



BANK OF MAHARASHTRA

`LOKMANGAL` 1501, SHIVAJI NAGAR PUNE-411005

Phone : 020-25511654, 25514501 -12 /Fax: 020-25532581 e-mail: bomcoper@mahabank.co.in

CHARTERED ACCOUNTANTS RECRUITMENT PROJECT - 2012-13 **RECRUITMENT NOTIFICATION**

BANK OF MAHARASHTRA , Leading Listed Public Sector Bank with Head Office in Pune and all India network of branches invites ON-LINE Applications, from candidates for recruitment to the post of specialist Officers given below.

Bank of Maharashtra, with a network of more than 1500+ branches in India enjoys the presence in 27 states and 2 Union Territories. The total business of the Bank is over ` 1,33,000 Crores as on 31.03.2012. The Bank is committed to augmenting stakeholder value through concern, care and competence. The Bank believes that its manpower, process and mechanism are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are the most valuable asset and the HR Mission of the Bank is "Creating Competence and Passion for Business Excellence".

Having completed 77 years of our purposeful existence, we are architecting and laying a strong foundation for creating "A Bank of the Future for the Next Century and for emerging as a Financial Conglomerate and as a One-Stop Shop for Financial Services", to deliver mass and class banking experience to our customers

We are looking for talented professionals with winning attitude to be partners in the growth journey of the Bank through shouldering the responsibility, as Specialists Officers in the following Disciplines:

POST CODE	DISCIPLINE	GRADE / SCALE	NUMBER OF VACANCIES
01	Chartered Accountant	MMGS- III	30
GRAND TOTAL			30

No. of posts declared are provisional and are subject to change according to the actual requirements of the Bank.

RESERVATION IN POSTS:-

Grade/ Scale	Total	SC	ST	OBC	GEN	OC	VI	HI
MMG/S III	30	4	2	8	16	-	-	-

Abbreviations stand for: (MMGS- III) – Middle Management Grade Scale-III, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, GEN- General, PWD - Persons With Disability, OH-Orthopedically Handicapped , HI – Hearing Impaired, VI- Visually Impaired.

Candidates are requested to apply on line between **06-08-2012 TO 21-08-2012** .

Particulars	Date
Commencement of date of ON LINE application	06-08-2012
Last Date of application	21-08-2012
Last Date for Making Payment of application/intimation fees	21.08.2012
Date of Interview -	WILL BE INFORMED SEPARATELY

IMPORTANT DATES :-

	From	TO
Last date for deposit of fees	06-08-2012	to 21-08-2012

<u>SCALE OF PAY MMGS-III:-</u>	Rs.25700-800/5-29700-900/2-31500	Gross Initial emoluments Rs. 44666/
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At present, initial monthly emoluments mentioned above to the officers in MMGS-III, includes DA, HRA & CCA in a Metropolitan Centre. Allowances may vary depending upon the place of posting. In addition, Quarters facility (in lieu of HRA, wherever provided) for Officers, Conveyance, Medical Aid, LTC and retirement benefits are admissible, as per rules of the Bank, in force from time to time.

PROBATION PERIOD:- The selected candidate will be on probation for a period of 12 months (-1-year) of active service from the date of his/ her joining the Bank. There is a mandatory provision of executing a Service Bond by selected candidates.

AGE, QUALIFICATION & WORK EXPERIENCE REQUIRED :- As on 01-06-2012.

Post	Discipline	Educational qualification and work experience.	Age
Code 01	Chartered Accountant	CAs having work experience of five years and above in Credit Department of Public/Private Sector Banks.	General –Min. 25 and Max.35 years. Relaxation in age for SC/ST & PWD candidates as per Govt. guidelines.

For the above disciplines, candidates should produce documents in support of their qualifications and experience in the respective field. In addition to the same, Certification/ Diploma in Computer Applications would also be essential provided the same is not covered as subject or one of the subjects at Graduation and/or Post Graduate level.

AMOUNT OF FEES / INTIMATION CHARGES:-

The amount of fee / postage charges to be paid is indicated below :

Category of Applicant	Amount of Fees/ Intimation Charges (Non-refundable)	
	For Post code 01	
SC/ ST/ Persons with Disability (PWD)	50	
GEN/ OBC	300	

MODE OF PAYMENT :-

- (1) Applicants are first required to go to the Bank's website 'www.bankofmaharashtra.in' and on the Home Page open the link "Recruitment".
- (2) Thereafter, open the Recruitment Notification titled "BANK OF MAHARASHTRA CHARTERED ACCOUNTANTS RECRUITMENT PROJECT – 2012-13".
In case candidates intend to pay their fees through CBS through any of the branches of Bank of Maharashtra
- (3) Take a Print of the entire Recruitment Notification, including the 'RECRUITMENT APPLICATION FEE PAYMENT CHALLAN' on Page Last below.
- (4) Fill in the Recruitment Application Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- (5) Go to the nearest Bank of Maharashtra Branch with the Application Fee Challan and pay, in Cash, the appropriate Application Fee as indicated above in CBS Account No. 60103218200 with Pune Main Branch in the name & style of “:- BOM SPECIALIST OFFICERS RECRUITMENT PROJECT-2012-13”.**
- (6) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name, (b) Branch CODE NO. (c) 6 to 10 Digit transaction Journal No., and (4) Date of Deposit filled in by the Branch Official duly signed.
- (7) You are now ready to Apply Recruitment Notification on the Bank's website and going to the link "ON-LINE APPLICATION FOR RECRUITMENT OF CHARTERED ACCOUNTANTS PROJECT 2012-13 to open up the appropriate On-Line Application Form Format.
In case candidates intend to pay their fees through NEFT
- (8) Fill the NEFT voucher/challan of that Bank with Beneficiary details as follows.

Name of the Account :- BOM SPL. OFFICER RECRUITMENT PROJECT-2012-13

ACCOUNT NO. **:60103218200**

PAYEE BANK : BANK OF MAHARASHTRA MAIN BRANCH PUNE

IFSC CODE : MAHB0001150

Make Payment, Collect NEFT payment receipt from the Bank where you have made the payment. Please check that receipt is properly signed and the details of

NEFT, UTR NO., IFSC code of the sending Bank branch, city name, Deposit date, Amount etc. are noted in the challan by the Branch authorities, and keep with you for submission the original itself at the time of personal interview if invited for.

HOW TO APPLY

Candidates are required to apply Online form from 06-08-2012 to 21-08-2012 .

- (i) Candidates are first required to go to the Bank's website 'www.bankofmaharashtra.in' and click on the link "BOM CHARTERED ACCOUNTANTS RECRUITMENT PROJECT-2012-13", open the Recruitment Notification entitled "BANK OF MAHARASHTRA CA RECRUITMENT PROJECT – 2012-13 ". **Read the notification thoroughly. If you are eligible to apply take printout.**
- (ii) Candidates should then pay the requisite application fees/ intimation charges through any of the Bank's CBS branches.
- (iii) Obtain the candidate's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with **(a) Branch Name & BIC No, (b) Transaction id/Scroll number (in case of payment through CBS) NEFT UTR No. (in case of payment through NEFT) (c) Date of Deposit & amount** filled by the Branch Official.
- (iv) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sublink titled "**ONLINE APPLICATION FOR BOM SPL. OFFICER RECRUITMENT PROJECT-2012-13**" **to open up the appropriate Online Application Format.**

Candidates should have a valid email ID. It should be kept active during the currency of this recruitment project. Bank may send call letters for written 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.**

- (i) **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.**
- (ii) Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification
- (iii) **Candidates are required to click on the link for "Apply Online for the post of Chartered Accountant MMGS III" fill in all the fields in the online Application format carefully and submit the application online**
- (iv) Candidates should retain the Registration number and password generated by the system for future reference safely. After applying on-line, the registered candidates must retain the print out of application form for further reference.
- (v) **Candidates can modify their Online Application Form and are requested to make use of this facility to correct the details in online application, if any. This Modification facility shall be available two days after registration and up to 23-08-2012. Modification will be allowed only 3 times.** After the above date, no modification will be permitted. Candidates should take utmost care to furnish the correct details while filling in the online application.
- (vi) **Original fee payment challan/ NEFT Receipt, copy of on line application will have to be submitted with the Call Letter at the time of Written Test/ Group Discussion/ Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Group Discussion/ Interview.** Candidates are also advised to keep a photocopy of the fee payment challan.

COMMON INSTRUCTIONS

1. The system generated printout of the application should be submitted along with **2 sets of** required certificates/testimonials at the time of interview.
2. **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**
3. The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Group Discussion/Interview. **The candidate is also required to bring along the Original Documents for verification when invited for the Personal Interview.**
4. Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process

RESERVATIONS :-

- A) **Reservation for SC/ ST/ OBC/ PWD** candidates will be provided as per Government guidelines. Candidates belonging to and applying under 'Reserved OBC Category' are required to submit a Certificate regarding his/ her 'Community' in the prescribed format "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" and the Certificate should contain the "NON-CREAMY LAYER CLAUSE" which is not more than one year old. Candidates not producing the above certificate will not be considered under the OBC Category.
- B) **Persons with Disabilities** :- Under Section 33 of 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 appointed by the Central/ State Govt. Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of Interview conducted by the Bank, if called by the Bank.

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

Visually Impaired (VI) -

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 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 or 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 purpose 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.

Orthopedically Handicapped (OH) :-

OH person is one having minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply:-

- 3 BL – Both Legs affected but not Arms;
- 3 OA – One Arm affected (Right or Left) - a) Impaired Reach; b) Weakness of Grip; c) Ataxia;
- 3 OL – One Leg affected (Right or Left);
- 3 MW – Muscular Weakness & Limited Physical Endurance.

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

In case of non-availability of reserved candidates, the Bank reserves the right to inter-change these categories, as per Government Directives.

The selected candidate is liable to be posted, at the sole discretion of the Bank and as per its exigencies, at any of the Bank's branches/ offices, anywhere in India.

It is clarified that Persons with Disabilities will have to work in branches/ offices which have posts identified by the Bank as suitable for them.

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

For SC/ST/OBC :-

District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary 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 family normally resides.

FOR PERSONS WITH DISABILITY :-

Authorised Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case may be.

Relaxation in Upper Age limit for reserved positions :-

- 3 Scheduled Caste/ Scheduled Tribe candidates by 5 years
- 3 Other Backward Class candidates by 3 years
- 3 In the case of ex-servicemen and 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, by 5 years for selection through written test & interview and by 3 years

plus period of service in armed forces for selection through interview only, subject to ceiling as per Govt. guidelines.

- 3 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
- 3 For Persons with Disability by 10 years which by cumulation becomes (a) by 15 years for SC/ST (b) by 13 years for OBC and (c) by 10 years for General.

Note:

- i. An ex-serviceman who has once joined a Government Job on the civil side after availing the benefits given to him as Ex-serviceman for his re-employment including a job in Public Sector Undertaking, ceases to enjoy Ex-serviceman status for his further employment.
- ii. 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.
- iii. The candidate eligible for age relaxation under 3(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 Government 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 January 1980 and 31st December 1989.
- iv. All persons eligible for age relaxation under serial no. 3(vi) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 riots affected persons sanctioned by Government and communicated by Ministry of Finance, Deptt of Financial Services Communication No. F.9/21/206-IR dated 27.7.2007.
- v. There is no reservation for ex-Servicemen candidates in the Officers' cadre.

Note :-

1. The Relaxation in Upper Age for Reserved Category candidates is as per government Guidelines.
2. The educational qualification prescribed for the post is the minimum.
3. Candidates should possess the minimum work-experience as mentioned above. However, candidates possessing more than prescribed work experience in the relevant discipline shall get preference.
4. It should be carefully noted that only short-listed candidates would be called for interview. Depending upon number of vacancies and number of candidates, candidates would be shortlisted in the ratio of 1:4 for General Category and 1:5 for SC/ST/OBC candidates.

Applicants not fulfilling this criterion and not submitting proof as stated above, WILL BE SUMMARILY REJECTED.

NATIONALITY/ CITIZENSHIP (AS ON 01.06.2012. :-

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.

SELECTION PROCEDURE :-

1. Depending on the number of vacancies, candidates fulfilling the eligibility criteria shall be called for a personal interview in the ratio of 1:4 or as decided by the Bank. Candidates possessing more than prescribed work experience in the relevant discipline shall get preference. The Bank reserves its right to call for the Interview, candidates otherwise than in the above ratio at its sole discretion.
2. A personal interview of 100 marks shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. The minimum qualifying marks in personal interview would be 40% for General Category and 35% for Reserved Category. Candidates not clearing the personal interview will not be considered for final selection.
3. Subject to the vacancies available under the respective category, only those candidates who pass the personal interview will be shortlisted for selection.
4. Final merit list of candidates who have cleared and qualified in the personal interview will be prepared in order of merit.
5. The Bank reserves the absolute right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions in this advertisement, including criteria for passing/ method and procedure for selection, if necessary.

INTERVIEW CENTRES:-

The interviews are likely to be held at select centres. Bank reserves right to select Interview Centres depending upon response and administrative convenience. The list of shortlisted candidates to be called for interview will be displayed on the Bank's website well in advance mentioning date, time and venue of interview and group discussion etc.

CALL LETTERS FOR INTERVIEW :-

Call letters for the purpose of interview will be sent to the shortlisted/ eligible candidates only through e-mail at the e-mail address given by them in the application form. A list of all such candidates along with details such as date, time and venue of the interview will

also be hosted on the bank's website www.bankofmaharashtra.in Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature, from time to time. Kindly note that no other mode of communication pertaining to the interview process other than mentioned above, will be followed.

IDENTITY VERIFICATION :-

The candidate should, while appearing for the personal interview, produce for verification in original and submit photo copies if required, the original call letter, fee payment receipt, photo identity card, such as PAN Card/ Passport/ Driving License/ Voters Card. If the identity of the candidate is in doubt the candidate will not be allowed to appear for the Interview.

GENERAL INSTRUCTIONS :-

1. Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
2. Before applying, 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 such scrutiny of 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 will be entertained by the Bank in this behalf.
3. In case, it is detected at any stage of recruitment 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), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
4. All candidates will have to produce original as well as attested photocopies of certificates regarding Qualification, Work Experience, Age and Caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
5. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate should not be more than one year old as on the date of application.
6. The candidates will have to appear for 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.
7. Only candidates willing to serve anywhere in India should apply.
8. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Pune. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
9. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/ her candidature may not be considered.

10. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
11. Appointment of selected candidates 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.
12. Canvassing in any form will be a disqualification.
13. 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.
14. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
15. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc. The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of written test and/or interview without assigning any reason. Government Guidelines on reservation in recruitment shall be applicable. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
Detailed advertisement can be viewed at our website – www.bankofmaharashtra.in

Date: 01.08.2012.

GENERAL MANAGER
HRM



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

Specialist Officer Recruitment Project -2012-13

CHALLAN

BRANCH COPY

Intimation Fee Details

Account No : **60103218200**

Applicant's Name

Mr./Mrs./Kum.

Category* -SC/ST/PWD- Rs.50/-(tick as applicable)

OBC/GEN/- **Rs300/-** (tick as applicable)

Branch Name :

Branch Code :

Journal No :

Deposit Date :

Application Fee/Postage Rs.

(Rupeesonly)

Authorized Signatory

* Tick whichever is applicable.

Fee receiving branch is advised to compulsorily write the correct Journal No and Branch Code

PAYMENT TO BE MADE BETWEEN 06-08-2012 TO 21-08-2012



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
ONE FAMILY ONE BANK

Specialist Officer Recruitment Project -2012-13

CHALLAN

CANDIDATE'S COPY

(To be produced at the time of Personal Interview)

Intimation Fee Details

Account No : **60103218200**

Applicant's Name

Mr./Mrs./Kum.

Category* -SC/ST/PWD- Rs.50/-(tick as applicable)

OBC/GEN/- **Rs300/-** (tick as applicable)

Branch Name :

Branch Code :

Journal No :

Deposit Date :

Application Fee/Postage Rs.

(Rupeesonly)

Authorized Signatory

* Tick whichever is applicable.

Fee receiving branch is advised to write compulsorily the correct Journal No and Branch Code

PAYMENT TO BE MADE BETWEEN 06-08-2012 TO 21-08-2012

