

- iii. **Penalty for Wrong Answers** - For each question for which a wrong answer has been given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.
- iv. Candidates qualifying in OT will form the pool of shortlisted candidates and will be eligible for further selection process. Such candidates will be called on the basis of higher order of marks and age within their respective category, subject to availability of vacancies in the respective category and /or at the discretion of the Bank.
- v. The final selection or offer of employment would be made based on category wise final marks obtained in the Selection Processes, being found medically fit and subject to fulfillment of all other eligibility criteria as stipulated in the advertisement.

F. Eligibility Criteria

1. **Nationality / Citizenship**

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally 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 (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The candidate, in whose case a certificate of eligibility is necessary, shall be admitted to the selection process conducted by the Bank, **but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/her by the Government of India(GOI) or consequent to an explicit go ahead by GOI , if required. The final hiring / on boarding of such candidate will be at the sole discretion of the Bank.**

2. **Relaxation of Upper Age limit**

S. No.	Category	Maximum Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes Non-Creamy Layer (NCL)	3 years
3	Persons With Benchmark Disabilities as defined under “The Rights of Persons with Disabilities Act, 2016 ”	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 one year 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
5	Persons affected by 1984 riots	5 years

Note -

- i. Relaxation in upper age limit to SC/ST/OBC (NCL) candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above table in Point No. 3 to 5.

- ii. The maximum age limit specified is applicable to General Category candidates (**given at 'C' above**).
- iii. Candidates seeking age relaxation will be required to submit necessary valid certificate(s) in original/ along with photocopies at the time of document verification and at any subsequent stage of the recruitment process as required by the Bank. In case of Ex-servicemen who have once joined in a Govt. job on the civil side after availing the benefits given to him as Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment ceases and such cases shall be dealt accordingly.

3. **Educational Qualifications**

- i. A Graduate from a recognized university. Passing only a diploma course will not be considered as qualifying the eligibility criteria. The university should be recognized / approved by Government; Government Bodies viz., AICTE, UGC etc.
- ii. The candidate must possess valid Mark-sheets (year/semester wise or consolidated) and Degree/ Provisional Degree Certificate issued by the University showing that he/ she **is a graduate as on May 01, 2023 before registration**. The date mentioned on the final year/ semester mark-sheet or Degree/ Provisional degree certificate issued by University will be reckoned as the date of passing the graduation. In case the result of a particular examination is posted on the website of the University and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University indicating the date of passing properly mentioned thereon will be reckoned for verification and further process. Candidates must therefore possess proper mark sheets and certificates before registering.
- iii. Computer Literacy: Operating and working knowledge of computer is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/Language/ should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.

4. **Other**

- i. Candidature of candidates with record of default in repayment of loans/ credit card dues and/or against whose name adverse reports of CIBIL or other external agencies is available, is liable to be rejected at any stage of the recruitment process or termination of services, if appointed, at the sole discretion of the Bank without any recourse to the candidate.
- ii. Candidature of candidates against whom there is/ are adverse report regarding character, antecedents, moral turpitude etc. is also liable to be rejected at any stage of the recruitment process or termination of services, if appointed, at the sole discretion of the Bank without any recourse to the candidate.
- iii. Completing the Online Application will be deemed as consent from the candidate to check his/her Credit history with the relevant agencies.

G. How to apply

Candidates can apply through Online only, from **May 24, 2023 to June 07, 2023** both dates inclusive. Application in any other mode will not be accepted.

1. Before applying, candidates should

- (i) Have a valid **personal email-id and mobile number**, which should be kept active till the completion of **Recruitment Process**. The Bank may send call letters for the examination and/ or other information to the registered email-id/ mobile number. In case of non-receipt of the communication/information due to technical defect, error or failure, the Bank shall not be responsible for the same. Candidates are advised not to change their email-id/ mobile number till the recruitment process is completed.

- (ii) **Scan photograph, thumb impression, hand written declaration and signature as per** specifications as given under guidelines at (Annexure I).

The text for the hand written declaration is as follows –

“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

- The signature, left thumb impression, the hand written declaration should be of the candidate and not of any other person.
- If at a later stage of selection process or appointment, the signature/ thumb impression/ the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different as per Bank’s opinion and/or expert analysis, the candidature of the candidate will be cancelled.
- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**

2. Application Procedure

- (i) **Only one application should be submitted by the candidate.** In case of multiple applications only the latest valid (complete) application will be accepted and the application fee / intimation charges paid for the multiple registration(s) will stand forfeited. Multiple attendance / appearances in the OT/ PI/ DV/ PRMT will be summarily rejected and candidature shall stand cancelled.
- (ii) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email-id, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.
- (iii) Please note that change in category will not be permitted at any stage after submission of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Candidates belonging to a particular category, if applies in another category, his/her candidature will be summarily rejected and any claim/request in this regard will not be accepted/entertained by the Bank. Therefore, candidates are advised to use caution while selecting the category.
- (iv) Candidates to visit the Bank’s website www.idbibank.in and click on the “**CAREERS/CURRENT OPENINGS**” to open the link “**Recruitment of Executives (on Contract) 2023-24**” and then click on the option “**APPLY ONLINE**” which will open a new screen.
- (v) To register, choose the tab “**Click here for New Registration**” and enter Name, Contact details and email-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 (the same should be quoted for all future communications) and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (vi) In case the candidate is unable to complete the Application Form in one go, he/ she can save the data already entered by choosing “**SAVE AND NEXT**” tab. Prior to final submission of the online application, candidates are advised to use the “**SAVE AND NEXT**” facility to check and /or verify the details in the online application form and modify the same, if required. 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.

A. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma. ([For Proforma Click Here](#))

NOTE- These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

N. General Instructions

(Please read carefully before filling up the application form)

- i. The candidate must ensure that as on the cutoff date they fulfill all the eligibility criteria and possess all the proper documents in support with respect to age, educational qualifications, category etc. as stated in the advertisement. If found not eligible, the candidature will be cancelled at any stage of the recruitment process and if appointed, their services would be terminated without any notice or compensation.
- ii. Applications should be submitted only through the on-line mode through the Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Application Form. No other means or mode of application form would be accepted.
- iii. On submission of the application, the candidates would receive a registration number and password, which he or she needs to retain for use in future.
- iv. Application should be filled only in English.
- v. **Only 1 application should be submitted by a candidate. In case of multiple applications only the latest valid (complete) application will be accepted and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited. If found to have multiple attendance / appearances in the any of the selection processes, such candidatures will be summarily cancelled and if appointed, the services would be terminated.**
- vi. Request for change of center for any of the Selection Processes shall not be considered / entertained. However, the Bank reserves the right to cancel or change or add any center, depending upon the response for the center.
- vii. All educational qualifications, which the candidate intends to indicate in the application form, should have been obtained before the cut-off date, from recognized Universities in India.
- viii. The Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- ix. The Bank may at its discretion, re-hold OT, wherever necessary in respect of a center or venue or specific candidate(s) and/or all centers or all candidates.
- x. Candidates would not be allowed for OT without the Call Letter. Duplicate call letter will not be issued.
- xi. IRIS SCAN/BIOMETRIC DATA - The Bank, at various stages, may capture thumb impression or IRIS scan of candidates in digital format for iris/biometric verification for ascertaining genuineness of the candidates. Candidate will ensure that correct thumb impression or IRIS is captured at various stages and any inconsistency will lead to rejection of the candidature. In case any candidate is found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. Candidates are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands or wear contact lenses.

- xii. All candidates belonging to SC, ST OBC (NCL), EWS, Ex-Serviceman and PWD category should produce at the time of the DV attested copy of the relevant certificate in the prescribed format from the Competent Authority empowered to issue such certificate (as notified by GOI from time to time). The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in Central Government format. EWS and OBC (Non-Creamy Layer) certificate should be of current financial year based on the income of the last financial year (Candidates with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). 'Creamy Layer' OBC candidates should indicate their category as 'General'.
- xiii. PWD candidates must possess proper and valid disability certificate valid as on the cut-off date, issued by the competent authority as per the Government of India guidelines.
- xiv. Candidate's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. If appointed, the candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD, EWS and Ex- Serviceman category and other testimonials is false. The Bank also reserves its right to take such further action against the candidate, as it may deem proper, for production of such false caste certificate/ testimonials.
- xv. Candidate already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of DV. Before appointment in the Bank, a proper Discharge Certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- xvi. The Bank shall not furnish the marks/score/mark-sheet/score card of all and/or any selection process to candidates.
- xvii. The Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected candidates.
- xviii. Canvassing in any form will be a disqualification.
- xix. In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., the Bank's decision shall be final and binding on the candidate and no correspondence shall be entertained in this regard.
- xx. Appointment (Executive On Contract) in Bank will also be subject to Medical fitness.
- xxi. Applications with suppression or concealment of any information and containing incorrect or misleading information will lead to the candidates being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection at any time after appointment.
- xxii. The appointment of the candidate is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.

xxiii. Candidates are advised not to change their signature/photographs at any point of time during and after the recruitment process.

xxiv. *The Bank reserves the right to modify / amend the eligibility criteria pertaining to educational qualification, etc. depending upon the requirement. The Bank reserves the right to cancel or restrict or curtail or enlarge the recruitment/selection process, if need so arises, without any notice and/or without assigning any reason thereof.*

xxv. The possibility of occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/ or result from being generated. In that event every effort will be made to rectify such problem which may include the conduct of another examination, if considered necessary.

xxvi. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

xxvii. Recruitments in the Bank are strictly on all India basis by open competition and the Bank has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect and if appointed, the services are liable to be terminated.

Place: Mumbai
Date: May 24, 2023

Sd/-
General Manager
Human Resource Department
IDBI Bank Ltd.

Annexure – I

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & 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.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, 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's 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.
- Same photo must be affixed on print out of the online call letter for the online test firmly pasted at the prescribed place duly signed across by the candidate.

Signature, left thumb impression and hand-written declaration:

- The candidate has to sign on white paper with Black Ink pen.
- 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
- The candidate has to put his left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB
- The candidate has to write the declaration in English only clearly on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

Signature

- The candidate has to sign on white paper with Black Ink pen.
- 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

Thumb impression

- The candidate has to put his left thumb impression on a white paper with black or blue ink. File type: jpg / jpeg. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

Handwritten Declaration

- The candidate has to write the declaration in English only clearly on a white paper with black ink. File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression and hand written declaration, 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/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression and hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the

photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

Annexure II

State	City Name
Andaman & Nicobar Island	Port Blair
Andhra Pradesh	Chirala
	Chittoor
	Eluru
	Guntur
	Kadapa
	Kakinada
	Kurnool
	Nellore
	Ongole
	Rajahmundry
	Srikakulam
	Tirupati
	Vijaywada
Vishakhapatnam	
Vizianagaram	
Arunachal Pradesh	Naharlagun
Assam	Dibrugarh
	Guwahati
	Jorhat
	Silchar
	Tezpur
Bihar	Arrah
	Aurangabad(Bihar)
	Bhagalpur
	Darbhanga
	Gaya
	Muzaffarpur
	Patna
	Purnea
Chandigarh	Chandigarh
Chhattisgarh	Bhilai Nagar
	Bilaspur
	Raipur

State	City Name
Delhi NCR	Delhi & New Delhi
Goa	Panaji
Gujarat	Ahmedabad
	Anand
	Gandhinagar
	Himmatnagar
	Jamnagar
	Mehsana
	Rajkot
	Surat
	Varodara
Haryana	Ambala
	Faridabad
	Gurugram
	Hisar
	Karnal
	Kurukshetra
	Panipat
	Yamuna Nagar
Himachal Pradesh	Bilaspur
	Hamirpur
	Kangra
	Kullu
	Mandi
	Shimla
	Solan
	Una
Jammu & Kashmir	Jammu
	Samba
	Srinagar
Jharkhand	Bokaro steel city
	Dhanbad
	Hazaribagh
	Jamshedpur

State	City Name
	Ranchi
Karnataka	Bengaluru
	Belgaum
	Bidar
	Davangere
	Dharwad
	Gulbarga
	Hassan
	Hubli
	Mandya
	Mangalore
	Mysore
	Shimoga
	Udupi
Kerala	Alappuzha
	Kannur
	Kochi
	Kollam
	Kottayam
	Kozhikode
	Malappuram
	Palakkad
	Thiruvananthpuram
	Thrichur
Lakshadweep	Kavaratti
Madhya Pradesh	Bhopal
	Gwalior
	Indore
	Jabalpur
	Sagar
	Satna
	Ujjain
Maharashtra	Amravati
	Aurangabad(Maharashtra)
	Chandrapur

State	City Name
	Dhule
	Jalgaon
	Kolhapur
	Latur
	Mumbai/Thane/Navi Mumbai
	Nagpur
	Nanded
	Nashik
	Pune
	Ratnagiri
	Solapur
Manipur	Imphal
Meghalaya	Shilong
Mizoram	Aizawl
Nagaland	Kohima
Odisha	Balasore
	Berhampur(Ganjam)
	Bhubaneshwar
	Cuttack
	Dhenkanal
	Rourkela
	Sambalpur
Puducherry	Puducherry
Punjab	Amritsar
	Bhatinda
	Fategarh Sahib
	Jalandhar
	Ludhiana
	Mohali
	Pathankot
	Patiala
	Sangrur
Rajasthan	Ajmer
	Alwar
	Bikaner

State	City Name
	Jaipur
	Jodhpur
	Kota
	Sikar
	Udaipur
Sikkim	Bardang
	Gangtok
Tamilnadu	Chennai
	Coimbatore
	Erode
	Madurai
	Nagercoil
	Salem
	Thanjavur
	Thiruchirapalli
	Tirunelveli
	Vellore
	Virudhunagar
Telangana	Hyderabad
	Karimnagar
	Khammam
	Warangal
Tripura	Agartala
Uttar Pradesh	Agra
	Aligarh
	Prayagraj (Allahabad)
	Banda
	Bareilly
	Faizabad
	Ghaziabad
	Gonda
	Gorakhpur
	Jhansi
	Kanpur
Lucknow	

State	City Name
	Mathura
	Meerut
	Moradabad
	Muzaffarnagar
	Noida / Greater Noida
	Sitapur
	Varanasi
Uttarakhand	Dehradun
	Haldwani
	Roorkee
West Bengal	Asansol
	Durgapur
	Greater Kolkata
	Hooghly
	Kalyani
	Siliguri