

SyndicateBank

HEAD OFFICE : MANIPAL- 576 104

www.syndicatebank.in

Ref. No. PD.HRDD.REC.CREDIT.1888

January 30, 2009

ANNOUNCEMENT

Sub: Recruitment of Probationary Credit Officers in the Bank – Display of names of shortlisted candidates for interview.

Attention of all the concerned is drawn to our Advertisement No. PD/HRDD/REC/03/2008 dated 13.10.2008 published in the Employment News dated November 01 – 07, 2008 and displayed in the Bank's website www.syndicatebank.in.

The names of candidates who satisfy the eligibility criteria and are shortlisted for interview for the post of **Probationary Credit Officers [Post Code No.11, 12 & 13]** are detailed in the Annexure attached. It is proposed to conduct the Interview for the shortlisted candidates from **12.02.2009** at different Centres. **The date, time and Venue of Interview are also displayed against the name of each shortlisted candidate. Call letters to all the shortlisted candidates have been despatched by Speed Post.**

The list is purely provisional subject to verification of all details furnished by the applicants in their application. The list is ***NEITHER*** a list of candidates selected for appointment in the Bank ***NOR*** there is any commitment on the part of the Bank to offer appointment to the candidates. This is only a list of candidates shortlisted for interview. ***No further correspondence or telephone queries from candidates whose names are not appearing in the list will be entertained.***

Disclaimer: Though utmost care has been taken while shortlisting the candidates for interview, the Bank reserves the right to rectify inadvertent errors, if any.

Candidates whose names are appearing in the annexed list and who do not receive the call letters on or before **10.02.2009** may contact the Chief Manager, SyndicateBank, HO: HRDD Manipal over telephone No. **0820 2570387 or 0820 2571181 – Extn. 241 or Fax No.0820 2570392 / 2570266**. Candidates are advised to **give their FAX number** to enable us to send the duplicate Call Letter through FAX. ***No correspondence or telephone calls will be entertained before 10.02.2009.***

At the time of interview, the candidates are requested to bring the following certificates/ documents in original for verification along with one set of photocopy of each of the document arranged in the order set out herein.

List of documents to be submitted at the time of interview.

A. Credit Officers in MMGS – III (Post Code No.11):

- 1. Proof of Age:** Date of Birth as entered in the SSLC marks card/certificate or Certificate showing Date of Birth issued by competent Authority or School leaving certificate or any other certificate with date of birth mentioned therein.
- 2. Caste/Tribe/Community Certificate** as per the format enclosed issued by the competent Authority (Applicable for candidates belonging to SC/ST/OBC Category). The list of authorities competent to issue the certificates is also enclosed. The Caste/Tribe/Community

mentioned in the certificate produced by the candidate should conform to the Caste/Tribe/Community as appearing in the **Central Government List/ Notification**. Certificate even with the slightest discrepancy in the name, spelling of the caste etc., is not acceptable.

OBC Certificate should have been issued in the format as prescribed by Government of India (DOPT OM No.36033/28/94 – Estt (Res) dated 02.07.1997) by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefit of reservation for OBCs in the Civil Posts and Services under Government of India. The OBC Certificate should have been issued **on or after 01.04.2008 strictly as per the format** and specifically contain the ‘**Creamy layer**’ clause. **OBC Certificate issued, as per the State Government format will not be accepted.** If the verification of the caste/ tribe/community certificate reveals that the claim of belonging to the said caste/ tribe/Community is false, the services will be terminated forthwith at any time after selection and joining without assigning any further reasons and without prejudice to such action as may be decided by the Bank.

Candidates who have applied under OBC category and who do not bring the OBC certificate in the prescribed format will not be permitted to appear for interview. Such candidates will be disqualified from the selection process.

In the case of Handicapped Candidates, Medical Certificate from the Authorized Certifying Authority, shall contain details specifying the nature and percentage of disability and that the candidate is Physically Handicapped. The Medical Board will consist of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is specialist in Orthopedics, ENT or Ophthalmology, as the case may be. **Only such persons would be eligible for reservation in services/posts who suffer from 40% or more of relevant disability.**

3. **Marks Cards** for all the years/Semesters in respect of **CFA/CA/ICWA** on the basis of which the candidate has claimed eligibility for the post of Probationary Credit Officer in MMGS-III (Code –11) clearly indicating the percentage of marks scored in the aggregate.

Candidates who pass CFA/CA/ICWA examination after 01.11.2008 are not eligible.

4. **Certificate/ Provisional Certificate in respect of CFA/CA/ICWA** issued by the Institute.
5. **Graduation/Post Graduation Marks Cards** and Degree/PG certificate other than **CFA/CA/ICWA, if any acquired,** for all the years/Semesters clearly indicating the percentage of marks scored in the aggregate.
6. **Higher Secondary/12th Standard Marks Certificate**
7. **SSC/SSLC/10th Standard Marks Certificate**
8. **Basic/working knowledge of Computers is essential for the post. Proof for having acquired basic/working knowledge of computers such as certificate in Computer Operations** from a recognized Computer Training Institute shall be enclosed. In case of those who had Computer related subject at the Graduation/Post graduation level, the relevant portion in the mark-sheet should be highlighted.

Non – production of evidence in support of basic/working knowledge of Computers will be a disqualification.

9. Proof of having required work experience:

- a. Minimum 5 years with a proven record in Junior/Middle Management Grade (JMGS - I or MMGS - II) in related field in a Scheduled Commercial Bank/Financial Institution.
- b. Out of the above, atleast 3 years experience in handling project/Credit appraisal of large Industrial concerns.

The details in a tabular form along with relative experience certificates shall be brought in duplicate in A4 size paper.

10. **Character certificate from two respectable persons not related to** the candidate obtained on a recent date – in **Original should be submitted.**
11. Photocopies of the certificates/documents must be attested by the Gazetted Officer or any other equivalent Officer. Photocopies of each of the applicable documents from Sl. No.1 to 9 and originals in Sl.No.10 shall be arranged chronologically & in the same order as set out hereinabove and shall be submitted during the interview. **All the copies shall be in A4 size white paper only.**
12. The candidate shall securely paste a copy of the same photograph he/she has earlier affixed on the Application Form, on the right hand corner of the Call letter in the space provided for and submit the interview call letter while reporting for the interview.

B. Credit Officers in MMGS – II (Post Code No.12):

1. **Proof of Age:** Date of Birth as entered in the SSLC marks card/certificate or Certificate showing Date of Birth issued by competent Authority or School leaving certificate or any other certificate with date of birth mentioned therein.
2. **Caste/Tribe/Community Certificate** as per the format enclosed issued by the Competent Authority (Applicable for candidates belonging to SC/ST/OBC Category). The list of authorities competent to issue the certificates is also enclosed. The Caste/Tribe/Community mentioned in the certificate produced by the candidate should conform to the Caste/Tribe/Community as appearing in the **Central Government List/ Notification**. Certificate even with the slightest discrepancy in the name, spelling of the caste etc., is not acceptable.

OBC Certificate should have been issued in the format as prescribed by Government of India (DOPT OM No.36033/28/94 – Estt (Res) dated 02.07.1997) by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefit of reservation for OBCs in the Civil Posts and Services under Government of India. The OBC Certificate should have been issued **on or after 01.04.2008 strictly as per the format** and specifically contain the 'Creamy layer' clause. **OBC Certificate issued, as per the State Government format will not be accepted.** If the verification of the caste/ tribe/community certificate reveals that the claim of belonging to the said caste/ tribe/Community is false, the services will be terminated forthwith at any time after selection and joining without assigning any further reasons and without prejudice to such action as may be decided by the Bank.

Candidates who have applied under OBC category and who do not bring the OBC certificate in the prescribed format will not be permitted to appear for interview. Such candidates will be disqualified from the selection process.

In the case of Handicapped Candidates, Medical Certificate from the Authorized Certifying Authority, shall contain details specifying the nature and percentage of

disability and that the candidate is Physically Handicapped. The Medical Board will consist of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is specialist in Orthopedics, ENT or Ophthalmology, as the case may be. **Only such persons would be eligible for reservation in services/posts who suffer from 40% or more of relevant disability.**

3. **Post Graduation Marks Cards** in respect of **MBA/MMS** (specialization in **Finance** only) for all the years/Semesters on the basis of which the candidate has claimed eligibility for the post of **Probationary Credit Officer** in MMGS-II (Code – 12) clearly indicating the percentage of marks scored in the aggregate. **Candidates who pass PG examination after 01.11.2008 are not eligible**
4. **Degree Marks Cards** for all the years/Semesters in respect of Graduation in Engineering (**BE/B Tech.**) in the discipline of Mechanical, Electrical, Industrial Production, Chemical Engineering and Instrumentation, on the basis of which the candidate has claimed eligibility for the post of Probationary Credit Officer in MMGS-II (Code – 12) clearly indicating the percentage of marks scored in the aggregate. **Candidates who pass BE/B Tech examination after 01.11.2008 are not eligible.**
5. **Certificate/ Provisional Certificate in respect of PG/Degree** issued by the recognized University in India.
6. **Graduation/Post Graduation Marks Cards** and Degree/PG certificate other than above and also **CFA/CA/ICWA, if any acquired**, for all the years/Semesters clearly indicating the percentage of marks scored in the aggregate.
7. **Higher Secondary/12th Standard Marks Certificate**
8. **SSC/SSLC/10th Standard Marks Certificate**
9. **Basic/working knowledge of Computers is essential for the post. Proof for having acquired basic/working knowledge of computers such as certificate in Computer Operations** from a recognized Computer Training Institute shall be enclosed. In case of those who had Computer related subject at the Graduation/Post graduation level, the relevant portion in the mark-sheet should be highlighted.

Non – production of evidence in support of basic/working knowledge of Computers will be a disqualification.

10. **Proof of having required work experience** of minimum 3 years with a proven record in Junior Management Grade in related field in a Scheduled Commercial Bank/Financial Institution.

The details in a tabular form along with relative experience certificates shall be brought in duplicate in A4 size paper.

11. **Character certificate from two respectable persons not related to** the candidate obtained on a recent date – in **Original should be submitted.**
12. Photocopies of the certificates/documents must be attested by the Gazetted Officer or any other equivalent Officer. Photocopies of each of the applicable documents from Sl. No.1 to 10 and originals in Sl.No.11 shall be arranged chronologically & in the same order as set out hereinabove and shall be submitted during the interview. **All the copies shall be in A4 size white paper only.**
13. The candidate shall securely paste a copy of the same photograph he/she has earlier affixed on the Application Form, on the right hand corner of the Call letter in the space provided for and submit the interview call letter while reporting for the interview.

C. Credit Officers in JMGS – I (Post Code No.13):

1. **Proof of Age:** Date of Birth as entered in the SSLC marks card/certificate or Certificate showing Date of Birth issued by competent Authority or School leaving certificate or any other certificate with date of birth mentioned therein.
2. **Caste/Tribe/Community Certificate** as per the format enclosed issued by the competent Authority (Applicable for candidates belonging to SC/ST/OBC Category). The list of authorities competent to issue the certificates is also enclosed. The Caste/Tribe/Community mentioned in the certificate produced by the candidate should conform to the Caste/Tribe/Community as appearing in the **Central Government List/ Notification**. Certificate even with the slightest discrepancy in the name, spelling of the caste etc., is not acceptable.

OBC Certificate should have been issued in the format as prescribed by Government of India (DOPT OM No.36033/28/94 – Estt (Res) dated 02.07.1997) by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefit of reservation for OBCs in the Civil Posts and Services under Government of India. The OBC Certificate should have been issued **on or after 01.04.2008 strictly as per the format** and specifically contain the **'Creamy layer'** clause. **OBC Certificate issued, as per the State Government format will not be accepted.** If the verification of the caste/ tribe/community certificate reveals that the claim of belonging to the said caste/ tribe/Community is false, the services will be terminated forthwith at any time after selection and joining without assigning any further reasons and without prejudice to such action as may be decided by the Bank.

Candidates who have applied under OBC category and who do not bring the OBC certificate in the prescribed format will not be permitted to appear for interview. Such candidates will be disqualified from the selection process.

In the case of Handicapped Candidates, Medical Certificate from the Authorized Certifying Authority, shall contain details specifying the nature and percentage of disability and that the candidate is Physically Handicapped. The Medical Board will consist of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is specialist in Orthopedics, ENT or Ophthalmology, as the case may be. **Only such persons would be eligible for reservation in services/posts who suffer from 40% or more of relevant disability.**

3. **Degree Marks Cards** for all the years/Semesters in respect of,
 - (i) **BCom** on the basis of which the candidate has claimed eligibility for the post of Probationary Credit Officer clearly indicating the percentage of marks scored in the aggregate.
 - (ii) **Post gradation diploma in Banking and Finance** from any recognized University in India.

Candidates who pass BCom/PG diploma in Banking and Finance examination after 01.11.2008 are not eligible.

4. **Post Graduation Marks Cards** (MCom) for all the years/Semesters on the basis of which the candidate has claimed eligibility for the post of **Probationary Credit Officer** clearly indicating the percentage of marks scored in the aggregate. **Candidates who pass PG examination after 01.11.2008 are not eligible.**

5. **Provisional Certificate or PG Certificate** issued by the University.
6. **Provisional Certificate or Degree Certificate** in respect of Graduates issued by the University.
7. **Marks Sheets for EACH SEMESTER OR FOR EACH YEAR** and passing Degree/PG Certificates in support of passing the **Graduation/PG, other than BCom/Mcom.**
8. **Higher Secondary/12th Standard Marks Certificate.**
9. **SSC/SSLC/10th Standard Marks Certificate**
10. **Basic/working knowledge of Computers is essential for the post. Proof for having acquired basic/working knowledge of computers such as certificate in Computer Operations** from a recognized Computer Training Institute shall be enclosed. In case of those who had Computer related subject at the Graduation/Post graduation level, the relevant portion in the mark-sheet should be highlighted.

Non – production of evidence in support of basic/working knowledge of Computers will be a disqualification.

11. **Character certificate from two respectable persons not related to** the candidate obtained on a recent date – in **Original should be submitted.**
12. Photocopies of the certificates/documents must be attested by the Gazetted Officer or any other equivalent Officer. Photocopies of each of the applicable documents from Sl. No.1 to 10 and originals in Sl.No.11 shall be arranged chronologically & in the same order as set out hereinabove and shall be submitted during the interview. **All the copies shall be in A4 size white paper only.**
13. The candidate shall securely paste a copy of the same photograph he/she has earlier affixed on the Application Form, on the right hand corner of the Call letter in the space provided for and submit the interview call letter while reporting for the interview

GENERAL:

A Xerox copy of the call letter may be retained for future reference/ records.

Candidates who come for interview **without the original certificates and one set of attested copies shall not be allowed for interview.** Candidates shall ensure that they fulfill each of the eligibility criteria stipulated in the advertisement for the post applied for. Failure to fulfill the stipulated eligibility criteria will entail the cancellation of candidature at any stage. The shortlisted candidates will be interviewed and selection shall be based on their performance in the interview and suitability as per requirement of the Bank, only. The decision of the Bank in all matters relating to the interview, selection and placement would be final and binding on all the candidates.

Date : 30.01.2009

**(B PRAMOD)
GENERAL MANAGER (P)**