
 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p>	<p><b>मानव संसाधन प्रबंधन विभाग</b> <b>Human Resources Management Department</b> <b>प्रधान कार्यालय: लोकमंगल, 1501, शिवाजीनगर, पुणे-5</b> <b>Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5</b> <b>टेलीफोन/TELE-020 : 25614270-74</b> <b>ई/मेल-e-mail : <a href="mailto:bomcoper@mahabank.co.in">bomcoper@mahabank.co.in</a></b></p>	 <p>स्वच्छ भारत एक कदम स्वच्छता की ओर 'स्वच्छता अभियान' की सफलता हेतु हम प्रतिबद्ध हैं</p>
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AX1/ ST/RP/GENERALIST OFFICER/2019-20

Date: 10-12-2019

## RECRUITMENT NOTIFICATION

### RECRUITMENT OF GENERALIST OFFICERS IN SCALE- II & SCALE III PROJECT 2019-20.

#### Online Registration of application & online payment of fees from 11.12.2019 to 31.12.2019

**BANK OF MAHARASHTRA**, leading listed Public Sector Bank with Head Office in Pune and all India Network of branches invites online applications from candidates for recruitment of Generalist officers in Scale II and Scale III. The Bank is committed to augmenting stakeholder value through concern, care and competence. The Bank believes that its manpower, process and mechanism are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are the most valuable asset and the HR Mission of the Bank is "Creating Competence and Passion for Business Excellence".

We are looking for talented individuals with winning attitude to be partners in the growth journey of the Bank through shouldering responsibility, as **Scale- II and Scale- III in the above Generalist officer cadre.**

#### **1) DETAILS OF NUMBER OF POSTS, RESERVATION & AGE:-**

Name of the Post	Scale	Age(Years) Max.	No of Vacancies						Of which PWBD			
			SC	ST	OBC	EWS	UR	Total	LD	VI	HI	d & e
Generalist Officer	II	20 - 35*	30	15	54	20	81	200	4	2	0	2
Generalist Officer	III	20 - 38*	15	7	27	10	41	100	2	1	0	1
Total			<b>45</b>	<b>22</b>	<b>81</b>	<b>30</b>	<b>122</b>	<b>300</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>3</b>

\* Age Relaxation to reserved category is applicable as per Government guidelines.

Abbreviations: -SC: -Scheduled Caste, ST: -Scheduled Tribe, OBC:-Other Backward Classes, EWS: - Economically Weaker Section, UR: -Unreserved, PWBD: - Persons with Benchmark Disabilities, LD: - Locomotors Disabilities, VI: - Visual Impairment, HI: -Hearing Impairment, d & e: - Intellectual / Multiple Disabilities.

#### **2) NOTE:**

- (a) The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- (b) The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.
- (c) **Applications for multiple posts by a single candidate shall be treated as invalid /cancelled.**
- (d) The cut- off date for Eligibility Criteria and Other details is 01-04-2019.
- (e) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.
- (f) The process of registration is complete only when fee is deposited with the Bank through online mode on or before the last date of payment of fee.
- (g) Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc will be issued in case of any change / update.
- (h) \*Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. # Vacancies for PWBD category candidates are reserved horizontally. @ PWBD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 – (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).
- (i) Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

**3) ELIGIBILITY CRITERIA:-**

Essential Academic Qualifications: (as on 01.04.2019):-

1	Post	MMGS Scale – II	MMGS Scale – III
2	No. of Posts	200 (Two Hundred).	100 (One Hundred).
3	Qualification (as on 01.04.2019)	<p>Bachelor's Degree in any discipline with knowledge in computers.</p> <p>Passing of JAIIB and CAIIB is desirable.</p> <p>Professional qualification like MBA (Finance) /CA/ICWA/CFA/FRM/ from a recognized University/ Institution/ Board recognized by Govt. of India / approved by Govt. Regulatory bodies is desirable.</p> <p>The minimum marks shall be 60% in Bachelor's degree in the aggregate of all semesters/ years.</p>	<p>Bachelor's Degree in any discipline with knowledge in computers</p> <p>Passing of JAIIB and CAIIB is desirable.</p> <p>Professional qualification like MBA (Finance) /CA/ICWA/CFA/FRM/ from a recognized University/ Institution/ Board recognized by Govt. of India / approved by Govt. Regulatory bodies is desirable.</p> <p>The minimum marks shall be 60% in Bachelor's degree in the aggregate of all semesters/ years.</p>
4.	Experience (as on 01.04.2019)	<p>Post qualification Work Experience of <b>2 years</b> as an officer in any Scheduled Commercial Bank.</p> <p>Experience in Credit related areas / Branch Head / Incharge is desirable.</p>	<p>Post qualification Work Experience of <b>5 years</b> as an officer in any Scheduled Commercial Bank.</p> <p>He / She should have worked in processing credit proposals, Branch Head , Incharge of functional departments, Forex, etc.,</p>
5.	Age (as on 01.04.2019)	<b>Maximum 35 years.</b> (Relaxation for reserved categories will be applicable as per Government guidelines).	<b>Maximum 38 years.</b> (Relaxation for reserved categories will be applicable as per Government guidelines).

Computer literacy is essential for all the above posts. The appointment of officers is on all India basis and selected candidates liable to be posted anywhere in India as a Branch Manager / Officer as per Bank's requirement.

Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before 01.04.2019.

**NOTE:**

The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.

Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

**4) AGE LIMIT: (AS ON 01.04.2019):-  
RELAXATION IN UPPER AGE LIMIT.**

Sr.	Category	Age relaxation	
01	Scheduled Caste/ Scheduled Tribe	5 Years	
02	Other Backward Classes (Non-Creamy Layer)	3 Years	
03	Persons With Bench Mark Disabilities (PWBD)	PWBD (SC/ ST)	15 Years
		PWBD (OBC)	13 Years
		PWBD (GEN/ EWS)	10 Years
04	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months from the last date of receipt 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.	5 Years	
05	Persons Ordinarily domiciled of the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 Years	

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

**5) OTHER:**

Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external agencies is available are not eligible for appointment.

Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post.

**6) CATEGORY:-**

**INSTRUCTIONS FOR WRITING CATEGORY NAME & CODE NO. WHILE APPLYING ONLINE.**

PLEASE NOTE THAT CHANGE OF CATEGORY WILL NOT BE PERMITTED AT ANY STAGE AFTER REGISTRATION OF ONLINE APPLICATION.

Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (LD)' or 'GEN (VI)' or GEN (HI) or GEN (d&e) (as applicable).

**7) JOINING, TRAINING & CAREER PATH:**

The selected candidates will be exposed to basic banking knowledge, after joining, through an online course and will have to complete this course before stipulated date. The selected candidates, at the time of joining, will have to execute a Bond for a value of **Rs. 2.00 lakh** (Rs. Two lakh only) to serve the Bank for a minimum period of **one year**. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of **one year** from the date of joining. On joining, the selected candidates will be designated as "Generalist Officers" and will be on probation for **one year**. They will be subjected to continuous assessment during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank. If any candidate fails to achieve minimum standards stipulated, his / her services may be terminated from the Bank in force at the significant time. Bank provides immense opportunities for growth in career, including opportunities for posting in various sections. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

**8) EMOLUMENTS: -**

Presently, the starting basic pay applicable is as under.

Scale of Pay – Scale - II	Rs. 31705 -1145/1-32850 -1310/10 – 45950 (Subject to revision).
Scale of Pay – Scale - III	Rs. 42020 – 1310/5 – 48570 – 1460/2 – 51490 (Subject to revision)

The official will also be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc in a Metropolitan center & perquisites as per rules in force from time to time. Allowances may vary depending upon the place of posting.

**9) CONFIRMATION: -**

The confirmation of newly recruited officers will be subject to satisfactory completion of stipulated probation.

**10) PROBATION PERIOD:-** The selected candidates will be on probation for a period of one year from the date of joining the Bank . There is mandatory provision of executing a service bond by selected candidates.

Probation Period	Bond	
	Amount Rs.	Minimum Service Period
12 Months	02.00 Lakh	1 Year

**11) NATIONALITY / CITIZENSHIP: -**

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) subject of Bhutan or (iv) a Tibetan Refugee who came over to India before Jan.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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

**12) SELECTION PROCEDURE: -**

- The candidates shall be required to appear for online examination to be conducted through IBPS. The successful candidates shall be called for interview in the proportion of 1:4 based on their ranking.
- Category wise merit list will be drawn on the basis of the aggregate marks scored in the online Examination. Candidates numbering up to 4 times (approx.) of the category wise vacancies will be shortlisted for the Interview from the top of the category wise merit list subject to a candidate scoring the minimum aggregate qualifying score.
- The candidates should secure minimum marks in online examination as mentioned below to qualify for interview / GD.

Category	Minimum Marks to be obtained in Online Examination
UNRESERVED / EWS / OBC	50 %
SC / ST/ PWBD	45 %

- In case, in the opinion of the bank, adequate number of candidates have not qualified by obtaining minimum marks as stipulated above in the online examination, bank reserves right to reduce the minimum marks as deemed fit.
- The marks obtained in the online examination will not be added in the interview / GD score. Final Selection will be on the basis of marks secured by the candidate in personal interview.
- The total marks allotted for personal interview are 100. Candidates have to secure minimum marks as mentioned below in interview / GD. Depending upon the number of candidates and vacancies, if the bank decides to conduct both GD and Interview, in that case the marks will be 20:80.

Category	Minimum Marks out of 100 to be obtained in Interview / GD.
UNRESERVED / EWS / OBC	50 %
SC / ST/ PWBD	45 %

Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

**13) EXAMINATION PATTERN: -**

Examination consisting of Objective Test for 150 marks will be conducted online. The test will have of 4 Sections (with separate timings for each section) as follows: -

Sr. No	Name of Test	No. of Questions	Maximum Marks	Duration
01	English Language	30	Total Maximum Marks 150	20 Minutes
02	Quantitative Aptitude	35		20 Minutes
03	Reasoning Ability	35		20 Minutes
04	Professional Knowledge**	50		60 minutes
	<b>Total</b>	<b>150</b>		<b>2 Hours</b>

\*\*The test of Professional Knowledge may consists of banking related questions.

**14) EXAMINATION CENTRES: -**

- 1) The examinations will be conducted online at venues across many centers in India.
- 2) No request for change of Examination Centre shall be entertained.
- 3) Bank of Maharashtra reserves the right to cancel any of the Examination Centers and / or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- 4) Bank of Maharashtra also reserves the right to allot any center to the candidate across the India.
- 5) Candidate will appear for the examination at an Examination Centre at his/ her/ their own risk and expenses and Bank of Maharashtra will not be responsible for any injury or losses etc. of any nature.
- 6) Any unruly behavior/ misbehavior in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by Bank of Maharashtra.
- 7) The centers for the online Examination will be limited. The examination may be held at the following centres and the address of the venue will be advised in the call letters. Bank of Maharashtra, however, reserves the right to cancel any of the Examination Centres and / or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Bank of Maharashtra also reserves the right to allot the candidate to any centre.

Sr.	State	Centre	Sr.	State	Centre
1	Bihar	Patna	11	Maharashtra	Aurangabad(Maharashtra)
2	Chandigarh	Chandigarh - Mohali	12	Maharashtra	Mumbai/Thane/Navi Mumbai
3	Chhattisgarh	Raipur	13	Maharashtra	Nagpur
4	Delhi NCR	Delhi NCR (All NCR cities)	14	Maharashtra	Pune
5	Goa	Panaji	15	Odisha	Bhubaneswar
6	Gujarat	Ahmedabad - Gandhinagar	16	Rajasthan	Jaipur
7	Jharkhand	Ranchi	17	Tamilnadu	Chennai
8	Karnataka	Bengaluru	18	Telangana	Hyderabad
9	Kerala	Thiruvananthapuram	19	Uttar Pradesh	Lucknow
10	Madhya Pradesh	Bhopal	20	West Bengal	Greater Kolkata

**15) HOW TO APPLY: -****A. DETAILED GUIDELINES / PROCEDURES FOR APPLICATION REGISTRATION: -****IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION.**

Before applying online, candidates should:

(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

(ii) Have a valid personal e-mail address and mobile number which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that e-mail account and mobile number.

**(iii) APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE):-**

Sr	Category	Application Fee/ Intimation Charges	GST	Total
01	SC / ST	100	18	<b>118</b>
02	UR / EWS / OBC	1000	180	<b>1180</b>
03	PWBD	Fee Exempted.		

Fee / Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate. Applications once submitted will not be allowed to withdraw and fee once paid will not be refunded on any ground nor can it be held in reserve for any other examination or selection.

Eligible candidate has to apply online through the Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) only. No other means/ mode of application are acceptable.

**B. APPLICATION PROCEDURE: -**

(i) Candidates are advised to go to the Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) and click on the 'RECRUITMENT' to open the link "Online application for recruitment of "GENERALIST OFFICERS IN SCALE II

& SCALE III” and then click on the option “APPLY ONLINE” which will open a new screen.

(ii) To register application, choose the tab “Click here for New Registration” and enter Name, Contact details and e-mail id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

(iii) Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct prior to final submission.

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

(v) The Name of the candidate or his / her father / husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets. Any change/alteration found may disqualify the candidature.

(vi) Validate your details and Save your application by clicking the Validate your details’ and ‘Proceed’ button.

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

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

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

(x) Modify details, if required, and click on ‘FINAL SUBMIT’ ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

Candidates are requested to apply on-line between 11.12.2019 to 31.12.2019.

Particulars	Date
Commencement date of on-line application	11.12.2019
Last Date of online application	31.12.2019
Date of Online Examination	Tentatively in February / March 2020.
Date of GD / Interview	Will be informed separately.

#### **PAYMENT OF FEES:-**

##### **Modes of Payment of Fees:-**

- Candidates have the option of making the payment of requisite fees / intimation charges through the ONLINE mode only. Payment of fees / intimation charges through the ONLINE MODE from 11.12.2019 to 31.12.2019 and no other mode of payment is acceptable.
- After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- The payment can be made by using debit card / credit card / Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record. The printout of the application form is NOT to be sent to the Bank.
- If the online transaction is not successfully completed, please register again and make payment online. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

#### **16) DOWNLOAD OF CALL LETTERS:**

The candidates should download their call letter Examination / Training / GD & Interview and an information handout by entering their registration number and password / date of birth from the Bank's website. NO HARD COPY OF THE CALL LETTER / INFORMATION HANDOUT WILL BE SENT BY POST.

#### **17) PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:**

The candidates must bring one photo identity proof mentioned in call letter such as passport/ Aadhar/ PAN Card/ Driving License/ Voter's Id Card/ Bank Passbook etc with duly attested Photograph/ Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which, (or if identity of candidates is in doubt) the candidate will not be permitted to appear for the test.

**18) BIOMETRIC VERIFICATION:**

The Bank, at various stages, may capture photo and thumb impression of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her/ their correct thumb impression is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

**19) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

a. Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.

b. At the time of examination/ interview, if a candidate is (or has been) found guilty of:

(i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her/ their candidature for selection or (v) obtaining support for his/ her/ their candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:

- Disqualified from the examination for which he/ she is a candidate
- Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

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

d. USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:

i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

ii. Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones/ pagers to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.

iii. Candidates are not permitted to use or have in possession calculators in examination premises.

**20) GENERAL INFORMATION: -**

i. Candidates are advised to take a printout of their system generated online application form after submitting the application.

ii. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

iii. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam.

iv. Bank of Maharashtra does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Maharashtra.

v. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.

vi. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.

vii. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

viii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

ix. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.

- x. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.
- xi. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.
- xii. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
- xiii. Candidates are advised to keep their e-mail ID alive for receiving advices.
- xiv. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.
- xv. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- xvi. Bank reserves right to change / modify / cancel the recruitment process at any stage fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.

## 21) ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will be published/ provided only on <https://bankofmaharashtra.in> from time to time. No separate advertisement will be issued in this regard.

## 22) DISCLAIMER:

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, conduct of online examination / other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

## NOTE:-

01. Candidates should mention all the qualifications and experience in the relevant field over and above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the Group discussions/interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.
02. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates though Bank's website / registered e-mail in advance.
03. When called for Group Discussions (GD) and / or Interview, candidates have to bring original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.
04. **The candidate called for online examination / GD / Interview will be informed through Bank's website/registered e-mail/SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate do not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication by the candidate. The candidates are advised to visit Bank's website frequently for updates.**

For more details please visit bank's website (<https://www.bankofmaharashtra.in>). Online applications for submission shall be open from 11.12.2019 to 31.12.2019. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria as per the details on bank's website. Helpdesk: In case of any problem in filling up the form, payment of fee / intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 020-25614321/ 403 /477 (between 11:00 AM to 05:00 PM on working days) or lodge their query on email [cmhrm@mahabank.co.in](mailto:cmhrm@mahabank.co.in) / [agmhrm2@mahabank.co.in](mailto:agmhrm2@mahabank.co.in) / [bomrpsell@mahabank.co.in](mailto:bomrpsell@mahabank.co.in). Candidates should mention 'RECRUITMENT OF GENERALIST OFFICERS SCALE II & III IN BANK OF MAHARASHTRA-2019-20' in the subject of the email.

Place: Pune  
Date: 10.12.2019

Sd/  
Dy. General Manager  
HRM Department.



## CONDITIONS

- (a) The Candidates should ensure that they fulfil all eligibility criteria. Their candidature at all the stages of recruitment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement. Bank will verify eligibility once the candidate has qualified for the interview.
- (b) The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However they must fulfil all the eligibility conditions of unreserved category.
- (c) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process.
- (d) If the candidate knowingly or wilfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any reasons whatsoever.
- (e) The decision of the Bank in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any technical or other reasons or delay.**
- (f) The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**
- (g) The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
- (h) Employees working in Government /Semi-Government Undertaking will have to produce "**No Objection Certificate**" at the time of GD/interview.
- (j) The application must be submitted on-line through Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in).
- (k) Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (l) The selected candidate will be on probation for a period of **one year** active service from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.
- (m) Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.



## RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PWBD)

4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016. The Authorized Certifying Authority will be the Medical Board at the District Level. The Medical Board will consist of Chief Medical Officer, Sub- Divisional Medical Officer.

### 01. LOCOMOTOR DISABILITIES (LD):

A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

- a. OA - One arm affected (Right or Left)
- b. OL - One leg affected (Right or Left)
- c. OAL - One arm & One Leg affected
- d. BL - Both legs affected but not arms

Persons with OA and OAL category should have normal bilateral hand functions.

- a. "**Leprosy cured person**" means a person who has been cured of leprosy but is suffering from:
  - i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
  - ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- b. "**Cerebral palsy**" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- c. "**Dwarfism**" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less; An orthopedically challenged persons is one having a minimum of 40% of 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.
- d. "**Muscular dystrophy**" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- e. "**Acid attack victims**" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

### 02. VISUAL IMPAIRMENT (VI): Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

- a. **Blindness:**
  - i. Total absence of sight; OR
  - ii. Visual acuity less than 6/60 or less than 20/200 (Snellen) in the better eye with best possible correction; OR
  - iii. Limitation of the field of vision subtending an angle of less than 20 degree or worse and so certified by a Medical Board appointed by the State Government.
  - iv. A person with impairment of visual functioning even after treatment of standard refractive correction but who users or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- b. **Low Vision:**
  - i. Visual acuity not exceeding 6/18 or less than 20/60 upto 6/60 or upto 20/200 (Snellen) in the better eye with best possible corrections; OR
  - ii. Limitation of the field of vision subtending an angle of less than 50 degree, Heminaopia with macular involvement, Altitudinal defect involving lower fields.

### 03. HEARING IMPAIRED (HI):-

The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech.

- a. **Deaf:** means person having 70 DB hearing loss in speech frequencies in both ears.
- b. **Hard of Hearing:** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

#### 04. 'd' & 'e':-

Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

a. **“Specific Learning Disability” (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

b. **“Mental Illness” (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence

c. **“Multiple Disabilities”** means multiple disabilities amongst LD, VI, HI, SLD & MI.

**NOTE:-**Only those persons with **benchmark disabilities** would be eligible for reservation. **“Benchmark disability”** means a person with not less than **40% of a specified disability** where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

#### **USE OF SCRIBE & COMPENSATORY TIME:-**

- The facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:
- Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.
- Both the candidate and the scribe will have to give a suitable undertaking, in the prescribed format at the time of online examination
- Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- Candidate will have to arrange his/ her/ their own scribe at his/ her/ their own cost.
- The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Department of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.

## **GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

### **1) PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture. The picture should be taken against a light coloured, preferably white, background.
- Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb 50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### **2) SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb 20kb
- Ensure that the size of the scanned image is not more than 20KB

### **3) SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit / Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

### **4) PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph | Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your Online Application will not be registered unless you upload your photo and signature as specified.

### **5) NOTE:**

- In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- Candidates are advised to take a printout of their system generated online application forms after registering.
- In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
- Online application will not be registered unless you upload your photograph, signature as specified.