



INDIAN OVERSEAS BANK
(A Govt. of India Undertaking)
Central Office, 763, Anna Salai, Chennai – 600002
www.iob.in
Good People to Grow with

Advt. No.: HRDD/RECT/02/2025-26

Dated: 05.06.2025

RECRUITMENT OF COMPANY SECRETARY

Indian Overseas Bank, a leading Public Sector Bank with Headquarters in Chennai having geographical presence all over India and abroad, invites applications from eligible candidates, for **Recruitment of Company Secretary**. Please read this advertisement carefully and ensure the eligibility before submitting online application/ payment of Postage/Intimation charges.

Kindly note that Application Fee / Intimation charges once deposited will neither be refunded nor be adjusted against any other recruitment process. Candidates are advised to fill their particulars Online by themselves correctly.

The important dates are as follows:

ACTIVITIES	DATES
Payment of Application Fee / Intimation Charges	05.06.2025 to 21.06.2025
Opening Date of Online Registration	05.06.2025
Closing Date of Online Registration	21.06.2025

A. DETAILS OF VACANCY:

S NO	Post Name	Vacancy	SC	ST	OBC	EWS	UR (GEN)	Out Of Which (PwBD)			
								VI	HI	OC	ID
1	DGM - Company Secretary	1	0	0	0	0	1	0	0	0	0

SC – Scheduled Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Classes, **EWS** – Economically Weaker Section, **UR (Gen)** – Unreserved (General), **PwBD** - Persons with Benchmark Disabilities, **HI**- Hearing Impaired, **OC** – Orthopedically Challenged, **VI**–Visually Impaired, **ID** – Intellectual Disability.

Important Note:

- As the reservation for Physically Challenged persons is on horizontal basis, the selected candidate will be placed in the appropriate category (viz. SC/ST/OBC/EWS/UR-GEN) to which they belong.
- The number of vacancies and the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

B. ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

All the eligibility criteria (Qualification, Age, Experience etc.) for this post shall be computed as on 01.06.2025 (inclusive).

POST	DEPUTY GENERAL MANAGER - COMPANY SECRETARY
JOB DESCRIPTION	He / She will be the Company Secretary of the Bank as well as Secretary to the Board and performing all the roles and responsibilities thereby ensuring all the secretarial compliances/ activities of the bank with his/ her Professional expertise.
AGE	Minimum age 35 years and Maximum age 50 years (Subject to relaxation in upper age limit as per Government guidelines. However, the maximum age should not exceed 50 years). The candidate must have been born not earlier than 01.06.1975 and not later than 01.06.1990
QUALIFICATION	Minimum Qualification- Professional qualification of CS with Associate Membership (ACS) from the Institute of Company Secretaries of India (ICSI). Desirable Qualification-CA /CFA /CMA/ Risk Management/ Finance from recognized University/Institution/Board recognized by GOI.
WORK EXPERIENCE	The candidate should have an overall experience of 15 years in Banking as an officer or any of the Finance / Insurance listed companies, out of which minimum 5 years should be in Board Secretariat/ Investor Relations handling the Secretarial works of the Bank / Finance or Insurance listed entities.
ROLES & RESPONSIBILITIES	<ul style="list-style-type: none">• The Selected Candidate shall be performing all the roles and responsibilities as a Company Secretary as well as a Secretary to the Board.• The Board Secretary should ensure that all Agenda / Reports be provided to Members of the Board with all necessary information. A copy of previous minutes of the Board meetings as well as information & documents should be given whenever required. The board secretary should be responsible for counselling the board through the Chairman on all Governance related matters. Handling of all Board related activities including but not limited to conducting / coordinating all meetings of the Board and its various Committees, framing and formulating any policies/guidelines/SOPs in respect to achieving any Board related Compliances/Corporate Governance, obtaining/ submitting all the applicable returns/ statements/ certificates from the members of the Board as required under any regulations/laws governing the Board related Compliances/practices.

	<ul style="list-style-type: none"> • Knowledge of all the regulations of SEBI required to be complied by the bank being the listed entity. Compliance Officer of SEBI /GOI. Ensuring Implementation of Prevention of Insider Trading. Timely completion of all SEBI related compliances /audits / uploading compliances and disclosures to the Stock Exchanges. Liaison with Stock Exchanges / RBI / GOI / SEBI / RTA / DPs / NSDL / CDSL/ Consultants / Auditors for all the secretarial related matters. Ensuring all the compliances of activities under Stakeholder Relationship matters. • Owning all the existing SEBI compliance related policies of the bank and framing/ modifying/ amending any new/existing policies as and when mandated by SEBI. Attending to all SEBI related compliance issues/ Prohibition of Insider Trading (PIT) regulations and other policies and timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments of the bank as and when required. • Minutes of the meetings of the Committees and Board are to be recorded as per professional standards mandated. Complying Resolution of NSE/BSE/SEBI and redressing/ attending/replying any other investor related complaints. Liaison with Government of India, Bank Board Bureau / FSIB and Reserve Bank of India on various administrative matters related to the Board functioning and procedures. Aligning and ensuring all the Board related activities/matters in compliance with SEBI as well as RBI. • To report to the Board about compliance with the provision of the applicable Acts and Laws. To ensure constitution / re-constitution of Board Committees strictly as per laid down norms/customary practices. Ensuring Corporate Governance Norms of SEBI / Stock Exchanges and ensuring Compliance with Banking laws, Nationalized Banks' Scheme, SEBI Rules/Regulations, Stock Exchange guidelines/rules, Companies Act, etc. while acting as Compliance Officer for Equity Shares, Bonds, Banker to issue and Debenture Trustee. Liaison with Authorities– SEBI, NSE, BSE, NSDL, CDSL and periodical reporting of mandated information. Raising of capital (equity/debt) in consultation with Chief Financial Officer and getting the shares/securities listed with stock exchanges.
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	<ul style="list-style-type: none"> Conducting and handling General Meeting (AGM/EGM) of shareholders. Continuous monitoring of SEBI Scores Portal for Investor Grievances to ensure that no shareholder grievance is pending, and the Bank is free from shareholders' complaints. Ensure that the management makes available the agenda items within the time frame stipulated by the Board and its committees. Ensuring adherence to the "Code of Conduct for the Board of Directors and Senior Management" approved by the Board. <p>The above roles & responsibilities are indicative and Bank at its own discretion may assign KRAs or other roles as per business need or as per any regulatory requirements.</p>
REMUNERATION	<p>The pay scale for Scale VI (DGM) is as under- Rs.140500 - 4000/4 -156500</p> <p>The official will also be eligible for D.A., HRA/Lease rental, CCA, Medical and other allowances and perquisites as per rules in force from time to time. The total Cost to Company will be Rs.40 Lakhs Per Annum (approx.)</p>

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications, experience certificates, etc. as indicated in the online application form at the time of Personal Interview and any subsequent stage of the recruitment process as required by the Bank. However, merely applying for / appearing for and/ or qualifying at any stage of selection process for the post/s does not imply that a candidate will necessarily be eligible for employment / confer right of him / her for appointment in the Bank. **Please note that no change of category will be permitted at any stage after registration 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/ Bank in this regard. No request for considering the candidature under any category other than the one in which one has applied will be entertained.**

Nationality/Citizenship

A candidate must be either -

- i) a Citizen of India or
- ii) a subject of Nepal or
- iii) a subject of Bhutan or
- iv) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India before the date of this notification.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Interview conducted by the Bank, may be provisionally selected, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, work experience, etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration 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.

Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which the candidate applied will be entertained.

RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PWBD)

Under section 34 of "The Rights of Persons with Disabilities Act, 2016," persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time. The reserved categories of disabilities mentioned under this Act are namely:

A. Orthopedically Challenged ("OC" Category):

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, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological / limb dysfunction. Orthopedically challenged persons are covered under locomotor disability with following benchmark:

- 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 eyelid 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.
- d. **"Muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophies 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.

B. Visual Impairment ("VI" Category): 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 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
- iii. Limitation of the field of vision subtending an angle of less than 10 degrees. OR

b. Low Vision:

- i. Visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; OR
- ii. Limitation of the field of vision subtending an angle of less than 40 degrees up to 10 degrees.

C. Hearing Impaired ("HI" Category):

- 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.

D. Intellectual Disability ("ID" Category):

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

1. Intellectual disability

- a. **Autism Spectrum disorder (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's

ability to communicate, understand & relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behavior.

b. **"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.

c. **"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

2. **"Multiple Disabilities"** means multiple disabilities amongst clause "A"; "B"; "C"; "D (1)".

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 term, 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.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies available.

EWS (Economically Weaker Section)

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- a. 5 acres of Agricultural Land and above;
- b. Residential flat of 1000 sq. ft. and above;
- c. Residential plot of 100 sq. yards and above in notified municipalities;
- d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.

4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

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

The **Competent Authority** for the issue of the certificate to SC / ST / OBC / Economically Weaker Section / Persons with Benchmark Disabilities is as under (as notified by GOI from time to time):

i) For Scheduled Castes / Scheduled Tribes / Other Backward Classes:

(i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

ii) Economically Weaker Section:

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

iii) For Persons with Benchmark Disabilities:

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

a) EMOLUMENTS (As on 01.06.2025) AND RELEVANT POLICIES

i. PAY SCALE, ALLOWANCES AND PERQUISITIES

Scale / Grade	Scale of Pay (In Rupees)
DGM (Scale VI)	Basic: Rs.140500 - 4000/4 -156500

DA, HRA, CCA etc., will be as per rules in force from time to time.

ii. PROBATION PERIOD

Candidate selected will be on probation for a period of 1 year (active service) from the date of joining the Bank. His/her confirmation in Bank's service will be as determined by the Bank in terms of Officers' Service Regulation (OSR).

iii. BOND AMOUNT

Candidate selected for appointment will be required to execute a Financial Service Indemnity Bond for Rs.3,00,000/- (Rupees Three lakhs) for rendering service for a minimum period of 3 years.

iv. LEAVE, TRAVEL ALLOWANCE

The leave and travel allowance will be as per Service Rules of the Bank applicable at the time of appointment.

b) SELECTION PROCESS

1. Selection will be through personal interview / discussion. A preliminary screening of applications may be carried out by the Bank to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview.

2. 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, experience, profile vis-à-vis job requirements etc.

Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website. Final selected list will be published on the website.

c) **APPLICATION GUIDELINES**

The candidates must apply subject to fulfilment of eligibility criteria. However, if candidates have applied multiple times, the last submitted application will only be considered. Candidates can apply through online only from **05.06.2025 to 21.06.2025** and no other mode of application will be accepted.

i. **PRE-REQUISITES FOR APPLYING ONLINE**

Before applying online, candidates should:

- a) Go through the detailed advertisement by clicking the **Advertisement (English)** available under the title **"RECRUITMENT OF COMPANY SECRETARY"** in our website www.iob.in under **"Careers"** page and ensure candidate's eligibility before applying for the said post.
- b) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in **Annexure I** to this advertisement.
- c) Have a valid personal email ID, which should be kept active throughout the entire recruitment process. Bank may send call letters for the Personal Interview/ Final Selection etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/ mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying Online and must maintain that email account.

ii. **PROCEDURE FOR APPLYING ONLINE**

- a) Candidates are first required to go to the Bank's website "www.iob.in" and click on the **"Careers"** Page to open the link **"RECRUITMENT OF COMPANY SECRETARY"** and select the post to be applied then click on the Register Online link.
- b) Candidate must First Register Online by clicking "Click here to Register Online"
- c) On successful registration, E-mail and SMS will be sent to the candidates along with the Registration Number and Password for applying Online. Candidates should note his/ her Unique Registration Number and Password for future reference failing which they will not be able to proceed further.
- d) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure I).
- e) Candidates will have to enter all the required details in the online application form.
- f) Candidates should fill in the details in the Online Application at appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the Online Application format. 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.

- g) Candidates should take a printout of the system generated submitted Online application form & save the printed application form for future reference.
- h) Candidates should upload the Left Thumb Impression and Handwritten Declaration under the Uploads menu

i) **Application Fee / Intimation Charges (Non-Refundable)**

Category of Applicant	Application Fee
SC/ ST/ PwBD (Only Intimation charges)	INR 175/- (Rupees One Hundred Seventy-Five Only) inclusive of GST
GEN/ EWS/ OBC	INR 1000/- (Rupees One Thousand Only) inclusive of GST

- j) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be adjusted against any other recruitment process.

Payment by Online Mode

Candidates who have submitted the Online Application successfully may proceed for payment of intimation charges through Online Mode. For making the payment candidates are required to click on "**Online Payment of Intimation Charge**" to navigate to the Online payment page. The payment can be made using Debit Card/ Credit Card or **Internet Banking** mode only. The candidates opting for Internet Banking would be provided with two options:

1. Payment through IOB Net Banking
2. Payment through Other Banks' net banking.

Candidates who have accounts with internet banking option in IOB may choose "IOB NET BANKING" option and others may choose the "Other Banks NET Banking Option". Bank Transaction charges for Online Payment of Intimation charges through internet banking payment facility of any Bank (other than IOB) will have to be borne by the candidates.

On successful completion of the transaction, **an e-receipt** will be generated. Candidates are required to take a printout of the e-receipt for future reference. Candidates can also reprint the E-receipt later by clicking on "**Reprinting E-receipt after payment of Intimation Charges**" link.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted, and such applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him/her are found to be false at a later stage.

Credit History: The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time.

iii. **LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF PERSONAL INTERVIEW (AS APPLICABLE)**

The following documents in **ORIGINAL** together with **A SELF-ATTESTED PHOTOCOPY** in support of the candidate's eligibility and identity are to be invariably submitted at the time of Personal Interview failing which the candidate may not be permitted to appear for the Personal Interview. Non submission of requisite documents by the candidate at the time of Personal Interview will debar his/ her candidature from further participation in the recruitment process.

- i. Printout of the valid Personal Interview Call Letter
- ii. Valid system generated printout of the online application form registered
- iii. Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- iv. ACS Certificate, ICSI certificate
- v. Photo Identify Proof such as Passport/ Aadhaar / e-Aadhaar Card / PAN Card/ Driving Licence/ Voter's Card.
- vi. Mark sheets & relevant certificates for educational qualifications. Proper document from Board / University has to be submitted
- vii. Work Experience: Documentary proofs such as Experience Certificates from past and current employers, Appointment letters, Relieving Letters, Pay or Salary Slips should be produced by the candidates to verify the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature liable for cancellation.
- viii. Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ EWS category candidates.
- ix. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the non-creamy layer clause should be valid as on the date of Personal Interview if called for **(issued within one year prior to the date of Personal Interview if called for)**. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- x. Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are **not** entitled to OBC reservation. They should indicate their category as General in the online application form.
- xi. Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of Economically Weaker Section (EWS) category candidates
- xii. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Benchmark Disabilities' category.

- xiii. Candidates serving in Government / Quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce **original "No Objection Certificate"** from their employer at the time of Personal Interview, in the absence of which their candidature will not be considered.
- xiv. Persons eligible for age relaxation under "Persons affected by 1984 riots" must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.
- xv. Any other relevant documents in support of eligibility.
- xvi. Candidates will not be allowed to appear for the Personal Interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

d) **PERSONAL INTERVIEW**

The Personal Interview will be held at a Centre as desired by the Bank and the same will be advised in the Personal Interview call letters.

Note:

- a) Request for change in Personal Interview dates shall **NOT** be entertained.
- b) Bank reserves the right to change/add/cancel the date, time, center, venue of the Personal Interview and to call the candidates for the Personal Interview at any other center or hold supplementary selection process for date/ time/ center/ venue/ set of candidates at its discretion, under any circumstances, if any. The change, if any, will be announced in our Bank's website / by email.

i. **CALL LETTERS FOR THE PERSONAL INTERVIEW**

The venue, time & date for Personal Interview will be informed to the shortlisted candidates in the Personal Interview call letter and candidates must attend the same. The call letter will be **sent by email only**. The details of shortlisted candidates for Personal Interview or any other process will be hosted in our website. Request for change of Centre will not be entertained. Bank will not be responsible for late receipt / non receipt of any communication from the Bank. Hence, candidates are requested to check their email and Bank's website regularly, to keep track of the process. The shortlisted candidates must carry their documents during the Personal Interview process as mentioned while applying for the post.

Final selection will be made based on marks obtained by the candidate in the Personal Interview process and will be according to the merit ranking. **The Bank reserves the right to change the selection procedure, if necessary.**

ii. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are advised in their own interest that they should not furnish any particulars/ details/ information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-

mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of the Bank at any time, even after being selected and after joining Bank's service.

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

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview or taking away the documents from the venue, or
- iv. Resorting to any irregular or improper means in connection with his/ her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, shall also be liable:

— To be disqualified from the selection process for which he / she is a candidate.

— To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

iii. **GENERAL ELIGIBILITY**

Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically Fit as per requirements of the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Such appointment will also be subject to the Service and Conduct Rules of the Bank. Till such time, their appointment will be provisional.

iv. **IMPORTANT GENERAL INSTRUCTIONS**

- a) Candidates are required to apply only 'ONLINE' through Bank's website. Any other form of application shall not be entertained.
- b) Candidates are advised to take a printout of their system generated online application form after submitting the application.
- c) Candidates should satisfy themselves about their eligibility for the post applied for.
- d) Incomplete applications / Applications without supporting documents will be rejected outright.
- e) In case of candidates uploading more than one application for any reason, the latest registered application will only be considered.
- f) Before applying, the candidates must ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement and has in his/her possession the requisite documents and certificates specified by the Bank, and that the particulars furnished in the Online application are true and correct in all respects.

Mere calling for applications for the Personal Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Bank has the right to cancel candidature at any stage if found that he/she is not fulfilling the eligibility criteria and /or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If any of

these shortcomings are detected even after appointment his/her services are liable to be terminated.

The Bank is free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidate. **No correspondence or personal queries in this regard shall be entertained by the Bank.**

- g) All candidates called for Personal Interview, will have to produce originals as well as self-attested photocopies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/PWBD Category are required to submit originals as well as self-attested photocopies of their caste certificate/certificate of disability issued by the competent authority, in addition to the other certificates in support of their eligibility criteria.
- h) In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under Government of India. The OBC certificate containing **"Non-Creamy Layer Clause" in Central Government format, should be valid as on the last date of online registration i.e., 21.06.2025 (issued within one year prior to the last date for online registration i.e., issued on or after 21.06.2024).**
- i) Candidates belonging to OBC category but coming under Creamy Layer are **not entitled for OBC reservation**. They should indicate their category as General in the online application form.
- j) Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalized Bank, Financial Institutions will be required to produce **Original "No Objection Certificate"** from the employer at the time of Personal Interview, failing which the candidature may not be considered.
- k) Candidates belonging to reserved category, including Persons with Benchmark Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General category, provided they fulfill all the eligibility criteria.
- l) Candidates who do not satisfy the eligibility criteria and who do not produce (for any reason) the originals as well as attested photocopies of all documents required to be submitted as advised in this notification and Personal Interview call letter, whomsoever, shall not be permitted to attend the Personal Interview, even though they have been called for Personal Interview.
- m) The candidates will have to appear for Personal Interview at their own expense. However, outstation eligible SC/ST/PWBD candidates who are not employed and attending the Personal Interview will be reimbursed to and fro second-class ordinary train fare by the shortest route on production of evidence of travel (as per extant Govt. Guidelines). The Bank will not be responsible for any injury / losses, etc. of any nature.
- n) Canvassing in any form will be a disqualification.
- o) Any request for change of address/ e-mail id for communication will **NOT** be entertained.
- p) Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank.

- q) In case of any dispute on account of interpretation in any version other than English, the English version shall prevail.
- r) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of courts situated at Chennai.
- s) 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 Personal Interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Bank reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.

v. **ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will only be published/ provided on our authorised website www.iob.in from time to time.

vi. **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 candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decision of Bank in all matters regarding eligibility, Personal Interview and selection would be final and binding on all candidates. No representation or correspondence will be entertained by IOB in this regard.

The Version of the detailed advertisement given in the Bank's website shall be treated as final and shall supersede any other versions for all purposes. Accordingly, the candidates are advised to visit our Bank's website www.iob.in for detailed advertisement.

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

Sd/-
General Manager – HR
Central Office
763, Anna Salai
Chennai – 600 002

Guidelines for scanning and Upload of 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.

Photograph Image:

- 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)
- 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.

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 checked wherever necessary.**
- **If the Applicant's signature on the attendance sheet, at the time of the interview, does not match the signature uploaded, the applicant will be disqualified.**
- **Dimensions 140 x 60 pixels (preferred)**
- **Ensure that the size of the scanned image is not more than 20KB**

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/MsOffice 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(photo) & 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 will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- **Select the file and click on it**
- **Photo and signature will be uploaded automatically once you submit the online application.**

Scanning the documents for Uploading

Scan the following documents in **PDF format ONLY** with each document size **less than 200KB**

- **Birth Certificate / SSC Certificate for Proof of Date of Birth (Mandatory to upload)**
- **Final Degree Certificate / Consolidated Mark Sheet in respect of passing Graduation / PG / Professional Courses (as single PDF file in case of completion of multiple degrees) (Mandatory to upload)**
- **ACS Membership certificate of ICSI (Mandatory to upload)**
- **Work Experience Certificate (Mandatory to upload)**
- **No Objection Certificate from Employer, if applicable.**

Online Application will not be registered unless you upload your photograph, signature and relevant documents as specified.

Note:

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.

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

(3) In case if Documents uploaded are unclear the candidate's application may be rejected.