

## Advertisement

### ANDHRA BANK HEAD OFFICE :: HYDERABAD

#### Recruitment of Clerical Cadre 2012-13

Andhra Bank invites applications for the Clerical Cadre posts, from Indian citizens who have taken the Common Written Examination for Clerical cadre conducted by IBPS in 2011-12 and have a valid Score card issued by IBPS.

<b>Payment of Application Fees</b>	<b>21.04.2012 to 05.05.2012</b>
<b>Opening date for Online Registration</b>	<b>21.04.2012</b>
<b>Last Date for Online Registration (Including for candidates from far-flung areas )</b>	<b>05.05.2012</b>

#### Abbreviations used:

SC - Scheduled Caste                      ST - Scheduled Tribe                      OBC - Other Backward Classes  
GEN - General Category                      VI - Visually Impaired                      HI - Hearing Impaired  
OC - Orthopaedically Challenged                      PWD - Persons With Disabilities                      EXSM - ExServicemen  
DXSM - Dependents of ExServicemen                      DISXSM - Disabled ExServicemen

#### DETAILS OF VACANCIES:

Since clerical cadre recruitment would be on State/ UT-wise basis, it will therefore be necessary that candidates apply for vacancies of a State/UT from which they have appeared for the Common Written Examination and in which they have qualified.

State/ UT	No. of Vacancies				
	TOTAL	UR	SC	ST	OBC
Andhra Pradesh	155 70*	78	25 40*	11 30*	41
Assam	5	3	-	1	1
Bihar	4	3	-	-	1
Chattisgarh	15	8	2	4	1
Dadra Nagar Haveli	1	1	-	-	-
Delhi	33	17	5	5	6
Goa	4	3	-	1	-
Gujarat	15	8	2	2	3
Haryana	20	13	2	-	5
Himachal Pradesh	5	3	1	-	1
Jharkhand	7	4	-	2	1
Karnataka	44	22	7	3	12
Kerala	10	6	1	-	3
Madhya Pradesh	8	4	1	1	2
Maharashtra	40	20	6	5	9
Odisha	60	30	12	14	4
Puducherry	2	2	-	-	-
Punjab	21	15	6	-	-
Rajasthan	16	8	3	2	3
Tamil Nadu	30	15	8	-	7
Tripura	4	3	1	-	-
Uttar Pradesh	22	11	5	-	6
Uttarakhand	4	2	1	-	1
West Bengal	5	3	1	-	1
<b>TOTAL</b>	<b>600</b>	<b>282</b>	<b>129</b>	<b>81</b>	<b>108</b>

\*Distinct group for filling up shortfall vacancies of SCs & STs in A.P. State

**Vacancies reserved for Ex-servicemen and Persons with Disabilities (PWDs):**

<b>Ex-servicemen</b>	<b>PWD-OC</b>	<b>PWD-VI</b>	<b>PWD-HI</b>
<b>87</b>	<b>6</b>	<b>6</b>	<b>6</b>

**CUT OFF MARKS (TWSS), STATE-WISE, CATEGORY-WISE**

State/ UT	CUT OFF MARKS (TWSS)			
	SC	ST	OBC	GEN
Andhra Pradesh	133	107	159	159
Assam		142	154	156
Bihar			190	190
Chattisgarh	144	135	165	165
Dadra Nagar Haveli				120
Delhi	158	127	167	171
Goa		112		121
Gujarat	165	144	166	166
Haryana	159		162	166
Himachal Pradesh	152		161	165
Jharkhand		147	180	180
Karnataka	120	107	120	120
Kerala	163		176	176
Madhya Pradesh	168	154	176	180
Maharashtra	155	130	156	157
Odisha	144	120	166	166
Puducherry			148	148
Punjab	146			162
Rajasthan	161	159	174	175
Tamil Nadu	144		163	163
Tripura	109			125
Uttar Pradesh	165		176	179
Uttarakhand	155		165	176
West Bengal	169		153	182

Particulars	IBPS Score cut-off for category	
	Unreserved	SC/ST/OBC/PWD/ Ex-servicemen
<b>Test of Reasoning (TR)</b>	<b>24 &amp; above</b>	<b>21 &amp; above</b>
<b>Test of English Language(EN)</b>	<b>24 &amp; above</b>	<b>21 &amp; above</b>
<b>Test of Numerical Ability (NA)</b>	<b>24 &amp; above</b>	<b>21 &amp; above</b>
<b>Test of General Awareness(GA)</b>	<b>24 &amp; above</b>	<b>21 &amp; above</b>
<b>Test of Computer Knowledge (CK)</b>	<b>24 &amp; above</b>	<b>21 &amp; above</b>

**SCALE OF PAY:**

7200-400/3-8400-500/3 -9900 – 600/4 – 12300 – 700/7 – 17200 -1300/1 – 18500 – 800/1 – 19300 plus DA, HRA, etc. As per Bipartite Settlement amended from time to time.

**EMOLUMENTS:**

Total emoluments at present works out to approximately Rs.13,840/- per month in a metropolitan centre. Allowances may vary depending upon the place of posting. This apart, other benefits like Medical Aid, Reimbursement of hospitalization expenses, LFC and other staff welfare measures are admissible as per the rules of bank.

**PROBATION PERIOD: 6 months**

**Note:** 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.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General category provided they fulfill the eligibility criteria laid down for General category.

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

Bank reserves the right to fill up the vacancies to the extent of requirement.

**1. ELIGIBILITY CRITERIA: 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 1<sup>st</sup> January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Group Discussion/ 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.

**2. ELIGIBILITY CRITERIA AS ON 01.08.2011 FOR THE ABOVE POST IS PRESCRIBED AS UNDER:**

AGE	EDUCATIONAL QUALIFICATION	ESSENTIAL REQUIREMENT
<p><b>Minimum : 18 years</b>  <b>Maximum : 28 years</b>  <b>(Relaxation of age for reserved category as per Govt. guidelines)</b></p>	<p>Graduation in any discipline from any recognized University</p>	<p>IBPS Score obtained in CWE for Clerks 2011-12 (as stipulated above)</p> <p>Candidates should have appeared for Common Written Examination for Clerks held in Nov/Dec 2011 from a centre in a State/UT for which vacancies he/she wishes to apply</p> <p>Candidate should have proficiency in the official language of the State/UT (ability to read, write and speak local/state language) in which they have appeared for the Common Written Examination and qualified.</p> <p>Computer Knowledge is essential (proficiency in MS Office Basic Applications).</p> <p>Candidate should be willing to be initially posted at any place in that State/Union Territory in which they have appeared for CWE and serve for a minimum period of 5 years in that State/Union Territory.</p>

**Note:**

1. Degrees obtained from the recognised Universities/Institutes recognised by the Govt. of India only will be considered.
2. The educational qualification prescribed for the post is the minimum.
3. Candidates must specifically indicate the class/division and percentage of marks obtained calculated to the nearest two decimals in the relevant column of the application. Where no percentage of marks is awarded by the University, but only CGPA/OGPA is awarded, the same should be converted into percentage.
4. The result of the qualifying examination, i.e., graduation or equivalent to graduation, as the case may be, should have been announced by the University on or before **01.08.2011**.
5. Candidates should have obtained the specified IBPS Score in each test and/ in aggregate in the Common Written Examination conducted for Clerical cadre in 2011-12. Candidates should be able to produce the Score card in support of the scores mentioned in the online application form, if called for further selection processes such as Group Discussion and/ Interview.

### 3. RELAXATION IN UPPER AGE LIMIT:

Sr. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates	3 years
iii)	Persons with Disabilities (VI/HI/OC)	10 years
iv)	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	Ex-Servicemen/ Disabled Ex-Servicemen	actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
vi)	Persons (children/ family members of those) affected by 1984 riots	5 years
vii)	Widows. Divorced women and women legally separated from their husbands who have not remarried Subject to maximum age limit of 35 years for General, 38 years for OBC and 40 years for SC/ST candidates	9 years
viii)	Regular employees of the Union Carbide Factory, Bhopal retrenched from service (applicable to Madhya Pradesh state only)	5 years

**Note:**

- a) (i) Candidates still serving in Defence Services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released/retired on or before 31.03.2013 at the time of interview and if they fail to report within this time their offer of appointment will be withdrawn. (ii) 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 for Ex-Servicemen in Central Govt. Jobs. (iii) Territorial Army personnel will however be treated as Ex-Servicemen wef 15.11.1986. (iv) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of the 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) The candidates eligible for age relaxation under 3 (iv) above must produce the Domicile Certificate at the time of Group Discussion/ 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 1<sup>st</sup>Jan. 1980 and the 31<sup>st</sup> day of December 1989.
- d) All persons eligible for age relaxation under Sr. 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, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.

**Applications not fulfilling this criterion and not submitting proof as stated above will be summarily rejected.**

4. **RESERVATIONS:**

5.

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

B. **Persons with Disabilities:**

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

**Visually Impaired (VI)**

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

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

**Deaf & Hearing Impaired (HI)**

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

**Orthopaedically Challenged (OC)**

Locomotor Disability means disability of 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 person characterized 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 Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

C. **Definition Of Ex-Servicemen (EXSM)**

**Ex-Servicemen(EXSM):** Only those candidates shall be treated as Exservicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

**Disabled Ex-Servicemen(DISXS):** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as DISXS.

**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 hostiles in a counter insurgency environment viz:Nagaland, Mirzoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the

Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

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

**5. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :**

Category of Applicant	Amount of Fees/Charges for postage (Non-refundable)
SC/ST/Persons with Disability (PWD)/ Ex-SM	₹ 50/-
General/OBC	₹ 150/-

The fee for SC/ST/PWD/EXSM is towards postage/ intimation charges only.

Requisite Application Fee may be paid

- (i) Through CBS at any of the **Branches of Andhra Bank**, by means of a Payment challan as per the format given on the **Bank's website**.
- (ii) Through NEFT at any Bank branch
- (iii) Online payment (from 21.04.2012 to 05.05.2012)

**NOTE:**

- (i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., **will not be accepted**
- (ii) The payment towards application fee through CBS/NEFT/Online Payment can be made between 21.04.2012 and 05.05.2012.
- (iii) The CBS fee payment challan/ NEFT Receipt contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan/ NEFT receipt must be retained with the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the bank official.
- (iv) 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.

**6. 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,

**7. SELECTION PROCEDURE:**

Selection for Clerical Cadre posts will be made on the basis of performance in Common Written Examination (CWE) conducted by IBPS in November-December 2011 and Interview.

**8. GROUP DISCUSSION/INTERVIEW:** Depending upon the number of vacancies, the Bank reserves the right to call only those candidates who have sufficiently high IBPS score in the stipulated Common Written Examination for Group Discussion and/Interview.

The total marks for interview will be 35. The minimum qualifying marks for the interview would 40% for General and OBC category and 35% for SC/ST/PWD category.

The candidate should possess proficiency in the Official Language of the State/UT for which vacancies he wishes to apply, and knowledge/proficiency in local/state language (ability to read, write and speak local/state language) will be assessed at the time of interview.

#### 9. **GROUP DISCUSSION/INTERVIEW CENTRES:**

The Group Discussion/Interview will be held at the following centres and the address of the venue will be advised in the call letters.

List of tentative interviews are given below:

Centre Code	Centre	Centre code	Centre	Centre code	
01	Ahmedabad	08	Ernakulam	14	Lucknow
02	Bengaluru	09	Guwahati	15	Mumbai
03	Bhopal	10	Hyderabad	16	Patna
04	Bhubaneswar	11	Jaipur	17	Tirupati
05	Chandigarh	12	Kolkata	18	Vijayawada
06	Chennai	13	Kurnool	19	Visakhapatnam
07	Delhi				

**Note:** (i) Request for change of Centre of Group Discussion and/ Interview shall **NOT** be entertained.

(ii) 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.

#### 10. **GENERAL INSTRUCTIONS**

(a) Before applying for the 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 Group Discussion/ 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 on this behalf.

Mere invitation by the Bank for the Group Discussion/ Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Group Discussion/ Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

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.

(b) 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 Persons With Disabilities" 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 which is not more than one year old should be submitted at the time of interview.

- (c) Persons With Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of Group Discussion/ Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for Group Discussion and/ interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the Group Discussion and/Interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc of any nature.
- (f) Selected candidates would be posted in any of the vacancies of the State/Union Territory from where they have appeared for the Common Written Examination which they have qualified.
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at **Hyderabad**. The Bank takes no responsibility to connect any certificate/remittance sent separately.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- (k) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (l) 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.
- (m) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Clerical cadre staff, recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.
- (n) All Candidates must submit the xerox copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, Score card issued by IBPS etc. The candidates belonging to SC/ST/OBC/Persons With Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority as specified at Sr.No.06 in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Group discussion/ Interview, failing which his/her candidature will be cancelled.
- (o) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application/and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of Group Discussion 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 Group Discussion and/ interview may lead to disqualification.
- (p) Canvassing in any form will be a disqualification.

(q) **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 application form.

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

- (i) using unfair means during the selection process
- or**
- (ii) impersonating or procuring impersonation by any person
- or**
- (iii) misbehaving in the interview venue or taking away any documents from the venue
- 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 Group Discussion/Interview 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.

(r) Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.

(s) 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.

If selected for interview, candidates serving in Government/Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.

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 as well as in the Application form. 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.

## 11. **HOW TO APPLY**

- (i) **Candidates are required to apply online through website [www.andhrabank.in](http://www.andhrabank.in) No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE conducted in November/ December 2011) is kept active during the currency of a recruitment project. Bank may send call letters for Group Discussion/ Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website 'www.andhrabank.in' click on the link "Recruitment"
- (iv) Thereafter, open the Recruitment Notification entitled "**ANDHRA BANK CLERICAL CADRE' RECRUITMENT PROJECT-2012-13**".
- (v) In case a candidate chooses to pay fees through branches of the Bank,
  - the candidate should take a printout of the fee payment challan
  - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
  - Go to the nearest Andhra Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No 117911100000894 with Pattabhi Bhavan Branch in the name & style of "ANDHRA BANK RECRUITMENT PROJECT(CLERKS)-2012-13". The details of fee to be paid is indicated above
- (vi) In case a candidate chooses to pay fees through NEFT:
  - Go to the nearest branch of any Bank and pay, in Cash, the appropriate Application Fee in Account No 117911100000894 with Andhra Bank, Pattabhi Bhavan Branch, IFSC Code:ANDB0001179, in the name & style of "ANDHRA BANK RECRUITMENT PROJECT (CLERKS)-2012-13". The details of fee to be paid is indicated above.

- Fill in the NEFT Receipt in a clear and legible handwriting in BLOCK LETTERS.
- (vii) In case a candidate chooses to pay fees **ONLINE**:
  - Candidates must keep the details such as Credit/Debit card number etc. ready and fill in the requisite details in the online application form.
- (viii) Obtain the Applicant'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.  
In case of online payment, the payment gateway is available within the online application form and an e-receipt will be generated. A printout of the e-receipt must be taken.
- (ix) 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 ANDHRA BANK CLERICAL CADRE RECRUITMENT PROJECT-2012-13**" to open up the appropriate Online Application Format. All the fields in the online Application format should be filled up carefully.
- (x) Carefully fill in the details such as fee payment details from the CBS Challan/ NEFT Receipt in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places and submit the same online.
- (xi) Take a printout of the system generated online application form to be submitted at the time of interview, copies of which may also be retained for your reference.
- (xii) **The Registration Number and Password generated should also be retained for future reference.**
- (xiii) **Original fee payment receipt i.e CBS challan/ NEFT Receipt/ e-receipt will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan/ NEFT receipt/ e-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 for future use.
- (xiii) **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.**
- xvi) 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.
- xv) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Group Discussion and/ Interview** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT receipt/ e-receipt)
2. Valid IBPS Scorecard for the stipulated examination
3. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof
8. No objection certificate from previous employer.

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 as well as in the application form. 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.

**14. CALL LETTERS FOR THE GROUP DISCUSSION/ INTERVIEW**

Call letters for the Interview will be sent to the shortlisted/eligible candidates only through email at the email address given by them in the application form while registering for Common Written Examination (CWE) in November/ December 2011. 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.andhrabank.in](http://www.andhrabank.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.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Group Discussion/ nterview **without which they will not be allowed to take up the Interview.**

**The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of interview/process 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.andhrabank.in](http://www.andhrabank.in)**

**Date:**

**GENERAL MANAGER**