Engagement of Specialist officers in Information Technology (IT) in various roles on Contractual Basis to be engaged in Central Bank of India

Opening Date for On-line Registration	**27.12.2024**
Closing Date for On-line Registration	**12.01.2025**
Tentative Date of Interview	**4th Week of January 2025**

Central Bank of India, a leading Public Sector Bank, with PAN India Branch Network of More than 4500 branches, with total business of more than Rs. 6,40,000 Crores and driven by talented work force of 33000 plus employees, invites application from experienced/eligible professionals for the post of Specialist officers in Information Technology (IT) in various roles on contractual basis to be engaged in Central Bank of India for an initial period of Thirty six months (36 Months).

1. **Details of the vacancies / category wise are as follows:-**

Sr. No.	POST		SC	ST	OBC	EWS	GEN	TOTAL	Out of which (PWBD)			
									HI	OC	VI	ID
1	Specialist Officers-Information Technology (IT)	Various Roles	9	4	16	6	27	62	1	1	0	0

> The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank.

> Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.

> **Abbreviations used** : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Section, GEN-General Category Unreserved, HI-Hearing Impairment, OC- Orthopedically Challenged, VI- Visual Impairment, ID-Intellectual Disability.

➢ Bifurcation of vacancies for which candidates will be selected for Information Technology (IT) in various roles are as under,

SR.	JOB ROLE	Total
01	Data Engineer/Analyst	3
02	Data Scientist	2
03	Data-Architect/Could Architect/Designer/Modeler	2
04	ML Ops Engineer	2
05	Gen AI Experts (Large Language Model)	2
06	Campaign Manager (SEM & SMM)	1
07	SEO Specialist	1
08	Graphic Designer & Video Editor	1
09	Content Writer (Digital Marketing)	1
10	MarTech Specialist	1
11	Neo Support Requirement- L2	6
12	Neo Support Requirement- L1	10
13	Production Support / Technical support Engineer	10
14	Digital Payment Application Support Engineer	10
15	Developer/ Data Support Engineer	10
	TOTAL	62

2. ELIGIBILITY CRITERIA:-

i. NATIONALITY/ CITIZENSHIP:

A candidate must be either
i) a Citizen of India or
ii) a subject of Nepal or
iii) a 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 favor a certificate of eligibility has been issued by the Government of India.

ii. DETAILS OF AGE, EDUCATIONAL QUALIFICATIONS & EXPERIENCE:

(Age, Education Qualification & Experience- as on 30.11.2024)

➢ Engagement profile i.e. age, qualification, experience, responsibilities etc. for each and every role are as under,

1. Data Engineer/ Analyst

Sr No	Particulars	Details
1.	Job Role:	Data Engineer/Analyst
2.	Job Description:	Design, develop, optimize, and maintain data architecture and pipelines for Model development and

		productionization that adhere to ETL principles and business goals
		• Work closely with Data Scientists, designers, product owners, QA engineers and other stakeholders in the Data ecosystem and provide inputs on right tool options and model designs for use cases in the organisation.
		• Create data products for analytics and data scientist team members to improve their productivity
		• Partner with business analysts and solutions architects to develop technical architectures for strategic enterprise projects Develop solutions to utilize data from large banking systems like CBS, LOS, LMS, Payment Systems, Data Warehouse etc.
		• Should have proficient understanding of databases such as Relational (SQL), distributed (NoSQL) and ETL tools like DataStage etc.
		• Deep understanding of data architecture, data pipelining, data engineering, data analysis, reporting, and a basic understanding of datascience techniques and workflows.
		• Should be proficient in ETL tools / technologies and have experience in developing ETL data pipelines for onward usage for building Data Models.
		• Demonstrate strong problem-solving skills, work as part of a technical,cross functional analytics team, and want to solve complex data problems and deliver the insights to enable analytics strategy
		• Certification - Any professional data engineering certification from reputed Institutes or Professional bodies will be added advantage.
		• Good to have exposure on the AGILE methodologies Good understanding of Data Pipeline building eg. Pyspark & Hadoop ecosystem (Hive, HDFS, Scala, etc.).
		• Good knowledge and proficiency of advance Excel, Python, PowerBI/Tableu etc.
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / Data Science / MCA / M.SC COMPUTERS from Government recognized university or institution only. Masters degree in Statistics /Economics /Related fields preferred (the Qualification to be Full time and Regular Courses only) **Preferred Certifications:** Specialization certifications from reputed Institutes in AI/ML/NLP/Web crawling, Neural Networks, Data Science, Data Analytics is desired.
4.	**Experience if any:**	**Minimum 6 years Post Qualification Experience in** building, developing and maintaining high performance & scalable enterprise systems, Build data pipelines, ETL/ELT workflowsand handling big data platforms (i.e. AWS, Spark, Kafka, Hive Pig, etc.)of which minimum 4 years ofexperience in building and maintaining data

		pipeline, ETL/ELT workflowsand handling big data systems in banking or fintech domain.
5.	**Age** (Min & Max):	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

2. **Data Scientist**

Sr No	Particulars	Details
1.	**Job Role:**	**Data Scientist**
2.	**Job Description:**	Design Develop and maintain Complex analytical models, prototypes and algorithms using expertise in next generation capabilities like AI/ML, Data mining, Data analytics. Apply Theoretical and practical Knowledge in Programing, statistics and Machine Learning / optimization to design, prototype, and build next generation advanced analytics models for production. • Collaborate with business partners to define the technical problem statement and hypothesis to test; develop efficient and accurate analytical models that mimic business decisions and incorporate them into analytical data products • Create repeatable, interpretable, dynamic and scalable models that are seamlessly incorporated into analytic data products Leverage data from banking systems like CBS, LOS, payment Systems etc. to create meaningful analytical models for various use cases like customer behaviour prediction, selling lending products, risks assessments etc. **Applicants should possess the following attributes:** Experience developing models using structured & unstructured data • Experience in developing and deploying statistical algorithms, machine learning, deep learning (RNN, CNN), NLP solutions, • Proficiency with SPSS, Python or R, scala, SQL/Oracle/DB2, data visualization tools like Cognos/Tableau etc. • Must have proficiency with Machine Learning to solve clustering, classification, regression, anomaly detection, fraud analytics, propensity models, simulation and optimization problems on large scale data sets • Experience with Big Data technologies desired — Hadoop, Spark, H20.ai, Cloud AI platforms, Gurobi, Arena and containerization • In depth Knowledge of machine learning, statistics, optimization or related field. • Experience in Natural Language Processing, Image processing and VideoAnalytics is a plus • Understanding of Time Series Forecasting, Batch/Real time analytics and model deployment understanding, Data Fabrics, Data Mesh etc.

		Responsible for development of a culture of continual improvement, including delivering new innovative Data science/analytics use cases, e.g. predictive analytics. Good to have exposure on the AGILE methodologies
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / Data Science / MCA / M.SC COMPUTERS from Government recognized university or institution only. Masters degree in Statistics/Economics/Related fields preferred (the Qualification to be Full time and Regular Courses only) **Preferred Certifications:** Specialization certifications from reputed Institutes in AI/ML/NLP/Web crawling, Neural Networks, Data Science, Data Analytics is desired.
4.	**Experience if any:**	**Minimum 6 years Post Qualification Experience in** Experience in designing and developing complex, high-quality analytical solutions (model designing, development, validation, implementation) of which minimum 4 years of experience banking or fintech domain
5.	**Age** (Min & Max)**:**	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

3. Data-Architect/Could Architect/Designer/Modeler

Sr No	Particulars	Details
1.	**Job Role:**	**Data-Architect/Could Architect/Designer/Modeler**
2.	**Job Description:**	• Define enterprise scalable architecture standards (data interoperability standards, integration standards, application standards etc.) for all technology projects in the Organization • Design and Develop, Data Models across platforms, new data warehouse, data lake or lake house using modern data stacks • Define & implement key governance processes to ensure adherence to architecture standards and principles • Provide architectural leadership in the resolutions of inter-program and inter-project issues • Ensure all systems are architected for high availability, high scalability, fault tolerance, high security and other key architecture principles • Ensure the architecture team facilitates technology governance and management for all systems, including impact analysis and risk • identification for transformation and implementation programs • Update and maintain key enterprise architecture artifacts and blueprints

		• Align the technology and platforms to the business strategy or commercial imperatives and articulate associated opportunities, gaps, challenges, and risks • Review ongoing implementation programs for adherence with architecture standards and guidelines of the Bank • Creating methods for compliance architecture, such as data storage, metadata management, and change control. Address project requirements and articulate challenges to reduce project delivery risks • Audit and validate critical enterprise data models to maintain performance and usability, Document IT standards and procedures, including security protocols and disaster recovery plan **Applicants should possess the following attributes:** • Hands on experience of designing and developing enterprise architecture for large organizations, preferably in banking and fintech domain • Demonstrated experience of defining enterprise architecture strategy and vision, governance process and ensuring compliance • Strong understanding of architecture, design, and integrations of data warehouse, data lake • Integration platforms, payment platforms etc. • Strong knowledge of enterprise architecture along security and design, including architecture frameworks such as TOGAF (preferred) • Strong knowledge and hands on development experience of REST APIs and micro services • Exposure to complex, distributed technologies, application servers, Messaging, Data transformation, ETL, Monitoring tools • Proficiency in core database solutions like Oracle, SQL, PostgreSQL, Hbase, NoSQL • Experience in data modelling tools like ERWIN, ER/Studio, EA, Etc. • Experience of implementing large-scale cloud or software projects in corporate environments using waterfall and Agile methodologies • Exposure to technology landscape in banking and financial services • Ability to drive decisions and resolve conflicts by working with other architects, engineering teams, vendors, and business owners • Excellent stakeholder management and communication skills
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / Data Science / MCA / M.SC COMPUTERS from Government recognized university or institution only. (the Qualification to be Full time and Regular Courses only) **Preferred Certifications:** Specialization certifications from reputed Institutes in Certified Data Management

		Professional / TOGAF / AWS Certified Solution Architect / Microsoft Certified Solution Architect /Big Data Platforms
4.	**Experience if any:**	**Minimum 6 years Post Qualification** Experience in distributed software platforms in Hadoop ecosystems (Hive, Impala, Kafka)DBMS, Data Modelling Techniques, ETL/ELT, Data Warehousing and Big Data Technologies, Data Governance & Security. For Data Designer and Modeler, candidate must have hands on relational, dimensional, and/or analytic experience using RDBMS, Dimensional, NoSQL data Platform and Data Ingestion technologies Out of which minimum 4 years ofexperience banking or fintech domain or in Retail segment
5.	**Age** (Min & Max)**:**	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

4. **ML Ops Engineer**

Sr No	Particulars	Details
1.	**Job Role:**	**ML Ops Engineer**
2.	**Job Description:**	• Partner with developers, Architects and Data Scientists to understandthe Dev/MLOPs challenges and lead to the best solution. • Works independently to construct highly efficient, secured andmeasurable MLOps and DevOps Process • Build processes supporting data transformation, data structures, metadata, dependency and workload management. • Writing Unix script and TWS schedulers for code executions • Deploy sophisticated Machine Learning Models using Dev/MLOps Pipeline. • Industry experience building distributed, serverless and microservice architectures • Present complex information and data in an uncomplicated, easy-to-understand way to drive action • Keep yourself aware with latest trend in cloud Dev/MLOps technologiesto build next generation DevOps process • Learn and contribute in building the required data pipeline for Analyticsand Model • Bring on a growth mindset in day-to-day engineering activities and learnnew technologies and tools that bring about individual and team efficiencies Contribute to existing documentation or educational

		content and adapt content based on product/program updates and user feedback
		Applicants should possess the following attributes: • Experience in model versioning, model and data lineage, monitoring, model hosting and deployment, model optimization, scalability, orchestration, continuous learning, Automated pipelines • 3-4 years of hands on experience in building/troubleshooting datapipelines • Strong experience with python programming with multiple projects • Develop & manage continuous integration (CI) and continuous deployment (CD) environments deployments (Jenkins, Git hub action, etc.) • Ability to build and implement continuous integration (CI) and continuousdeployment (CD) environments using tools such as Jenkins or similar • Ability to troubleshooting network services and protocols such as TCP/IP,DNS, AD, LDAP, SSH, SMTP, SSL, HTTP, IIS and Apache • Should be proficient in AWS components such as Sage maker, AWS Lambda, other AWS services, serverless services, etc. • Experience in using Kubeflow Pipelines for building, deploying, andmanaging multi-step ML workflows based on Docker containers, KFServing. • Experience with Docker and Kubernetes. • Experience with ML automation platforms such as Kubeflow, Airflow MLFlow.GitLab etc. • Excellent verbal and written communication skills with the ability to effectively advocate technical solutions to data scientists, engineering teams and business audiences ▪ Experience with search engines like Elasticsearch ▪ Experience with event messaging such as Kafka, RabbitMQ, SQS ▪ Experience in MLOps (MLOps Self-Service Platform, Data drift detection& model retraining, Dataset versioning, Source code management – –CI/CD , Dev-Prod‖, Productionalization framework of the ML models, preferably with Azure ML). • Experience developing new components in a scrum/agile environment
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / Data Science / MCA / M.SC COMPUTERS from Government recognized university or institution only. (the Qualification to be Full time and Regular Courses only) **Preferred Certifications:** Specialization certifications from reputed Institutes in Certified Data Management

		Professional / TOGAF / AWS Certified Solution Architect / Microsoft Certified Solution Architect
4.	**Experience if any:**	**Minimum 6 years Post Qualification with** Experience in analytical model deployment, monitoring ,maintenance ,version control, CI/CD pipeline and automation **Preferred Background**: 4+ years of experience in designing and developing complex, high-quality analytical solutions in banking or Fintech domain
5.	**Age** (Min & Max):	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

5. Gen AI Experts (Large Language Model)

Sr No	Particulars	Details
1.	**Job Role:**	**Gen AI Experts (Large Language Model)**
2.	**Job Description:**	• Architect end to end generative AI solutions with a focus on LLMs and RAG workflows • Provide technical leadership and guidance on best practices for training LLMs and implementing RAG-based solutions • Fine-tune a large language model using custom content (documents, data etc.) • Articulate and document the solutions architecture and lessons learned for each exploration and accelerated incubation • Design and build robust data pipeline for processing and integrating text-based data • Validate cloud infrastructure security, performance and availability and make recommendations for improvements and optimization • Ensure backups are enabled and validate business continuity throughrestoration drills • Monitor costs by categorizing and tagging assets running in the cloud • Optimize costs by rightsizing infrastructure, shutting down unused infrastructure, using latest generation of compute and database servers etc **Applicants should possess the following attributes:** In-depth understanding of state-of-the-art language models, including but not limited to Generative Pre-trained Transformer (GPT-3), Bidirectional Encoder Representations from Transformers (BERT), or similar architectures • Expertise in training and fine tuning LLMs using popular frameworks such as Tensorflow, Pytorch, or Hugging Face Transformers • Proficiency in model deployment and optimization techniques for efficient inference on various hardware platforms with a focus on GPUs

		• Strong knowledge of GPU cluster architecture and the ability to leverage parallel processing for accelerated model training and inference
		• Experience in deploying LLM model in cloud environment (e.g. AWS, Azure, GCP) and on premise infrastructure
		• Proven ability to optimize LLM model for inference, memory efficiency and utilization
		• Experience with popular large language models API and use-cases such as ChatGPT, MPT, LLaMA, PaLM 2, etc
		• Familiarity with containerization technologies (e.g. Docker) and orchestration tools (e.g. Kubernetes) for scalable and efficient model deployment
		• Deep understanding of GPU cluster architecture, parallel computing and distributed computing concepts
		• Experience in fine-tuning a large language model using custom content (documents, data, code). Ability to learn new services and cloud platforms
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / Data Science / MCA / M.SC COMPUTERS from Government recognized university or institution only. (the Qualification to be Full time and Regular Courses only) **Preferred Certification**: Gen AI, LLM Model, Deep Learning, Architect certification in AWS, GCP Azure, IBM
4.	**Experience if any:**	**Minimum 6 years Post Qualification** with Experience in neural networks models , CNNs, RNNs, LSTM, NLP, Transformers and related technologies **Preferred Background**: 4+ years of experience in building and deploying Gen AI model on multiple public cloud platforms like AWS, Azure, GCPetc., preferably for banking or fintech Domains.
5.	**Age** (Min & Max)**:**	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

6. Campaign Manager (SEM & SMM)

Sr No	Particulars	Details
1.	**Job Role:**	**Campaign Manager (SEM & SMM)**
2.	**Job Description:**	• Develop and execute comprehensive Digital Marketing campaigns across various channels, including Search Engine Marketing (SEM), Social Media Marketing (SMM), email and other digital platforms. • Conduct in-depth market research and competitor analysis to identify target audiences and optimize campaign strategies.

		• Manage and optimize paid advertising campaigns on platforms like Google Ads, Bing Ads, Facebook Ads, Instagram Ads, LinkedIn Ads, and more. • Track and analyze campaign performance metrics to measure ROI and identify areas for improvement. • Develop and implement A/B testing strategies to optimize ad creative, landing pages, and campaign messaging. • Collaborate with the creative team to develop compelling ad copy, visuals, and landing pages. • Stay up-to-date with the latest Digital Marketing trends and industry best practices. • Work closely with the analytics team to track user behavior and website traffic. • Manage budgets and allocate resources effectively to maximize campaign ROI **Applicants should possess the following attributes:** • Strong understanding of SEM and SMM principles and best practices. • Proficiency in using Digital Marketing tools like Google Ads, Google Analytics, Facebook Ads Manager, LinkedIn Ads Manager, etc. • Excellent analytical skills to track, measure, and analyze campaign performance. • Creative thinking and problem-solving skills. • Excellent communication and interpersonal skills. • Ability to work under pressure and meet deadlines. • Strong attention to detail.
3.	**Educational Qualification:**	• Bachelor's degree in Marketing, Advertising, Business Administration, or a related field. • A Master's degree in a relevant field is preferred. (the Qualification to be Full time and Regular Courses only) **Preferred Certification**: • Google Ads Certification • Facebook Blueprint Certification • LinkedIn Marketing Certification • Other relevant Digital Marketing certifications
4.	**Experience if any:**	**Minimum 6 years Post Qualification** with Experience in Digital Marketing, with a strong focus on SEM and SMM**,** Experience in managing large-scale Digital Marketing campaigns, Experience in working with different Digital Marketing tools and platforms.
5.	**Age** (Min & Max)**:**	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

7. SEO Specialist

Sr No	Particulars	Details
1.	**Job Role:**	**SEO Specialist**
2.	**Job Description:**	• **Keyword Research:** Conduct in-depth keyword research to identify relevant keywords and phrases for optimizing website content. • **On-Page SEO:** Optimize website content, including titles, meta descriptions, headers, and image alt text etc. to improve search engine rankings. • **Off-Page SEO:** Build high-quality backlinks, engage in social media marketing, and participate in online forums to increase website authority. • **Technical SEO:** Ensure website technical optimization, including site speed, mobile-friendliness, XML sitemaps, and robots.txt. • **Content Strategy:** Develop and implement a content strategy aligned with SEO goals, creating high-quality, relevant, and engaging content. • **Analytics and Reporting:** Track website performance using Google Analytics, identify trends, and provide actionable insights. • **Stay Updated:** Keep up-to-date with the latest SEO trends, algorithms, and best practices. • **Collaborate with Team:** Work closely with content writers, designers, and developers to ensure SEO best practices are implemented throughout the website .**Applicants should possess the following attributes:** • **Technical SEO:** Strong understanding of HTML, CSS, and JavaScript. • **Keyword Research:** Proficiency in using keyword research tools like SEMrush, Ahrefs, or Google Keyword Planner. • **Content Optimization:** Overlook creation of SEO-friendly content and optimize existing content. • **Link Building:** Experience in building high-quality backlinks through outreach, guest posting, and other strategies. • **Analytics:** Proficiency in using Google Analytics to track website performance and identify optimization opportunities. • **SEO Tools:** Familiarity with SEO tools like Google Search Console, Moz, and Screaming Frog etc..
3.	**Educational Qualification:**	• Bachelor's degree in Marketing, Advertising, Business Administration, or a related field. • A Master's degree in a relevant field is preferred. (the Qualification to be Full time and Regular Courses only) **Preferred Certification:** • Google Ads Certification

Sr No	Particulars	Details
		• Google Analytics Certification • HubSpot Inbound Certification • SEMrush Certification • Ahrefs Certification
4.	**Experience if any:**	• Minimum 6 years of experience in SEO and Digital Marketing. • Proven track record of improving website rankings and driving organic traffic.
5.	**Age** (Min & Max):	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

8. Graphic Designer & Video Editor

Sr No	Particulars	Details
1.	**Job Role:**	**Graphic Designer & Video Editor**
2.	**Job Description:**	**Graphic Design:** • Create visually appealing designs for various marketing materials, including social media graphics, posters, banners, brochures, and presentations. • Adhere to brand identity guidelines, including logos, color palettes, and typography. **Video Editing:** • Edit and produce high-quality videos for various platforms, including social media, websites, and internal communications. • Use video editing software to assemble footage, add effects, music, and voiceovers. • Collaborate with the marketing team to develop creative video concepts **Applicants should possess the following attributes:** **Graphic Design:** • Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Corel Draw, InDesign) • Ability to create visually appealing and engaging designs **Video Editing:** • Proficiency in video editing software (like Adobe Premiere Pro, After Effects, 3D Editing tools [optional]) • Strong understanding of video editing techniques, including cutting, slicing, and adding effects and animations.

		• Ability to work with different video formats and resolutions
		• Knowledge of audio editing and mixing techniques
3.	**Educational Qualification:**	• Bachelor's degree in Graphic Design, Visual Communication, or a related field (the Qualification to be Full time and Regular Courses only) **Preferred Certification**: • Certifications in specific design software or tools
4.	**Experience if any:**	• Minimum 6 years of experience in graphic design and video editing
5.	**Age** (Min & Max):	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

9. Content Writer (Digital Marketing)

Sr No	Particulars	Details
1.	**Job Role:**	**Content Writer (Digital Marketing)**
2.	**Job Description:**	• **Content Creation:** Develop high-quality, engaging content for various digital channels, including blogs, articles, website copy, social media posts, email campaigns, and more. • **SEO Optimization:** Implement SEO best practices to improve content visibility and rankings. • **Content Strategy:** Collaborate with the marketing team to develop and execute a comprehensive content strategy aligned with business objectives. • **Content Calendar Management:** Plan and manage a content calendar to ensure timely and consistent content delivery. • **Social Media Content:** Create compelling social media content to engage the target audience and drive brand awareness. • **Email Marketing:** Write effective email copy for various marketing campaigns, including newsletters, promotional emails, and automated emails. • **Content Editing and Proofreading:** Edit and proofread content to ensure accuracy, clarity, and brand consistency. • **Collaboration:** Work closely with designers, developers, and other team members to create integrated marketing .**Applicants should possess the following attributes:** • **Strong Writing and Editing Skills:** Excellent command of the English language, including

grammar, punctuation, and syntax. Proficiency of Hindi and other regional languages will be a plus.
- **SEO Knowledge:** Understanding of SEO principles, keyword research, and on-page optimization.
- **Social Media Marketing:** Knowledge of social media platforms and their best practices.
- **Email Marketing:** Experience with email marketing tools and techniques.
- **Creativity:** Ability to think creatively and generate innovative content ideas.
- **Attention to Detail:** Meticulous attention to detail to ensure high-quality content.
- **Time Management:** Effective time management skills to meet deadlines

3.	**Educational Qualification:**	• Bachelor's degree in English, Journalism, Marketing, or a related field. (the Qualification to be Full time and Regular Courses only)
4.	**Experience if any:**	Minimum 4 years Experience in managing SEO/SEM/SMO, marketing database, email and social media display advertising campaigns of which 2 years of experience in campaign management/content managing/SEO/Influencer Marketing/Social Media Marketing, digital analytics reporting.
5.	**Age** (Min & Max):	Minimum 27Years Maximum 33 Years
6.	**Location of Posting:**	Navi Mumbai

10. MarTech Specialist

Sr No	Particulars	Details
1.	**Job Role:**	**MarTech Specialist**
2.	**Job Description:**	• Defines the strategy for new product procurement i.e., justify the return on technical investment for new components to be procured • Design business use-cases and translate it into technical requirements • Responsible for the adoption of the components within marketing teams • Acts as the SME for the whole stack and help business teams for fulfilling /creating the requisite use-cases • Configure platform settings, manage user permissions, create custom fields and workflows, and troubleshoot technical issues • Design and execute complex marketing automation programs using best practices in lead nurturing, lead scoring, and segmentation • Responsible for planning and scheduling the requisite trainings and developing training guides **Applicants should possess the following attributes:**

		- A firm understanding of marketing technology, as well as awareness of new trends in MarTech (Marketing technology specialists typically receive on-the-job training to learn the specific software and processes of the company) - Understanding of Digital Banks, its product and industry. Working knowledge of CRM software (Salesforce, HubSpot, etc.), marketing automation software (HubSpot, Marketo, Adobe Experience Cloud, Pardot, etc.), and web analytics software (Google Analytics, Adobe Analytics, etc.) - Intermediate understanding of SQL - Technical experience with a broad variety of marketing, advertising and data platforms e.g. Adobe, Pega, Acxiom, Experian etc. - Solid understanding of HTML/CSS/Javascript/SQL and Website development
3.	**Educational Qualification:**	- BTech/B.E. Degree in Computer Science/IT/Electronics/Equivalent; Preferred to have MBA or equivalent (marketing preferred) or higher education in similar fields - Master's Degree (Optional but Preferred) in Marketing Technology or Digital Marketing (the Qualification to be Full time and Regular Courses only) **Certifications:** - Google Analytics Certification / Google Data Studio / Tableau Desktop Specialist - Salesforce Administrator or Salesforce Marketing Cloud / HubSpot Inbound Marketing and HubSpot CRM - Marketo Certification / Pardot certification / Eloqua Marketing Automation - Google Ads certification / Facebook Blueprint Certification / - Other relevant Digital Marketing certifications
4.	**Experience if any:**	Minimum 6 experience in Installation, configuration, management and troubleshooting of tools like CDP / CMS / Web Analytics in Marketing Tech role
5.	**Age** (Min & Max):	Minimum 30 Years Maximum 38 Years
6.	**Location of Posting:**	Navi Mumbai

11. Neo Support Requirement – L2

Sr No	Particulars	Details
1.	**Job Role:**	**Neo Support Requirement**
2.	**Job Description:**	- Handle support Desk activities like ticket triaging, resolving incidents and requests, application monitoring etc. in banking systems like CBS, DLP,ESB, API Gateway, mobile app etc. - Resolve tickets with root causing issues following SOPs - Monitor incident and request backlog, completion windows and meet SLA expectations - Improve documentation, SOPs and tools used by other engineers to resolve tickets - Automate repetitive activities to reduce resolution time and efforts - Monitoring Digital products in Banking Technology. - Monitor systems for availability, performance, errors etc. and conduct troubleshooting as required - Work with L3 support team / vendors for permanent resolution and temporary workaround of core product issues and code changes - Build knowledge base for support Desk Activities. - Coordinate and participate in issue resolution calls/meetings etc. as required for effective resolution of the issue. **Applicants should possess the following attributes:** - Demonstrated experience of support Desk activities for large platforms, preferably banking systems CBS,DLP Mobile App, Middleware etc - Experience of working with multiple L1/L2/L3 teams and vendors - Experience of ticket triaging, assignment, troubleshooting by following SOPs and expediting resolution - Experience in Digital products on Banking Technology. - Hands on experience in advanced Java services - Experience of application monitoring, for troubleshooting and debugging - Strong problem solving, analytical and communication skills - Ability to work with large teams and coordinate with vendor teams, business stakeholders etc. - Experience with Ticketing tools and ITIL processes - Hands on knowledge of programming languages including Java, NodeJS, Python, PHP, Spring boot and OOPS concepts and database queries (Oracle PL/SQL, PostgreSQL, MySQL, MongoDB etc.) preferred
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / MCA / M.Sc. COMPUTERS from Government recognized university or

		institution only (the Qualification to be Full time and Regular Courses only)
4.	**Experience if any:**	• Minimum 4 years of experience in L2 Support Team Roles in Banking or Finance Domains.
5.	**Age** (Min & Max):	Minimum 25 Years – Maximum 33 Years – L2
6.	**Location of Posting:**	Navi Mumbai

12. Neo Support Requirement – L1

Sr No	Particulars	Details
1.	**Job Role:**	**Neo Support Requirement**
2.	**Job Description:**	• Handle support Desk activities like ticket triaging, resolving incidents and requests, application monitoring etc. in banking systems like CBS, DLP, ESB, API Gateway, mobile app etc. • Resolve tickets with root causing issues following SOPs • Monitor incident and request backlog, completion windows and meet SLA expectations • Improve documentation, SOPs and tools used by other engineers to resolve tickets • Monitoring Digital products in Banking Technology. • Monitor systems for availability, performance, errors etc. and conduct troubleshooting as required • Build knowledge base for support Desk Activities. • Coordinate and participate in issue resolution calls/meetings etc. as required for effective resolution of the issue. **Applicants should possess the following attributes:** • Demonstrated experience of support Desk activities for large platforms, preferably banking systems CBS,DLP Mobile App, Middleware etc • Experience of working with multiple L1/L2/L3 teams and vendors • Experience of ticket triaging, assignment, troubleshooting by following SOPs and expediting resolution • Experience in Digital products on Banking Technology. • Hands on experience in advanced Java services • Experience of application monitoring, for troubleshooting and debugging • Strong problem solving, analytical and communication skills • Ability to work with large teams and coordinate with vendor teams, business stakeholders etc. • Experience with Ticketing tools and ITIL processes • Hands on knowledge of programming languages including Java, NodeJS, Python, PHP, Spring boot and OOPS concepts and database queries (Oracle PL/SQL, PostgreSQL, MySQL, MongoDB etc.) preferred

3.	**Educational Qualification:**	• B.E. / B. Tech. in Computer Science / Computer Applications / Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / MCA / M.Sc. COMPUTERS from Government recognized university or institution only (the Qualification to be Full time and Regular Courses only)
4.	**Experience if any:**	• Minimum 2 years of experience for L1 in Support Team Roles in Banking or Finance Domains
5.	**Age** (Min & Max)**:**	Minimum 23 Years – Maximum 27 Years – L1
6.	**Location of Posting:**	Navi Mumbai

13. Production Support / Technical support Engineer

Sr No	Particulars	Details
1.	**Job Role:**	Production Support / Technical support Engineer
2.	**Job Description:**	• Managing and maintaining the organization's IT infrastructure, including hardware, software, and networking systems. • Handle production support activities like ticket triaging, resolving incidents and requests within SLA, application monitoring, patching, system hardening and vulnerabilities redressal in large banking systems like CBS, LOS integration etc. • Monitor systems for availability, performance, errors etc. and troubleshoot when required. • Work with support team / vendors for permanent resolution and temporary workaround of core product issues and code changes. • Adhering to security, auditing and compliance guidelines from bank • Automation of repetitive tasks and documentation • Managing Data-backup & Disaster recovery Plan.
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science /Computer Applications /Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / MCA from Government recognized university or institution only. (the Qualification to be Full time and Regular Courses only) **Preferred Certifications:** ITIL, SAFe (Agile), Network Certifications, Database Certification, Microsoft Administration Certification, RHEL Administration, Programming / Testing /Scripting Certifications, Ticketing tools
4.	**Experience if any:**	**Minimum 1 years Post Qualification** Experience in IT Project Management / Implementation / Support of which 1 years of experience in software maintenance and support for large platforms, preferably

Sr No	Particulars	Details
		in banking, FI, NBFCs or fintech domain
5.	**Age** (Min & Max):	Minimum 22 years – Maximum 30 years
6.	**Location of Posting:**	Mumbai

14. <u>Digital Payment Application Support Engineer</u>

Sr No	Particulars	Details
1.	**Job Role:**	Digital Payment Application Support Engineer
2.	**Job Description:**	• Managing and maintaining the organization's IT infrastructure, including hardware, software, and networking systems. • Managing and providing end-to-end support for the bank's digital payment systems like ATMs, kiosks, UPI, BBPS, mobile banking, internet banking, networking, etc. and troubleshooting and resolving technical issues. • Monitoring system's health, transaction processing and over-all system stability to proactively identify and address issues for the bank's digital payment systems • Automation of repetitive tasks and documentation • Generating MIS reports. • Managing data backups and disaster recovery plans. • Providing technical support to users, troubleshooting and resolving issues as they arise.
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science /Computer Applications /Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / MCA from Government recognized university or institution only. (the Qualification to be Full time and Regular Courses only) **Preferred Certifications:** ITIL, SAFe (Agile), Network Certifications, Database Certification, Microsoft Administration Certification, RHEL Administration, Programming / Testing /Scripting Certifications, Ticketing tools
4.	**Experience if any:**	**Minimum 1 years Post Qualification** Experience in IT Project Management / Implementation / Support of which 1 years of experience in software maintenance and support for large platforms, preferably in banking, FI, NBFCs or fintech domain
5.	**Age** (Min & Max):	Minimum 22 years – Maximum 30 years
6.	**Location of Posting:**	Mumbai

15. **Developer/ Data Support Engineer**

Sr No	Particulars	Details
1.	**Job Role:**	Developer/ Data Support Engineer
2.	**Job Description:**	• Analyzing business requirements, architecting and implementing secure, scalable software solutions, and work with development teams. • Responsibilities include developing mobile applications, establishing CI/CD pipelines, and overseeing deployment processes. • Managing integration servers, resolving production issues, and supporting ongoing maintenance. • Exposure to data engineering, design and automate MIS processes using PL SQL, Scripting and ETL, as well as knowledge of data architecture, pipelines, and basic data science principles. Documentation and user level training in the latest development technologies are also essential.
3.	**Educational Qualification:**	B.E. / B. Tech. in Computer Science /Computer Applications /Information Technology / Electronics / Electronics & Telecommunications / Electronics & Communications / MCA from Government recognized university or institution only. (the Qualification to be Full time and Regular Courses only)
4.	**Experience if any:**	**Minimum 1 years Post Qualification** experience in building and maintaining applications, web applications, APIs, data pipelines, ETL workflows in banking , FI, NBFCs or fintech domain
5.	**Age** (Min & Max)**:**	Minimum 22 years – Maximum 30 years
6.	**Location of Posting:**	Mumbai

- **All educational qualifications mentioned should be from university recognized by Govt. of India/ approved by Govt. Regulatory Bodies. Candidates must possess experience wherever applicable as per the post applied. The cut-off date for ascertaining eligibility regarding age, education qualification and work experience is 30.11.2024.**

- The level of educational qualifications prescribed for the posts is minimum. The candidate must produce Original Marks Sheet & Provisional Certificate/ Degree Certificate issued from the University if called for **interview**. Experience certificate cut of date as on **30.11.2024.**
- Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by candidates in terms of norms. The fraction of percentage so arrived will not be rounded off to the next higher number i.e. 59.99% will be treated as less than 60%.

iii. RELAXATION IN AGE LIMIT:

Sr. No.	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe Candidates	By 5 years
2	Other Backward classes (OBC) candidates	By 3 years
3	PWBD	By 10 Years
4	Children/Family members of those who died in the 1984 riots	By 5 Years
5	Ex-servicemen/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 12 months from the date of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, subject to ceiling as per government guidelines.	By 5 Years

NOTE:

a. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned in Point No iii (3) to iii (4). OBC candidates in the 'Creamy Layer' will be treated as "General Category".

b. Age relaxation of 10 years is applicable to PWBD candidates (15 years for SC/ST & 13 years for OBC) in conformity with the Rights of Persons with Disabilities (RPwD) Act, 2016. However, the upper age of the candidate should be maximum 56 years as on cutoff date i.e. **30.11.2024** In terms of RPWD act 2016, Persons with temporary disability shall not have the benefits of reservation of PwBDs (Persons with Benchmark Disabilities).

c. The Candidates seeking age relaxation as per Govt. Guidelines will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the engagement process, as required by the bank. In case the candidate fails to submit the same, his candidature will be treated as cancelled.

iv. NATURE OF ENGAGEMENT (CONTRACTUAL BASIS):-

The term of engagement shall ordinarily be for an initial period not exceeding 36 months subject to review of performance annually and will be extendable by 12 months based on satisfactory performance and the Bank's requirements. The period of engagement in the Bank shall begin from the date of the execution of agreement for engagement.

v. REMUNERATION:-

Remuneration shall be negotiable based on candidate's qualification, experience, overall suitability, last drawn salary of the candidate and market benchmark.

Other allowances:

1. Reimbursement of Mobile charges – Monthly ceiling upto Rs.500
2. Reimbursement of Newspaper – Monthly ceiling Rs.425
3. Petrol allowances upto 25 ltr/per month.

Deduction of Tax:-

Income tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Bank will issue certificate.

i)   No Dearness Allowance shall be allowed during the term of Contract/Assignment etc.

ii) No HRA, RFA or Bank's accommodation shall be allowed or admissible.

iii) No transport allowance shall be allowed for the purpose of commuting between the residence and the place of work.

iv) TA/DA on official tour may be allowed as per the entitlement provided to the Officers in Scale I.

vi.   **ANNUAL INCREMENT:-**

Annual increment in 3 Slabs of (0%, 5% & 10%) as per the performance of the Candidate and their APAR.

vii. **OFFICE TIMINGS AND WORKING DAYS:-**

The Officers so engaged on contractual basis shall have to follow the working hours as applicable to Officers of our Bank. The member usually has to attend the office on all the working days but if required, he/she can be called for duty on any day such as Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.

viii. **LEAVE OF ABSENCE:-**

a. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service.

b. No remuneration for the period of absence in excess of admissible leave will be paid.

c. The leave will be carried over to the next year subject to maximum of 12 days leave during the entire contract period which will lapse on the last day of the contract. The leave for more than 4 days shall not, ordinarily, be allowed at a time.

d. The member shall not claim of leave as a matter of right.

e. There will not be provision for encashment of accumulated leaves which are not availed.

ix.   **TERMINATION OF CONTRACT**:

1. The Bank may cancel/terminate the contract of the engagement at any time without assigning any reason whatsoever with an option of 60 days" notice period or payment/surrender of remuneration in lieu thereof.

The indicative but not exhaustive list for reasons of termination of contract is as below:

i)   The member is unable to address the assigned works;

ii)   Quality of the assigned work is not to the satisfaction of the Bank;

iii) The member fails in timely achievement of the target as decided by the Bank;

iv)   The member is found lacking in honesty and integrity;

v) The termination will be without prejudice to either party"s rights accrued before termination.

vi) If any declaration/information furnished by the member is found false or found to be willfully suppressed any material fact(s), he/she will be liable for termination of contract including any administrative and/or legal action as the Bank may deem fit.

2. The Engaged Officers needs to give a 60 days' notice in case of pre-mature termination of contract of engagement.

x. Place of Posting:-

- The location would be Mumbai/ Navi Mumbai. However, the candidate may be deputed to work 24x7 with the team(s) in shifts within the Bank or anywhere including subsidiary if deemed necessary.

xi. Execution of Agreement for Contractual Engagement:-

Selected officer shall be required to execute a stamped agreement before taking up the contractual engagement/assignment, containing a clause on confidentiality, ethics and integrity along with other terms of employment/assignment. The format will be provided to the candidates found successful on completion of the engagement process.

3. SELECTION PROCEDURE

No written examination will be held.

Eligible candidates will be called for interview process. Merely satisfying the eligibility norm does not entitle a candidate to be called for Interview.

The interview shall be conducted for 100 marks. The qualifying marks for interview shall be 50% for General/EWS category and 45% for SC/ST/OBC/PWBD.

Merit list: -

Merit list for final selection will be prepared in descending order of scores obtained in interview only, subject to candidate scoring minimum qualifying marks. In case more than one candidate score common cut-off marks, such candidates will be ranked in the merit in descending order of their age.

4. APPLICATION FEE:

Application fee to be remitted by the applicants along with the Application for engagement is as under **(GST @ 18% extra will be charged on application fee)**:

Sr. No.	Category	Application fee/ Intimation Charges
1	General/EWS/OBC	Rs. 750/-+GST
2	Schedule Caste/Schedule Tribe/PWBD candidates	Nil

3. GENERAL INSTRUCTIONS

a) Candidate who has been suspended/dismissed/terminated from any of previous employment are not eligible for consideration for engagement.

b) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.

c) Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Engagement Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to engagement will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after being engaged, the services of candidates selected are liable to be terminated.

d) A recent, recognizable color passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the engagement process is complete. Failure to produce the same photograph at the time of the personal interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.

e) Candidates will have to produce original Caste/Physical Disability/ Caste Validity Certificate (wherever applicable) any other relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce original OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non- creamy layer status as on closing date of registration. The competent authority for issue of Caste/PH certificate has been defined at point No. 6 below. The certificate issued by only those competent authority authorized to issue Caste/Disability certificate will be acceptable. **Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form**. Prescribed formats of Caste Certificate & PwBD certificates are given in **Annexures**.

f) Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.

g) All candidates will have to produce, if called for interview, originals as well as self-attested photocopies of their educational/experience certificates as well as Caste Certificate, Caste Validity Certificate (wherever applicable), certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.

h) No Travelling Allowance is payable to candidates who are called for interview. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual, subject to their claiming, to and fro 2nd General Class Rail/Ordinary Bus fare in terms of Govt.

guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.

i) The Bank takes no responsibility for any delay /non-receipt or loss of any communication.

j) Any resulting dispute arising out of and/or pertaining to the process of engagement under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

k) Request for change of contact no./address/ email ID/ will not be entertained.

l) The interview centre will be as per Bank's sole discretion.

m) In case any dispute arises on account of interpretation of version other than English, English version will prevail.

n) Engagement of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

o) During the period of contract of engagement with Bank, the officer shall not take up any assignment with any other organisation

5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

5.1 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.

5.2 At the time of interview/ Group Discussions (wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the interview or
- impersonating or procuring impersonation by any person or
- misbehaving in the interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s)/interview or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose.
- Resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:

  (a) to be **disqualified** from the Interview for which he/she is a candidate
  (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment or engagement conducted by the Bank

6. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER (as notified by GOI from time to time):

6.1 **For Scheduled Castes / Scheduled Tribes / Other Backward Classes:** (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency

Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

6.2 **Economically Weaker Section:** (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate, (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

6.3 **For Persons with Benchmark Disabilities:** Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government. Candidates belonging to SC, ST, OBC, EWS, PWBD categories have to submit certificates in support of it at the time of interview. In terms of GOI DFS Notification No.3/4/2020-Welfare (Part-I) dated 25/05/2023, persons with temporary disability shall not have the benefit of reservation of PwBDs (Person with Benchmark Disabilities) in Direct Engagement.

7. HOW TO APPLY:-

Candidates can apply only online from **27.12.2024 to 12.01.2025** and no other mode of application will be accepted.

8. Pre-Requisites for Applying Online

Before applying online, candidates should:

(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as per this Advertisement.
(ii) Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
(iii) Have a valid personal email ID, which should be kept active till the completion of this Engagement Process. Bank may send call letters for the Interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. 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 and must maintain that email account. Till the conclusion of the process every communication given in the above said mail id will be construed as valid and binding.

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

9. Procedure for applying online:

Before applying online, candidates should know:

Central Bank has partnered with M/s T. M. Inputs & Service Private Limited, a leading consulting firm, to facilitate the engagement of IT officer, so candidates are requested to kindly cooperate for the engagement process with the T. M. Inputs Team.

Candidates are first required to go to the Bank's website and click the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form. The link for online application is as under: - https://cb.tminetwork.com

10. CALL LETTERS FOR THE PERSONAL INTERVIEW

The date of the Interview is Tentatively Fixed as 4th Week of January 2025. However, it will be intimated in the Call Letter along with the Centre/Venue for the Interview, well in advance of the date of the Personal Interview.

1) PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING PERSONAL INTERVIEW:

   All eligible candidates will be required to download their call letter for personal interview. Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on the Bank's website. Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of interview call letters. Candidates should note that the call letters will not be sent through any other mode.

2) In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call letter.

Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions.

All announcements/addendum/ corrigendum/ details pertaining to this process will be only published / provided on authorized Bank's website www.centralbankofindia.co.in from time to time under Career section. No separate communication/ intimation will be sent to the candidates who are not selected/ shortlisted in the process. All notification/ communication placed on Banks's website shall be treated as intimation to all candidates who have applied for the process.

Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Bank reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates' age, qualification, experience, essential requirements, suitability etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the engagement process entirely at any stage without assigning any reason.

Decision of the Bank in respect of all matters pertaining to this engagement would be final and binding on all candidates.

	-SD-
Date: 26.12.2024	**GENERAL MANAGER (HCM)**

FORM- SC/ST

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

1.This is to certify that Sri / Smt / Kum*_____ son / daughter* of_____ of village / town* _____ in District / Division*_____of the State / Union Territory*_____belongs to the _____Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :
* The Constitution (Scheduled Castes) Order, 1950 ; * The Constitution (Scheduled Tribes) Order, 1950 ; * The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ; * The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order,
1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
* The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002]

 # 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*_____Father /Mother* of Sri / Smt / Kumari*_____of village / town_____in District/Division*_____of the State/Union Territory*_____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union

Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.

3.Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of_____ District / Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place: **[With seal of Office]**
Date: **State/Union Territory**

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
………………………………………………………………………………………....

* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

 3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS, UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kum*_____ Son / Daughter* of Shri / Smt.* _____ of village/Town* _____ District/Division* _____ in the _____ State belongs to the _____ community which is recognized as a backward class under:

(i) Resolution No.12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No.186 dated 13/09/93.
(ii) Resolution No.12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No.163 dated 20/10/94.
(iii) Resolution No.12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No.88 dated 25/05/95.
(iv) Resolution No.12011/96/94-BCC dated 09/03/96.
(v) Resolution No.12011/44/96-BCC dated 06/12/96 published in the Gazette of India Extraordinary Part I Section I No.210 dated 11/12/96.
(vi) Resolution No.12011/13/97-BCC dated 03/12/97.
(vii) Resolution No.12011/99/94-BCC dated 11/12/97.
(viii) Resolution No.12011/68/98-BCC dated 27/10/99.
(ix) Resolution No.12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No.270 dated 06/12/99.
(x) Resolution No.12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No.71 dated 04/04/2000.
(xi) Resolution No.12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
(xii) Resolution No.12015/9/2000-BCC dated 06/09/2001.
(xiii) Resolution No.12011/1/2001-BCC dated 19/06/2003.
(xiv) Resolution No.12011/4/2002-BCC dated 13/01/2004.
(xv) Resolution No.12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210 dated 16/01/2006.
(xvi) Resolution No.12011/9/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No.67 dated 12/03/2007.
(xvii) Resolution No.12015/2/2007-BCC dated 18/08/2010.
(xviii) Resolution No.12015/13/2007-BCC dated 08/12/2011.

Shri/Smt./Kum. _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of _____State. This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93- Estt.[SCT], dated 08/09/93 which is modified vide O.M. No.36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide O.M. No.36033/3/2004-Estt.(Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated :
District Magistrate /
Deputy Commissioner /
Competent Authority
Seal
*Please delete the word(s) which are not applicable.

NOTE : (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note: The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

<div align="center">

FORM-EWS

</div>

Government of ………………………..

<div align="center">

(Name & Address of the authority issuing the certificate
INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS
(Prescribed proforma subject to amendment from time to time)

</div>

Certificate No. …………
Date: …………

<div align="center">

VALID FOR THE YEAR …………

</div>

This is to certify that Shri/Smt./Kumari ………….. son/daughter/wife of …………….. permanent resident of ……………………….. Village/Street ……………………….. Post Office………. District……… in the State/Union Territory …………………… Pin Code …………. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

 I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
 III. Residential plot of 100 sq. yards and above in notified municipalities;
 IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities

2. Shri/Smt./Kumari …………… belongs to the …………… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

<div align="right">

Signature with seal of Office …………

</div>

Name …………   Designation …………

Recent Passport Size Attested Photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
Note 2 :The term **'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-
The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional

Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
(iii)Revenue Officer not below the rank of Tehsildar and
(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

<div align="center">**FORM-I**</div>

<div align="center">**Certificate of Disability**
(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in
cases of blindness) (Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)</div>

Recent passport Size Attested Photograph (showing face only) of the person with disability

Certificate No. :   **Date:**

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ **son/wife/daughter** of **Shri**
_____ **Date of Birth (DD / MM / YY)** _____ **Age** _____
years, male/female _____ **registration No.** _____
permanent resident of House No._____ **Ward/Village/Street**
_____ **Post Office** _____ **District**
_____ **State** _____, **whose photograph is affixed above, and am satisfied that**
:

 (A) he/she is a case of:
 • **locomotor disability**
• **Dwarfism**
 • **Blindness**

(Please tick as applicable)

(B) The diagnosis in his/her case is _____
(A) He/She has _____% **(in figure)** _____ **percent (in**
words) permanent locomotor disability/ dwarfism /blindness in relation to his/her
_____ **(part of body) as per guidelines (……………number and date of issue of the**
guidelines to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/ Thumb impression of the person in whose favour disability certificate is issued	(Signature and Seal of Authorised Signatory of notified Medical Authority)

FORM - II

Certificate of Disability
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. :   **Date:**

This is to certify that we have carefully examined
Shri/Smt./Kum. _____ son/wife/daughter of Shri
_____ Date of Birth (DD / MM / YY) _____ Age _____
years, male/female _____ registration No. _____ permanent
resident of House No._____ Ward/Village/Street _____ Post
Office _____ District _____ State _____, whose
photograph is affixed above, and am satisfied that:

 (A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (……………number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
01	Locomotor disability	@		
02	Muscular Dystrophy			
03	Leprosy cured			
04	Dwarfism			
05	Cerebral Palsy			
06	Acid Attack Victim			
07	Low vision	#		
08	Blindness	#		
09	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language Disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum disorder			
15	Mental-illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (……………number and date of issue of the guidelines to be specified), is as follows :-

In figures: - _____ **percent**
In words: - _____**percent**

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is :

 (i) not necessary,
Or
(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____
@ - e.g. Left/Right/both arms/legs
 # - e.g. Single eye
£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/ Thumb Impression of the person in whose favour disability certificate is issued

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FORM - III Certificate of Disability
(In cases other than those mentioned in Form I and II)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent Passport size Attested Photograph (Showing face only) of the persons with disability

Certificate No.:   **Date:**

This is to certify that I have carefully examined Shri/Smt./Kum
_____.
_____son/wife/daughte
r of Shri _____ Date of Birth (DD /
MM / YY) ____ ____ ____ Age _____ years, male/female _____Registration No.
_____permanent resident of
HouseNo._____Ward/Village/Street_____
_____ Post Office _____District _____
State _____, whose photograph is affixed above, and am satisfied that he/she is a
Case of _____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines
(……………number and date of issue of the guidelines to be specified) and is shown against
the relevant disability in the table below:

Sr. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid Attack Victim			
6	Low vision	#		
7	Deaf	€		
8	Hard of Hearing	€		

9	Speech and Language Disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)
2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
(i) not necessary, Or
(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____
@ - e.g. Left/Right/both arms/legs
 # - e.g. Single eye / both eyes
£ - e.g. Left / Right / both ears

    1.   **The applicant has submitted the following documents as proof of residence :-**

Nature of Document	Date of Issue	Details of Authority Issuing Certificate

<div align="right">

(Authorised Signatory of notified Medical Authority)
(Name and Seal)
Countersigned
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)

</div>

Signature/Thumb impression of the person in whose favour disability certificate is issued.

<center>**APPENDIX- I**</center>

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs ……………………………………… (name of the candidate), S/o / D/o ……………………………………, a resident of ………...…………………… (Vill/PO/PS/District/State), aged ……………… yrs, a person with ……………………………… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

<div align="right">**Signature of Medical Authority**</div>

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/PMR Specialist	**Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist/ Special Educator**	**Neurologist (if Applicable)**	**Occupational Therapist (if available)**	**Other Expert as nominated by the Chairperson (if any)**
(Signature & Name) **Chief Medical Officer/Civil Surgeon/Chief District Medical Officer** **--------------------------------------Chairperson**				

<div align="right">**Name of Government Hospital/Health Care Centre with seal**</div>

Place:
Date:

APPENDIX II

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I, _____, a candidate with (nature of disability/condition) appearing for the_____ (name of the examination) bearing Roll No. at _____ (name of the centre) in the District _____, (name of the State). My educational qualification is_____

2. I do hereby state that_____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his/her qualification is_____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:

Date:

Note: The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.