RECRUITMENT OF SECURITY GUARDS IN SUBRODINATE STAFF CADRE

Indian Bank invites applications from Ex-servicemen for filling up of following vacancies across different States for the post of Security Guard in Subordinate Staff Cadre.

Before applying, Candidates should ensure that they fulfill the eligibility criteria for the post. The Candidates are requested to apply online through Bank's website in the careers page www.indianbank.in.

IMPORTANT DATES

Submission of Applications	Opening Date	23.02.2022
	Closing Date	09.03.2022

STATE	SC	ST	OBC	EWS	UNRESERVED
ANDHRA PRADESH	0	1*	0	0	2
ASSAM	0	0	2*	0	2
BIHAR	1	0	3	1	7
CHANDIGARH	0	0	2*	0	3
CHHATTISGARH	0	1	0	0	5
DELHI	0	0	1	0	3
GUJARAT	0	0	1*	0	2
JHARKHAND	0	1	0	0	3
KARNATAKA	0	0	0	0	1
KERALA	0	0	1*	0	1
MADHYA PRADESH	2	4*	2	1	7
MAHARASHTRA	1	1	4*	1	5
ODISHA	1*	0	1*	0	2
PUDUCHERRY	0	0	1	0	5
RAJASTHAN	2*	1	1	0	4
TAMIL NADU	3	1*	5	1	9
UTTAR PRADESH	13	0	17	6	28
UTTARAKHAND	0	0	0	0	4
WEST BENGAL	5	2*	5	2	11

*Includes Shortfall and Backlog vacancies.

This post is not identified for reservation under Persons with Benchmark Disabilities (PwBD) category. Finally selected candidates can be posted against vacancy anywhere in the State applied for, as per the administrative requirements of the Bank.

Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'Unreserved (UR)'.

Note: The Bank reserves its right to increase/decrease the number of vacancies or not to fill up the vacancies in the category as per its requirements

I. **Eligibility Criteria**:

1) Date for reckoning eligibility shall be 01.07.2021

2) The candidate must be Ex-Servicemen from Army / Navy / Air force.

   The following rules applicable to Ex-Servicemen re-employed under the Central government would apply for candidates appearing for the examination:

   a. 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.

   b. 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 will be governed in terms of OM No. 36034/1/2014-Estt. (Res.) dated 14.08.2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, as amended from time to time.

   c. Candidates who are still in the Armed Forces, whose date of completion of specific period of engagement (SPE) will be completed one year from the last date for receipt of online application i.e. on or before 08.03.2023 are eligible to apply.

   d. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman.

3) The minimum educational qualification of the candidate should be 10th Standard (S.S.C./Matriculation) from recognized State Education Board or equivalent. Candidates possessing Graduation or higher qualification are not eligible to apply. Although, matriculate Ex-servicemen with 15 years of experience are considered as "Graduates", they are eligible to apply.

4) The candidate should be able to speak, read and write in local vernacular language.

5) Character – "Exemplary" (Minimum requirement).

6) Candidates having valid Commercial driving license for atleast light motor vehicle will be preferred.

7) Medical Standards – Category A / Shape-I medical category or equivalent at the time of retirement.

8) Must be physically fit to carry out duties of Security Guard.

9) This post is not identified for reservation under Persons with Benchmark Disabilities (PwBD) category.

10) Age limit - 26 years (29 years for OBC and 31 years for SC/ST as per category relaxation provided by the Government of India) as on cutoff date , is further relaxed to the extent of number of years of service in Armed Forces plus 3 years subject to maximum upper age limit of 45 years. The upper age limit of 45 years is uniformly applicable to candidates belonging to all categories inclusive of reserved candidates

II. **Salary & Allowances:** Rs. 14500 - 500/4 – 16500 – 615/5 – 19575 – 740/4 -22535 – 870/3 – 25145 -1000/3 – 28145

The dearness allowance, HRA and other allowances will be payable at applicable rates.

III. Mode of Selection:

The mode of selection as follows:

(A) Objective type Test – Online.
(B) Test of local language.
(C) Physical fitness Test.
(D) Preference will be given to candidates having valid commercial driving license of Light Motor Vehicle.

(A) Objective type test - Online

The Objective type test comprise of 60 questions for duration of 90 minutes (Max marks 40).

S.No.	Name of the Test	No of questions	Maximum Marks	Duration
1	General Knowledge / simple Arithmetic and Reasoning	20	10	30 minutes
2	Basics of Banking	20	10	30 minutes
3	Knowledge in security aspects	20	20	30 minutes

For conduct of further round of selection process candidates will be shortlisted in the ratio 1:5 i.e. for one vacancy; 5 candidates. Accordingly cut off in the above Tests will be arrived. Further in case two candidates getting the same mark they will be ranked based on seniority of age i.e. senior candidate will be given higher rank.

Penalty for wrong answer: 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. If a question is left blank, i.e. no answer is given, there will be no penalty for that

question. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer.

Evaluation of Local language Test will be done for only those candidates who qualify in the Online Examination.

(B) Test of local language

Test in local language will consist of 10 questions. This will carry one mark each. Minimum qualifying marks in the test of local language will be 40 % for Unreserved Category and 35 % for reserved categories.

(C) Physical fitness test

The Physical fitness test will consist of (1) Five meter shuttle in one minute (2) Push ups and (3) Sit ups. The marks for the fitness test are furnished hereunder:

S.No.	Event	Rating		
		Excellent (40 marks)	Good (30 marks)	Satisfactory (20 marks)
1	5 meter shuttle in one minute	13 times or more in one minute	12 times in one minute	11 time in one minute
2	Push ups	20 or more	17-19	13-16
3	Sit ups	30 or more	26-29	20-25

(D) Preference to candidates who have valid commercial driving license for light motor vehicle

10 marks will be awarded to candidates who have valid commercial driving license for minimum of light motor vehicle.

Merit list

Merit list (Max marks 100) will be drawn by adding the marks of objective type test (max marks 40), test of local language (max marks 10), physical fitness test (max marks 40) and preference marks for having valid commercial Driving license of light motor vehicle (max marks 10). Further in case two candidates getting the same mark they will be ranked based on seniority of age i.e. senior candidate will be given higher rank.

IV. General Rules / Instructions:

a. Since recruitment for the captioned post is done on State/UT-wise basis, the candidate should indicate in the online application the state to which he/she opts for selection. The option once exercised will be irrevocable. Consequently, a candidate would be required to appear for Online Examination in any one of the centres (Annexure-I) in that particular State/UT. No request for change of examination centres will be entertained. However, depending upon the response, administrative feasibility etc. candidates may be allotted to a centre of examination outside the chosen State/UT for which vacancies he/she is applying. Please note this reallocation is only for the conduct of examination and the candidate will be considered for vacancies in the State/UT applied for, as aforesaid.

b. Candidates should satisfy themselves about their eligibility for this post.

c. Bank may at its discretion modify the selection process.

d. The candidates have to apply in online mode only.

e. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the other multiple registration(s) will stand forfeited.

f. Candidates should have a valid Email-Id and mobile number which should be kept active till the declaration of final result. No change in Email ID and mobile number will be entertained during the entire process of recruitment.

g. If at any stage, it is found that any information furnished in the application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his candidature/ appointment will be cancelled/ terminated.

h. Any incomplete application is liable to be rejected.

i. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.

j. Candidates already in service of Government / Quasi-Government Organizations and Public Sector Banks / Undertakings will have to produce a "No Objection Certificate (NOC)" from their employer, when called for further process if qualified in Online Test. Without 'NOC', no candidate shall be allowed to proceed further. However, before appointment in Indian Bank, a proper discharge certificate from the employer will have to be produced.

k. The Bank does not furnish the mark-sheet to candidates.

l. Canvassing in any form will be a disqualification.

m. In all matters regarding eligibility, assessment, prescribing minimum qualifying standards in test in relation to number of vacancies and communication of result, the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

n. Candidates have to make their own travel arrangement and Bank will not bear any expense.

o. Any resultant dispute arising out of this advertisement/ recruitment shall be subject to the sole jurisdiction of the Courts situated at Chennai only.

BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (thumb impression and the photograph) of the candidates on the day of the Online Examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink / mehndi / coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.

- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

- If the primary finger (thumb) to be captured is injured / damaged, immediately notify the concerned authority in the test centre.

IDENTITY VERIFICATION:

a. Documents to be Produced:
In the examination hall, 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 Discharge Book/ Service ID card / PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-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 Test.

b. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.

c. In case of candidates who have changed their name, they 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 call letter while attending the Test, without which they will not be allowed to take up the Test.

HOW TO APPLY

Detailed guidelines / procedures for Application Registration
Candidates can apply through online only from 23.02.2022 to 09.03.2022. No other mode of application will be accepted.

Important points to be noted before registration

Before applying online, candidates should:

a. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure II to this advertisement.

b. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID and related information in mobile number. Candidates are advised to keep their e-mail ID active for receiving advices, viz. call letters / examination date advices etc. If the communication sent to registered e-Mail ID / mobile number, fails to get delivered for any reason Bank will not take any responsibility.

Application Procedure

a) Candidates to visit the Bank's website **www.indianbank.in**and click on the **'Career'** and then under **Recruitment of Security Guards in Subordinate Staff Cadre – 2022** section, click on "**Apply Online**".

b) To register applications choose the tab "Click here for New Registration" enter Name, contact details and e-mail-ID. 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 e-mail & SMS indicating the Provisional Registration number and Password will also be sent.

c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

d) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

e) 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.

f) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

g) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature - (Annexure II).

h) Candidates can proceed to fill other details of the Application Form.

i) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

j) Modify details, if required, and click on 'FINAL SUBMIT' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

After completing the procedure of applying on-line, the candidate should take a printout of the system generated on-line application and should ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

Disclaimer:

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, it will lead to disqualification of the candidate from the selection process and the candidate will not be allowed to appear for any exams of the Bank in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. The Bank reserves the right to cancel the conduct of this recruitment process without assigning any reason. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Chennai   **Date: 20.02.2022**   **General Manager (CDO)**

Centre of Examination

State /UT / NCR	Examination Center
Andhra Pradesh	Tirupathi, Vijaywada, Vishakhapatnam
Assam	Guwahati, Dibrugarh
Bihar	Bhagalpur, Muzzafarpur, Patna,
Chandigarh	Chandigarh
Chhattisgarh	Raipur
Delhi	Delhi/New Delhi
Gujarat	Ahmedabad
Jharkhand	Ranchi, Dhanbad
Karnataka	Bengaluru, Hubli
Kerala	Thiruvananthapuram, Ernakulam
Madhya Pradesh	Bhopal, Jabalpur, Satna
Maharashtra	Mumbai, Nagpur
Odisha	Bhubaneshwar
Puducherry	Puducherry
Rajasthan	Jaipur, Udaipur
Tamil Nadu	Chennai, Madurai, Tirunelveli
Uttar Pradesh	Allahabad, Kanpur, Lucknow, Meerut, Varanasi
Uttarakhand	Dehradun
West Bengal	Asansol, 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 Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may 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/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 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. 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.

(2) After registering online candidates are advised to take a printout of their system generated online application forms.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.