bank Jaipur Towers M I Road Jaipur – 302 001 Rajasthan Ph:0141 2366295 Fax: 2366447
Tamil Nadu	58	Coimbatore	The Dy General Manager Syndicatebank Regional Office 73 Cross Cut Road Gandhipuram COIMBATORE – 641 012 Ph:0422 2545954 Fax: 2545950
Uttar Pradesh & Uttarkand	59	Agra	The Asst.General Manager Syndicatebank Regional Office 43/2 Manisha Block, Sanjay Place, M G Road, Agra – 282002. Ph:0562 2854703 Fax: 2520610
	60	Meerut	The Dy.General Manager 140/1 Bhavani Puram Near Jail Chungi, University Road, Meerut – 250004. Tel No. 0121 2600065 2760474, 2766537, 2772186
West Bengal	61	Kolkata	The General Manager Syndicate Bank, Regional Office 27 Shakespeare Sarani, I & II Floor KOLKATA 700 017 Ph: 033 22478690, 22403774 Fax: 22479658

Note: (i) Request for change of Centre of test shall **NOT** be entertained.
(ii) All Educational qualifications should be from a recognised Indian Agricultural College/University.

- (iii) Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for valid reasons.

Appointment of the selected candidate is subject to his/her being declared Medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank. Such appointment and confirmation in the services of the Bank will also be subject to receiving satisfactory references from respectable persons, Police verification of the character and antecedents, caste/tribe/community/ disability verification and other compliances.

9. PRE-EXAMINATION TRAINING – SC/ST/EXS/PWD/Minority Communities Candidates

It is proposed to impart free Pre-Examination Training to all candidates belonging to Scheduled Caste/Scheduled Tribes/Ex-servicemen/Minority Communities/ Persons with Disabilities, who opt for it at Bangalore, Chennai, Delhi, Kolkata, Mumbai, Ernakulam and Hyderabad centers at the discretion of the Bank. An eligible candidate who wishes to avail Pre-Examination Training should fill in the relevant field in the online 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 Training Centre. The pre-examination training will be tentatively imparted between **09.01.2012 and 14.01.2012**. Candidates may download the call letters for Pre-Examination Training after 29.12.2011.

10. GENERAL INSTRUCTIONS

- (a) Before applying for any post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.
- (b) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- (c) Candidates belonging to OBCs but coming in the “CREAMY LAYER” are not entitled to OBC reservation. They should indicate their category as “Gen” or “Gen Physically Challenged” as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e., carrying ‘CREAMY LAYER’ clause based on income certificate issued recently (not more than one year old) should be submitted with the application at the time of interview.
- (d) PWD candidates claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability at the time of interview.
- (e) A recent, recognizable passport size photograph with signature should be uploaded in the online application. Three copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the written test/interview may lead to disqualification.

- (f) The candidates will have to appear for online test and interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel.
- (g) Candidates serving in Government/Public Sector Undertakings (including banks) should send a copy of their application through proper channel and produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature may not be considered.
- (h) Only candidates willing to serve anywhere in State applied for need apply. **The selected candidate shall work in a Rural/Semi urban Branch for a minimum period of 5 years.**
- (i) All communication regarding recruitment will be as mentioned in the online application.
- (j) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Udupi.
- (k) Candidate's admission to the examination is strictly provisional. The mere fact that the admission letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Bank.
- (l) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (m) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the examination/selection process.
- (n) The candidates will appear for the online examination at the allotted centres at their risks and expenses and the Bank will not be responsible for any injury/ losses, etc of any nature.
- (o) The Bank may at its discretion hold re-examination wherever necessary in respect of a centre/venue.
- (p) All candidates will have to produce, if called for interview, originals as well as attested photocopies of their educational and experience certificates as well as caste certificate, certificate of disability or any other certificate in support of their eligibility, failing which their candidature will be cancelled.

Action against candidates found guilty of misconduct :

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the online application form.

At the time of online examination/interview, if a candidate is (or has been) found guilty of

- (i) using unfair means during the examination
or
- (ii) impersonating or procuring impersonation by any person
or
- (iii) misbehaving in the examination hall
or
- (iv) resorting to any irregular or improper means in connection with his/her candidature by selection
or
- (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable :

- a. to be disqualified from the examination for which he/she is a candidate
- b. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that the responses have been shared and the scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

11. HOW TO APPLY

- . i) **Candidates are required to apply online through website www.syndicatebank.in No other means/ mode of application will be accepted.**
- (ii) **Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. Bank may send call letters for online test, interview etc. through the registered e-mail ID. Under no circumstances, he/she should share/mention e-mail ID to/ of any other person.**
- (iii) **In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line.**
- (iv) **Candidates who have already sent their applications through Agricultural Colleges/Universities must apply again online and submit their details including fee payment details.**
- (v) **Applicants are first required to go to the Bank's website 'www.syndicatebank.in' and click on the link "Recruitment".**
- (vi) **Thereafter, open the Recruitment Notification entitled "SYNDICATE BANK AGRICULTURAL ASSISTANTS' IN CLERICAL CADRE RECRUITMENT PROJECT-2011-12".**
- (vii) **Take a Print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.**
- (viii) **Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.**
- (ix) **Go to the nearest Syndicate Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No.01113170000169 with Manipal Branch in the name & style of "SYNDICATE BANK AGRICULTURAL ASSISTANTS' IN CLERICAL CADRE RECRUITMENT PROJECT-2011-12".**

Candidates may find out required branch address from our website www.syndicatebank.in under head 'All Branches/Offices' under option 'Branch Locater' select 'State' & 'City' and click on click here.

- (x) **Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly received by the Bank with (a) Branch Name & BIC No, (b) Transaction id/Scroll number (c) Date of Deposit & amount duly signed and filled by the Branch Official.**
- (xi) **Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications mentioned in **Annexure I**. If the size of the file is more than the specified limit then adjust the settings of the scanner.**
- (xii) **Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sub link titled "ONLINE APPLICATION FOR SYNDICATE BANK AGRICULTURAL ASSISTANTS' RECRUITMENT PROJECT-2011-12" to open up the appropriate Online Application Format. All the fields in the on line Application format should be filled up carefully.**
- (xiii) **Carefully fill in the details from the Recruitment Application Fee Payment Challan in the Online Application Form at the appropriate places.**
- (xiv) **After filling in all the required particulars, candidates shall submit the application online.**
- (xv) **There is provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. **This Modification facility shall be available after 2 days of registration & up to 17.12.2011. Modification will be allowed only 3 times. After the last date, no modification will be permitted.****
- (xvi) **Candidates should take utmost care to furnish the correct details while filling in online application.**

- (xvii) Candidates should retain a copy of online application print out along with Registration Number & Password safely for their records.
- (xviii) *Original counterfoil of the fee payment challan will have to be submitted with the Call Letter at the time of online test. Without counterfoil of the fee payment challan the candidate will not be allowed to appear in the online test. Candidates are advised to keep a photocopy of the fee payment challan for future use.*
- (xix) *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.*
- (xx) **No printout/certificates need to be sent at this stage.**
- (xxi) The Photo copy of the printout along with the challan and required copies of documents should be kept ready for submission if selected for Interview.
- (xxii) Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted and such applications would be rejected.

The candidate should apply online through website www.syndicatebank.in only. Provision has been made to generate a challan for payment of application fees. The candidate should make payment of application fees in any branch of Syndicate Bank by such computer-generated challan only and take acknowledgement on the counterfoil. Once payment is made, the candidate should enter name of the Branch, Branch Code and date of payment made in online application and take a print out of the same. The applicant should sign and affix his photograph on such print out of application. The said application along with challan and copies of required documents mentioned below should be kept ready for submission of the same if selected for interview. Documents to be enclosed are:

1. Copy of received challan;
2. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
3. Attested copies of Mark sheets / certificates in support of Educational Qualification;
4. Attested copy of certificate of Computer Course, as applicable;
5. Caste / PWD any other related certificate as applicable.
6. Discharge certificate in respect of Ex-servicemen.
7. NOC from existent employers wherever applicable.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

12. CALL LETTERS FOR THE ONLINE EXAMINATION

The date of the online Examination is TENTATIVELY FIXED AS 22.01.2012. However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Online Examination. Candidates may download their Call Letters from our bank's website <http://www.syndicatebank.in/> by entering his / her details, after **09.01.2012**.

Kindly note that there will be no separate communication regarding call letter by post.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original payment challan while attending the online test.

Candidates are advised to visit the website of the Bank regularly for any updates/ changes.

APPLY ON LINE

10.11.2011

GENERAL MANAGER (P)

Annexure I

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below .

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, 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.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket 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 Hall Ticket, 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

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link “Upload Photograph / Signature”
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the ‘Upload’ button

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

Note :

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

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