



RECRUITMENT OF PROBATIONARY OFFICERS / SPECIALIST OFFICERS – 2012-13

Andhra Bank invites applications for the post of Probationary Officer/ Specialist Officer from Indian citizens who have taken the Common Written Examination for Probationary Officer cadre conducted by IBPS in September / November 2011/ for Specialist Officers on 11.03.2012 and have a valid Score card issued by IBPS.

Candidates are requested to apply on-line through Bank's website www.andhrabank.in No other means/mode of application will be accepted.

Payment of Application Fees	01.09.2012 to 15.09.2012
Opening date for Online Registration	01.09.2012
Last Date for Online Registration (Including for candidates from far-flung areas)	15.09.2012

Abbreviations used:

SC - Scheduled Caste ST - Scheduled Tribe OBC - Other Backward Classes GEN - General Category VI - Visually Impaired HI - Hearing Impaired OC - Orthopaedically Challenged PWD - Persons With Disabilities EXSM - ExServicemen DXSM - Dependents of ExServicemen DISXSM - Disabled ExServicemen

DETAILS OF VACANCIES:

1. Posts :

Post Code	Name of the Post	Grade	No. of Vacancies	Age as on	Min	Max
1	Probationary Officers	JMGS-I	400	01.07.11	20 yrs	30
2	IT Officers	JMGS-I	40	01.12.11	20 yrs	35
3	Rajbasha Officers	JMGS-I	7		20 yrs	35
4	HR Officers	JMGS-I	8		20 yrs	35
5	Law Officers	MMGS-II	15		21 yrs	40

Candidates can apply for posts for which they have a valid Scorecard

1.1 Reservation in posts

Post Code	Name of the Post	Grade	No. of Posts	Reservation Particulars			
				SC	ST	OBC	UR
1	Probationary Officers	JMGS-I	400	60	30	108	202
2	IT Officers	JMGS-I	40	6	3	11	20
3	Rajbasha Officers	JMGS-I	7	1	0	1	5
4	HR Officers	JMGS-I	8	1	1	2	4
5	Law Officers	MMGS-II	15	2	1	4	8

Post Code	Name of the Post	PWD		
		VI	HI	OC
1	Probationary Officers	7	-	7
2	IT Officers			
3	Rajbasha Officers			
4	HR Officers			
5	Law Officers	1	-	-

Note: It is clarified that Persons with Disabilities will have to work in Branches/ Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for General Category provided they fulfill the eligibility criteria laid down for General category.

The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirements of the Bank.

Bank reserves the right to fill up the vacancies to the extent of requirement.

1.2 Pay scale, allowances and perquisites:

Grade/Cadre	Pay Scale	Approximate total monthly emoluments inclusive of Basic, DA, CCA, HRA etc., at the start of the scale at metropolitan centres
Officers in JMGS I	Rs.14500 – Rs.25700	Rs.26,450.00
Officers in MMGS II	Rs.19400 – Rs.28100	Rs.35,230.00

Officers are also eligible for other benefits like furniture, Leased Accomodation in lieu of HRA, Medical Aid, Reimbursement of hospitalization expenses , LFC etc.

1. ELIGIBILITY CRITERIA: 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 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 favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Group Discussion/ Interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

2. Educational Qualifications and Post – qualification Work Experience

- The Educational qualifications prescribed for the post are the minimum. Candidates must possess the requisite qualifications as on 01.07.2011 for the post of Probationary Officers and 01.12.2011 for the post nos. 2 to 5.
- In addition to the educational qualification prescribed, candidate should have studied Computer Science as one of the subjects in school level or should possess a certificate of proficiency in MS word/MS Office from a recognized institute.

2.1 Educational qualifications & Experience:

Post with Grade/cadre	Educational qualifications	Experience
Probationary Officers JMGS I	Graduate in any discipline from any University recognized by UGC or equivalent qualification recognized as such by the Government of India.	---
IT Officers JMGS I	Degree / Post Graduation in CS/CA/IT/ EC/ Instrumentation (OR) Degree with DOEACC 'B' level.	---
Rajbasha Officers JMGS I	PG Degree in Hindi with English as a subject at degree level (OR) PG Degree in Sanskrit with English and Hindi as subjects at Degree level	---
HR Officers JMGS I	Degree + PG Degree or Diploma in Personnel Management / IR / HRD social work /Labour Law (OR) Degree /Diploma in Business Administration / Management with specialization in HRD.	---
Law Officers MMGS II	Degree in Law (LLB) of practice at Bar or Judicial service and/or Law Officer in legal department of a reputed Bank or the Central / State Govt. or PSU.	3 years experience

2.2 ESSENTIAL REQUIREMENT: Cut Off marks (TWSS) of IBPS Score to be obtained in the CWE conducted in Sep 2011 for PO's and in March 2012 for Specialist Officers are listed below.

Minimum Score in each test

For Probationary Officers

Particulars	Minimum Qualifying Standard Score	
	SC/ST/OBC/PWD	General
Reasoning [TR]	21	24
English Language [EN]	21	24
Quantitative Aptitude [QA]	21	24
General Awareness [GA]	21	24
Computer Knowledge [CK]	21	24
Descriptive Paper on English [DP]	21	24

For Specialist Officers

Sr. No.	Name of the Test	Minimum Qualifying Standard Score	
		Reserved	General
1	Reasoning	21	24
2	English Language	21	24
3	General Awareness (with special reference to the Banking Industry)/	21	24
	Quantitative Aptitude	21	24
4	Professional Knowledge	21	24

Post Code	Name of the Post	IBPS SCORE (TWSS) Cut Off Marks Category Wise				
		SC	ST	OBC	GEN	PWD
1	Probationary Officer	141	141	151	151	141
2	IT Officers	120	120	128	128	120
3	Rajbasha Officers	90	90	96	96	90
4	HR Officers	114	114	124	124	114
5	Law Officers	113	113	121	121	113

3. RELAXATION IN UPPER AGE LIMIT:

Sr. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe candidates	5 years
ii)	Other Backward Classes candidates	3 years
iii)	Persons with Disabilities (VI/HI/OC)	10 years
iv)	Persons who have ordinarily been domiciled in Kashmir Division of J & K State during 01.01.1980 and 31.12.1989	5 years
v)	In the case of Ex-service commissioned Officers, including ECO's /SSCO's, 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 six months from the last date for receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment. The relaxation in upper age-limit is not available to serving Commissioned Officers.	5 years
vi)	Persons (children/ family members of those) affected by 1984 riots	5 years

Note:

- An ex-serviceman who has once joined a government job on the civil side after availing of the benefits given to him as an ex-serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Government ceases.
- The relaxation in upper age limit is allowed on cumulative basis (in addition to the category which they belong) as per Govt. guidelines.
- All persons eligible for age relaxation under 3 (iv) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1stJan.1980 to the 31st day of December 1989.
- All persons eligible for age relaxation under Sr. No. 3 (vi) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots Affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.

Applications not fulfilling this criterion and not submitting proof as stated above will be summarily rejected.

4. RESERVATIONS:

A. Reservation for SC/ST/OBC/PWD candidates will be provided as per Government guidelines.

B. Persons with Disabilities:

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Interview conducted by the Bank, if called by the Bank.**

Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive connection but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

Deaf & 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. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Orthopaedically Challenged (OC)

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

5. APPLICATION FEE (INCLUDING POSTAGE/ INTIMATION CHARGES) (NON-REFUNDABLE) :

Category of Applicant	Amount of Fees/Charges for postage (Non-refundable)
SC/ST/Persons with Disability (PWD)/ Ex-SM	Rs.20.00
General/OBC	Rs.100.00

The fee for SC/ST/PWD/Ex-SM is towards postage/ intimation charges only. Requisite Application Fee may be paid

- Through CBS at any of the **Branches of Andhra Bank**, by means of a Payment challan as per the format given on the **Bank's website**.
- Through NEFT at any Bank branch

NOTE:

- Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., **will not be accepted**
 - The payment towards application fee through CBS/NEFT can be made between 01.09.2012 and 15.09.2012.
 - The CBS fee payment challan/ NEFT Receipt contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan/ NEFT receipt must be retained with the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the bank official.
- (iv) 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 held in reserve for any other future selection process.**

6. THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:

(a) For SC/ST/OBC:

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/ Additional Dy. Commissioner/Dy.Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/ Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/Sub-Divisional Officer of the area where the candidate and/ or his/her family normally resides.

(b) For Persons with Disabilities:

Authorised Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopaedics, ENT or Ophthalmology, as the case may be,

7. SELECTION PROCEDURE:

Selection procedure will be by way of Group Discussion and / or Interview. Bank reserves the right to decide as to whether Group Discussion and Interview should be held or only a process of interview may be prescribed depending upon the number of applications received.

8. GROUP DISCUSSION/INTERVIEW: Depending upon the number of vacancies, and number of applications received for each post, the Bank reserves the right to call only those candidates who have sufficiently high IBPS score in the stipulated Common Written Examination for Group Discussion and or Interview. Mere submission of applications does not entail an applicant to be called for Group discussions and or interview.

The total marks for interview will be 35. The minimum qualifying marks for the interview would 40% for General and OBC category and 35% for SC/ST/PWD category.

9. GROUP DISCUSSION/INTERVIEW CENTRES:

The Group Discussion/Interview will be held at different centres as decided by the Bank depending on the number of applications received which will in turn be communicated to the candidates shortlisted for Group Discussion/Interview.

Note:

- (i) Request for change of Centre of Group Discussion and/ Interview shall **NOT** be entertained.
- (ii) Bank reserves the right to cancel any of the centres and/or add some other centres, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he/she has opted for.

10. GENERAL INSTRUCTIONS

(a) Candidates can apply for the post of Probationary Officer as well as for Specialist Officer provided they hold a valid score card for the respective category. Such candidates should apply for each post separately by paying requisite fee.

(b) Educational Qualifications: The qualifications prescribed for the post are the minimum. Candidates must possess the qualifications as on 01.07.2011 for the post of Probationary Officers and 01.12.2011 for the post of Specialist Officers.

(c) Probation Period & Service Bond:
The candidates selected as Probationary Officers / Specialist Officers in JMGS I & MMGS II will be required to execute a Service Bond undertaking to serve the Bank for a minimum period of 3 years or to pay the Bank a sum of Rs.2,00,000/-.

All Officers recruited to JMGS-I will be on probation for a period of **TWO** years.

Law Officers recruited with prior experience of not less than two years in other Public/Private Sector Banks will be on probation for a period of **ONE** year.

Law Officers joining without prior experience will be on probation for a period of **Two** Years.

(d) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Group Discussion / interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Mere invitation by the Bank for the Group Discussion / Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Group Discussion / Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

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/certificate/documents 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.

(e) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled OBC reservation. They should indicate their category as "Gen" or "Gen Persons With Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause which is not more than one year old should be submitted at the time of interview.

- (f) Persons With Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (g) Candidates serving in Government/Public Sector Undertakings (including banks) should send their application through proper channel and produce a "No Objection Certificate" from their employer at the time of Group Discussion/ Interview, in the absence of which their candidature may not be considered.
- (h) The candidates will have to appear for Group Discussion and/ interview at their own expense. however, unemployed eligible SC/ST/PWD outstation candidates attending the Group Discussion/Interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc of any nature.
- (i) Any request for change of address will not be entertained.
- (j) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at **Hyderabad**. The Bank takes no responsibility to connect any certificate/remittance sent separately.
- (k) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (l) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- (m) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/ venue/specific post of a candidate(s).
- (n) Appointment of selected candidates 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.
- (o) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Officers recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.
- (p) All Candidates must submit the xerox copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, Score card issued by IBPS etc. The candidates belonging to SC/ST/OBC/Persons With Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority as specified at Sr.No.06 in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/ relevant certificates at the time of Group Discussion / Interview, failing which his/her candidature will be cancelled.
- (q) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of Group Discussion and/ interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the Group Discussion and/ interview may lead to disqualification.
- (r) Canvassing in any form will be a disqualification.
- (s) **Action against candidates found guilty of misconduct :**
Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form. 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 interview venue or taking away any documents from the venue
 - or**
 - (iv) resorting to any irregular or improper means in connection with his/ her candidature by selection
 - or**
 - (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:

- a. to be disqualified from the Group Discussion/Interview for which he/she is a candidate
 - b. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- (t) Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
- (u) Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.
- If selected for interview, candidates serving in Government/Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- It is for the candidate to ensure that he/she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
- (v) Candidates should be willing to serve anywhere in India.
- (w) The Bank takes no responsibility to connect any certificate/remittance sent separately.
- (x) Publication of this advertisement in full or part by any Agency without Bank's specific permission Will be considered as an offence and will be liable for legal action.

11. HOW TO APPLY

- (i) **Candidates are required to apply online through website www.andhrabank.in. No other means/ mode of application will be accepted. Application link on our website will be opened from 01.09.2012 to 15.09.2012 both days inclusive.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE conducted in September 2011/March 2012) is kept active during the currency of a recruitment project. Bank may send call letters for Group Discussion/ Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website 'www.andhrabank.in' click on the link "Recruitment"
- (iv) Thereafter, open the Recruitment Notification entitled "**ANDHRA BANK RECRUITMENT PROJECT PO'S & SPECIALIST OFFICERS 2012-13**".
- (v) In case a candidate chooses to pay fees through branches of the Bank,
- The candidate should take a printout of the fee payment challan
 - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
 - Go to the nearest Andhra Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No 117911100000991 with Pattabhi Bhavan Branch in the name & style of "A B RECRUITMENT PROJECT PO'S & SPECIALIST OFFICERS 2012-13".
- (vi) In case a candidate chooses to pay fees through NEFT:
- Go to the nearest branch of any Bank and pay, in Cash, the appropriate Application Fee in Account No 117911100000991 with Andhra Bank, Pattabhi Bhavan Branch in the name & style of "A B RECRUITMENT PROJECT PO'S & SPECIALIST OFFICERS 2012-13".
 - Fill in the NEFT Receipt in a clear and legible handwriting in BLOCK LETTERS.
- (vii) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with (a) **Branch Name & BIC No**, (b) **Transaction id/Scroll number (in case of payment through CBS)**, (c) **NEFT UTR No. (in case of payment through NEFT)** (d) **Date of Deposit & amount** filled by the Branch Official.
- (viii) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website and going to the sublink titled "**ONLINE APPLICATION FOR ANDHRA BANK RECRUITMENT PROJECT PO'S AND SPECIALIST OFFICERS 2012-13**" to open up the appropriate Online Application

Format. All the fields in the online Application format should be filled up carefully.

- (ix) Carefully fill in the details such as fee payment details from the CBS Challan/ NEFT Receipt in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places and submit the same online.
- (x) Take a printout of the system generated online application form to be submitted at the time of interview, copies of which may also be retained for your reference.
- (xi) **Registration Number and Password generated should also be retained for future reference.**
- (xii) **Original fee payment receipt i.e CBS challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan/ NEFT receipt the candidate will not be allowed to appear in the Group Discussion/ Interview.** Candidates are also advised to keep a photocopy of the fee payment challan for future use.
- (xiii) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**
- (xiv) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Group Discussion/Interview.
- (xv) 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.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Group Discussion and/ Interview** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan/ NEFT receipt)
2. Valid IBPS Scorecard for the stipulated examination
3. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof
8. No objection certificate from previous employer.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

12. CALL LETTERS FOR THE GROUP DISCUSSION/ INTERVIEW

Call letters for the Interview will be sent to the shortlisted/eligible candidates only through email at the email address given by them in the application form while registering for Common Written Examination (CWE) in September 2011/March 2012. A list of all such candidates along with details such as date, time and venue of the interview will also be hosted on the bank's website www.andhrabank.in Candidates are requested to regularly visit the Bank's website and keep track of the status of their candidature from time to time. Kindly note that no other mode of communication pertaining to the interview process other than mentioned above, will be followed.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Group Discussion/ Interview **without which they will not be allowed to take up the Interview.**

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of interview/process without assigning any reason. Government guidelines on reservation in recruitment shall be applicable.

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

Detailed advertisement can be viewed at our website www.andhrabank.in

Date: 00.00.2012

GENERAL MANAGER