

APPLICATIONS ARE INVITED FOR APPOINTMENT TO THE FOLLOWING POSTS IN THE OFFICER CADRE

LAST DATE FOR RECEIPT OF APPLICATION

FOR SPECIALIST OFFICERS: 06.08.2004

FOR PROBATIONARY OFFICER: 16.08.2004

DATE OF WRITTEN EXAMINATION

FOR SPECIALIST OFFICERS: 26.09.2004

FOR PROBATIONARY OFFICER: 21.11.2004

1 (a) VACANCIES

Post Code No.	Post	Grade & Scale	Total Vacancies					Out of which			Age as on 01.07.2004 Min. 21 years Max as under
			Gen	OBC	SC	ST	Total	VH	HI	OH	
01	Economist	SMG V	1	-	-	-	1	-	-	-	45
02	Company Secretary	SMG IV	1	-	-	-	1	-	-	-	40
03	Chartered Accountant	MMG III	6	1	1	-	8	-	-	-	35
04	Financial Analyst	MMG III	2	1	-	-	3	-	-	-	35
05	Marketing Officer	MMG II	20	11	7	2	40	-	-	-	33
06	Forex Officer	MMG II	17	3	-	-	20	-	-	-	33
07	Computer Officer	MMG II	11	12	7	5	35	-	1	1	33
08	Publicity Officer	MMG II	1	-	-	-	1	-	-	-	33
09	Security Officer	JMG I	1	-	-	-	1	-	-	-	35
10	Probationary Officer	JMG I	55	32	28	21	136	2	2	4	30

Note: Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, Gen - General, VH - Visually Handicapped (Blind/Partially Blind), HI - Hearing Impaired (Deaf), OH - Orthopaedically Handicapped

Note: (a) The number of vacancies as also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank. (b) Candidates belonging to Reserved categories, including Physically Handicapped candidates for which no vacancy has been announced are free to apply against vacancies announced for general category. (c) As the reservation for VH/Hi/OH candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidates belong. (d) It is clarified that it may not be possible to employ Physically Handicapped candidates in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank as suitable for them.

1(b) DEFINITIONS:

• **Visually handicapped (Blind / Partially Blind)** are those who suffer from either of the following conditions:-

- (i) Total absence of sight
- (ii) Visual acuity not exceeding 6/60 or 20/ 200 (Snellen) in the better eye with correcting lenses
- (iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.

• **Hearing Impaired (Deaf)** are those in whom there is a hearing loss of 60 decibels or more in the better ear in the conversational range of frequencies.

• **Locomotor Disability or Cerebral Palsy (OH):** Person who has a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.

2. ELIGIBILITY CRITERIA:

(A) 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 (iii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificates have been issued to him by the Government of India.

(B) EDUCATIONAL QUALIFICATION AND POST QUALIFICATION EXPERIENCE

Note: (a) For posts where experience is essential/desirable, it should be full time and will be counted from the date of acquiring the prescribed qualification upto the date of application.

(b) Educational Qualifications and Post Qualification Experience should be as on the date of application.

(c) Experience in the relevant field of the post applied for, will only be counted. (d) Candidates whose result is awaited are not eligible.

Post Code No.01 - Economist (SMG Scale - V)

Educational Qualification: Post Graduate in Economics preferably holding a Ph D in Economics with a strong background in Economics and having a sound grasp of Macro Economic Analysis. Basic Computer knowledge is desirable.

Experience: Minimum 3 years experience in Scale III or above positions (or equivalent positions) in the relevant field, working for Financial Institutions/Banks.

Job Profile: Environmental Scanning, forecasting business & economic indicators, conducting impact studies/surveys on Bank Schemes, Economic research, study & analysis, building up of a data bank and industrial profiles, periodic comparative study on performance of public/private sector banks etc.

Post Code No.02 - Company Secretary (SMG Scale - IV)

Educational Qualification: Degree from a recognised University with ACS qualification. Degree in Law is preferred. Basic Computer knowledge is desirable.

Experience: Minimum 5 years experience in Investor Relations, Secretarial matters, Statutory Compliance etc. in Financial Institutions /Banks /Public Sector Undertakings/ Reputed Public Limited Companies.

Job Profile: Attending to all secretarial duties/functions and act as compliance Officer for various Statutory requirements.

Post Code No. 03 - Chartered Accountant (MMG Scale - III) :

Educational Qualification: A first class (60% marks) graduate from a recognised university and a pass in the final C.A examination of the Institute of Chartered Accountants of India. Basic Computer knowledge is desirable.

Experience: 2 Years experience in Banks/ Financial Institutions/Public Sector Undertaking is essential. Preference will be given to persons having sound knowledge of appraisal, including Credit Analysis is essential.

Post code No. 04 - Financial Analyst (MMG Scale - III) :

Educational Qualification: A first class (60% marks) graduate from a recognised university and possessing Professional qualification of Chartered Financial Analyst. Basic Computer knowledge is desirable.

Experience: 2 years of relevant work experience in Banks/Financial Institutions/Public Sector Undertakings is essential.

Post code No.05 - Marketing Officer (MMG Scale - II) :

Educational Qualification: First Class (with 60% marks or an equivalent Cumulative Grade Point Average) MBA Degree or Post Graduate Diploma in Management (with 60% marks or an equivalent Cumulative Grade Point Average) which is recognized as equivalent to MBA by All India Council for Technical Education. Marks card/certificate disclosing the subject of specialisation should be enclosed to the application. Basic Computer knowledge is desirable.

Experience: Candidates with experience in Marketing financial products, preferably in Banks/Mutual Funds/Financial Institutions would be preferred.

Post code No.06 - Forex Officer (MMG Scale - II) :

Educational Qualification: A first class (60% marks) graduate from a recognised university and a Post graduate (with 60% marks or an Equivalent Cumulative Grade Point Average) with Foreign Exchange/ International Trade/ International Business / International Banking / Import Export policy / International Finance / Foreign Trade / Export Management as a specialised subject/Post Graduate Diploma in Banking and Finance with Project Work in International Banking. Basic Computer knowledge is desirable.

Experience: Candidates with relevant work experience would be preferred.

Post code No.07 - Computer Officer (MMG Scale - II) :

Educational Qualification: B.E./B.Tech Degree in Computer Science/Electronics/Information Technology/ Communication Engineering with minimum 60% marks in Qualifying examination or (b) Post Graduate degree in Computer Applications/Computer Science/Computer Management with minimum of 60% marks in qualifying examination or(c) Post Graduate Programme in Banking Technology Management.

Experience: Candidates with experience in database administration/ network management/data warehousing/system administration/ application design/development and testing/ Business Process Re-engineering(BPR) in medium/large size organisation would be preferred.

Post code No.08 - Publicity Officer (MMG Scale - II) :

Educational Qualification: MBA (Marketing) from a recognised University/Institute recognised by AICTE or post graduate Diploma in Marketing or post graduation in Mass communication or Journalism from a recognised University, with minimum 60% marks.

Experience: Minimum 2 years experience in journalism or as public relations/press relation officer

Post Code No. 09 - Security Officer (JMG Scale -I):

Educational Qualification & Experience: Graduate from a recognised University with 5 Years commissioned service as an Officer either in the Army/Navy/Air Force or a Police Officer not below the rank of Asst. Superintendent of Police /Deputy Superintendent of Police with 5 years service in that rank or an officer of identical rank in Paramilitary Forces with 5 years experience.

Post Code No. 10 - Probationary Officer (JMG Scale - I) :

Educational Qualification : A degree from recognised university or any equivalent qualification recognised as such by the Govt. of India.

3. RELAXATION IN UPPER AGE LIMIT :

- i) Scheduled Caste/Scheduled Tribe candidates by 5 years.
- ii) Ex-Servicemen by 5 years (in addition to the usual period of service in the Defence forces subject to a maximum age of 50 years).
- iii) Other Backward Class candidates by 3 years.
- iv) All persons who had ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 by 5 years.
- v) VH/Hi/OH candidates - By 15 years for SC/ST, By 13 years for OBC, By 10 years for Gen.

NOTE :

- a) An Ex-Serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in government ceases.
 - b) The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
 - c) All persons eligible for age relaxation under 3(iv) above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt. of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during 1st January, 1980 to the 31st day of December, 1989.
4. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE)
- For SC/ST/VH/Hi/OH candidates - Rs. 50/- (for each post)
For All Others - Rs. 200/- (for each post)
- NOTE :
- i) Requisite application fee must be paid by means of Bank Pay Order/Bank Draft issued by a Scheduled Commercial Bank payable at MUMBAI in favour of CORPORATION BANK RECRUITMENT PROJECT - OFFICERS
 - ii) Bank Draft/Bank Pay Order must be purchased on or after the date of advertisement but on or before the last date of submission of application.
 - iii) Payment by cash/cheque/money orders etc., will not be accepted.
 - iv) Candidates must write his/her name and address on the reverse of the Bank Draft/Bank Pay Order.

5. SELECTION PROCEDURE :

A) FOR POST CODE NOS. 01 TO 04

The selection will be made on the basis of interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short listing with reference to candidates' qualification, suitability, experience etc

B) FOR POST CODE NOS. 05 to 09

All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for a written test which will comprise of objective and descriptive papers. The Objective tests will consist of Test of Reasoning Ability (TRA), Test of Quantitative Aptitude (TQA), Test of General Awareness on Socio-Economic Developments and Test of English Language.

There shall be a descriptive paper of one hour duration having 5 questions with internal options, in the relevant field of specialisation and communication skills. Candidate shall have the option to answer the Descriptive Paper either in Hindi or English. Marks obtained in the descriptive paper will be reckoned for merit ranking.

C) FOR POST CODE No. 10

All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for a written test which will comprise of objective and descriptive papers. The Objective tests will consist of Test of Reasoning Ability (TRA), Test of Quantitative Aptitude (TQA), Test of General Awareness on Socio-Economic Developments and Test of English Language. The Descriptive paper consists of 5 compulsory questions with internal options, to assess knowledge on Socio-Economic Developments and Communication Skills. Candidate shall have the option to answer the Descriptive Paper either in Hindi or English. The Descriptive Test is only a qualifying test.

The detailed information regarding the written examination will be given in the "Acquaint Yourself" booklet which will be sent to the candidates along with the call letter for written examination

NOTE :

- a) Candidates have to pass in each of the Objective and Descriptive test separately and there will be negative marks for wrong answers in the Objective Tests.
- b) Depending upon the number of vacancies, in respect of Post Code No.10 only those candidates who rank sufficiently high in the objective test will be called for interview. In respect of Post Code Nos. 05 to 09, only those candidates who rank sufficiently high in the Objective and Descriptive tests will be called for interview. Mere eligibility/ pass in the test shall not vest any right in a candidate for being called for interview.
- c) Final selection will be on the basis of the ranking accorded after adding the marks obtained in the Objective Tests and Interview in the case of Post Code No.10 and in the case of Post Code Nos. 05 to 09, marks obtained in the

Objective and Descriptive Tests and Interview will be reckoned for the purpose of merit ranking.

d) The Bank reserves the right, if it so desires, to hold a second stage of written test on the basis of order of merit in the written examination of first stage, as referred above. If the second stage of written test is held, the subsequent process of interview and further process would be on the basis of order of merit of the second stage examination.

6. TEST CENTRES AND DATE OF EXAMINATION :

Specialist Officers : (Post Code Nos. 05 to 09): The written test will be held on Sunday i.e., 26.09.2004 at the following Centres. The Centres are tentative and may change.

CENTRES : Bangalore (12), Chennai (14), Delhi (15), Hyderabad (16), Kolkata (18), & Mumbai (21).

Probationary Officers (Post Code No. 10) : The written test will be held on Sunday i.e., 21.11.2004 at the following Centres. The Centres are tentative and may change.

CENTRES (Codes) : Ahmedabad (11), Bangalore (12), Chandigarh (13), Chennai (14), Delhi (15), Hyderabad (16), Kochi (17), Kolkata (18), Lucknow (19), Mangalore (20) & Mumbai (21).

7. PAY SCALE

Post Code No.01 Rs.16140-380-17660

Post Code No. 02 Rs. 13900-340-14240-380-16140

Post Code Nos. 03 and 04 Rs.12540-340-14240-380-15000

Post Code Nos 05 to 08 Rs.9820-340-13560

Post Code Nos 09 and 10 Rs.7100-340-12540

NOTE: DA, CA, HRA will be payable as per rules depending upon the place of posting. Medical Aid, LTC, Pension, Gratuity, Conveyance will be admissible as per Bank rules.

8. PRE-EXAMINATION TRAINING FOR SC/ST/RELIGIOUS MINORITY COMMUNITY CANDIDATES FOR THE POST OF PROBATIONARY OFFICER

The Bank may arrange pre-examination training at certain centres for a limited number of SC/ST/Religious Minority community candidates in consonance with the guidelines issued by the Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost may indicate to that effect against Item No. 8 in the application form. List of training centres given in application form is indicative. The Bank has a discretion to conduct training at some additional centres or the Bank may delete some of the centres indicated for training.

9. PROBATION

For Post Code Nos.01 to 08 - 1 year

For Post Code Nos. 09 and 10 - 2 years

10. HOW TO APPLY

Each application in the format given at the end of this advertisement accompanied by prescribed fees and copies of the required certificates must be sent in a cover superscribed

"APPLICATION FOR THE POST OF.....POST CODE NO.....(FOR CORPORATION BANK) and CHOICE OF CENTRE FOR WRITTEN EXAMINATION.....".

The application should be addressed to :

For Specialist Officers (Post Code Nos 01 To 09):

CORPORATION BANK, POST BOX NO. 7502, GOREGAON (WEST), MOTILAL NAGAR, MUMBAI - 400 104.

For Probationary Officers (Post Code 10):

CORPORATION BANK, POST BOX NO. 7632, MALAD (WEST), MUMBAI - 400 064.

11. LAST DATE

Applications complete in all respects should reach the above address on or before 06.08.2004 in respect of Post Code Nos. 01 to 09 and 16.08.2004 for Post Code No.10. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshadweep, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, the last date for receipt of application will be 16.08.2004 for Post Code Nos. 01 to 09 and 30.08.2004 for Post Code No. 10. Any application received after the date will not be entertained.

12. CALL LETTERS

Call letter for written examination will be sent to the eligible candidates at the correspondence address given in their application form by ordinary post and requests for sending letters to a different address subsequently will not be accepted. An eligible candidate who does not receive the call letter by 21.09.2004 in respect of Post Code No. 05 to 09 and 16.11.2004 in respect of Post Code No.10 may contact the Bank at the following address between 22.09.2004 and 25.09.2004 (for Post Code Nos.05 to 09) and between 17.11.2004 and 20.11.2004 (in the case of Post Code No.10) indicating his/her name, address, date of birth, details of Bank Demand Draft/Bank Pay Order and examination centre opted, to enable the Bank to take immediate remedial action.

Centre Code	Centre & Contact Address
11	AHMEDABAD: The Deputy General Manager, Corporation Bank, Zonal Office, II Floor, P. B. No.4106, Near Navarangapura P.O., Ahmedabad - 380009. Phone: 26424739, 26443063. Fax: 26446498.
12	BANGALORE: The Deputy General Manager, Corporation Bank, Zonal Office, 45/3, Residency Cross Road, P.B.No.2543, Bangalore-560025. Phone: 25599632, 25582836. Fax: 25582844.
13	CHANDIGARH: The Asst. General Manager, Corporation Bank, Zonal Office, SCO, 54-55, Sector 9D, Madhya Marg, Chandigarh - 160017. Phone: 2743564, 2743558. Fax: 2743561.
14	CHENNAI: The Asst. General Manager, Corporation Bank, Zonal Office, 38 & 39, Whites Road, P.B.No. 2227, Chennai-600014. Phone: 28550826, 28520837. Fax: 28535647.
15	DELHI: The Deputy General Manager, Corporation Bank, Zonal Office, 16/10, I Floor, Main Arya Samaj Road, Karoli Bagh, New Delhi-110005. Phone: 25742209, 25733195. Fax: 25750956.
16	HYDERABAD: The Asst. General Manager, Corporation Bank, Zonal Office, 5-9-88/18/88/2, I Floor, Sapphire Complex, Chapel Road, P.B.No.384, Hyderabad - 500001. Phone: 23233302, 23234270. Fax: 23234466.
17	KOCHI: The Asst. General Manager, Corporation Bank, Zonal Office, 2081-C, II Floor, Vetteel Chambers, M.G.Road, P.B.No.2378, Raviapuram, Erakulam, Kochi-682016. Phone:2357420, 2357594. Fax: 2357430.
18	KOLKATA: The Asst. General Manager, Corporation Bank, Zonal Office, 2B, II Floor, Park Centre, 24 Park Street, P. B. No.9421, Kolkata - 700016. Phone: 22290103, 22296478. Fax: 22457355.
19	LUCKNOW: The Asst. General Manager, Corporation Bank, Zonal Office, 1-1/F, Ashok Marg, Near Nishant Ganj, Gomti Bridge, Lucknow - 226001. Phone 2205265, 2205127. Fax: 2205126.
20	MANGALORE: The Assistant General Manager, Personnel Admin. Division, Corporation Bank Head Office, P.B.No.88, Mangaladevi Temple Road, Pandeshwar, Mangalore - 575001. Phone No. 2426416 to 2426420. Fax: 2425213.
21	MUMBAI: The Deputy General Manager, Corporation Bank, Zonal Office, 28, Mittal Chambers, Nariman Point, Mumbai - 400021. Phone : 22026818, 22026940. Fax: 22022343.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/testimonials.

At the time of written examination/interview, if a candidate is (or has been) found guilty of : i) using unfair means during the test or ii) impersonating or procuring impersonation by any person or iii) misbehaving in the examination hall or taking away the question booklet, answer sheet from the examination hall or iv) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or v) obtaining support of his/her candidature by any means, such a candidate may in addition to

rendering himself/herself liable to criminal prosecution will be liable (a) to be disqualified from the examination/interview for which he/she is a candidate (b) to be debarred, either permanently or for a specified period from any examination or selection held by the Bank.

Note: The Bank/IBPS would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

14. Employees of Corporation Bank are also eligible to apply for the posts as aforesaid, subject to their fulfilling the specifications stipulated.

15. GENERAL INSTRUCTIONS :

- a) Bank/IBPS takes no responsibility for any delay in receipt or loss in Postal transit of any application or communication.
- b) As the applications are to be processed by a computerised system, it is essential that the application is strictly in accordance with the prescribed format and is properly and completely filled and contains no corrections/alterations/overwriting.
- c) A candidate must fill the application form in CAPITAL LETTERS IN HIS/HER OWN HAND WRITING and should use as far as possible only international forms of Indian numerals.
- d) Before applying for any post the candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The decision of the Bank shall be final in taking decision on qualification, experience and other eligibility norms.
- e) Candidates seeking relaxation in Fee/Age must enclose a certified copy of the certificate in support of his /her claim and should not send original certificates or testimonials.
- f) Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- g) An application not accompanied by a relevant certificate(s), where necessary, or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- h) A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of written test and interview, may lead to disqualification.
- i) Successful candidates called for interview in respect of Post Code Nos. 05 to 10 will be paid actual second class and from rail / bus fare by the shortest route on production of evidence of travel i.e., Railway / Bus receipt / ticket. The fare journey of first 30 kms. each shall be borne by the candidate.
- j) 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 interview, in the absence of which their candidature will not be considered and no reimbursement of fare for interview will be paid to them. Advance copy of the application along with the original DD/PO may be sent to the above address, within the last date for receipt of application.
- k) Only candidates willing to serve anywhere in India should apply.
- l) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
- m) Any request for change of address will not be entertained.
- n) Bank, may at its discretion hold re-examination wherever necessary in respect of a centre / venue / specific post of venue or a candidate(s).
- o) Wherever written examination is held, only those candidates who are blind/low vision or locomotor impaired in both hands and both arms can use own scribe at their cost during the written examination. In all such cases, where a scribe is used, the following rules will apply. (A) The candidate will have to arrange his own scribe at his own cost.(B) The Scribe should possess less marks than the candidate appearing at the written examination for Officers and not more than 60% marks in his own academic stream. (C) The Scribe can be from any academic stream. (D) Both, the candidate as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid down eligible criteria or suppressed the material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test. (E) Such candidates who use a scribe shall be eligible for