

# SyndicateBank

(A GOVERNMENT OF INDIA UNDERTAKING)  
HEAD OFFICE : MANIPAL-576 104  
[www.syndicatebank.in](http://www.syndicatebank.in)

Ref. No. PD.HRDD.REC.HRIR.394

June 27, 2009

## ANNOUNCEMENT

**Sub: Recruitment of Probationary HR/IR Officers in MMGS - II in the Bank – Display of names of shortlisted candidates for interview.**

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Attention of all the concerned is drawn to our Advertisement No. PD/HRDD/REC/01/2009 dated 13.01.2009 published in the Employment News dated January 31 – February 6, 2009 and displayed in the Bank's website [www.syndicatebank.in](http://www.syndicatebank.in).

The names of candidates who satisfy the eligibility criteria and are shortlisted for interview for the post of **Probationary HR/IR Officers in the Middle Management Grade Scale – II [Post Code No. 1]** are detailed in the Annexure attached. It is proposed to conduct the Interview for the shortlisted candidates from 14.07.2009 at various 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 are being 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 **06.07.2009** may contact the Chief Manager, SyndicateBank, HO: HRDD Manipal over telephone No. **0820 2570387 or 0820 2571181 – Extn. 241 or Fax No. 0820 2570392**. 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 06.07.2009.***

**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.**

- 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. 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.

**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.**

**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** for all the years/Semesters on the basis of which the candidate has claimed eligibility for the post of **Probationary HR/IR Officer** clearly indicating the percentage of marks scored in the aggregate. **Candidates who pass PG examination after 01.01.2009 are not eligible.**
4. **PG Degree Certificate or Provisional Certificate** issued by the University
5. **Certificate/Marks card** in respect of **Post Graduate Diploma** in Personnel Management & Industrial Relations/Human Resource Management/Human Resource Development in case the post graduation is in any discipline other than mentioned in Sl. No.3
6. **Degree Marks Cards** for all the years/Semesters in respect of Graduation
7. **Degree Certificate or Provisional Certificate** issued by the University
8. **Higher Secondary/12<sup>th</sup> Standard Marks Certificate**
9. **SSC/SSLC/10<sup>th</sup> Standard (or equivalent) Marks Certificate**
10. **Proof of having Minimum 3 years working experience in HRM/Personnel Administration/Industrial Relations in a Public Sector Bank or any Organization/ Financial Institution/industrial concern/ HR organization.**

**Evidence in support of having knowledge of Labour Law.**

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

11. **Evidence in support of having computer knowledge.**

12. **Character certificate from two respectable persons not related to** the candidate obtained on a recent date – in **Original should be submitted.**
13. 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 11 and originals in Sl.No.12 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.**
14. 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.
15. The candidate shall bring the Applicant's Copy (third part) of the **Payment Voucher** in original in respect of the Application Fee paid by him/her through Syndicate Bank.

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 of **Probationary HR/IR Officer.** Failure to fulfill the stipulated eligibility criteria will entail the cancellation of candidature at any stage. The decision of the Bank in all matters relating to the interview, selection and placement would be final and binding on all the candidates.

#### **APPLICANTS FOR OTHER POSTS:**

Candidates who have applied for the post of **Probationary Officers (Code No.02)** may please note that the names of shortlisted candidates will be displayed in the website **on or after 04.07.2009** and in respect of **Probationary Clerks (Code No.03)**, the names of shortlisted candidates will be displayed **after 15.07.2009.** **No correspondence or telephone calls will be entertained in this regard.**

**Place: Manipal**  
**Dated 27.06.2009**

**DY. GENERAL MANAGER (P)**

**FORM OF CERTIFICATE PRESCRIBED FOR SCHEDULE CASTES/SCHEDULED TRIBES**

Form of Certificate as prescribed in M.H.A. O.M.. No.42/21/49-NGS, dated 28.01.1952, as revised in Dept. of Per & A.R. Letter No. 36012/6/76-Estt (S.C.T.) dated 29.10.1977, to be produced by a candidate belonging to a **Scheduled Caste or Scheduled Tribe** in support of his/her claim.

**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Shrimathi\*/Kumari\* ..... Son/daughter\* of  
..... of village/town\* ..... in District/Division\*  
..... of the State/Union Territory\* ..... belong to the  
.....

Caste/Tribe\* which is recognized as a Scheduled Caste  
Scheduled Tribe\*

Under :

- The Constitution (Scheduled Castes) Order, 1950
- \*The Constitution (Scheduled Tribes) Order, 1950
- \*The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

{As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

- \*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
- \*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959,  
as amended;

by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;

- \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \*The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990
- \*The Constitution (Scheduled Tribes) Order Amendment Act, 1991
- \*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi\*.....father/mother\* ..... of Shri/Shrimathi/Kumari\*.....of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* ..... issued by the ..... Dated .....

3. Shri/Shrimathi\*/Kumari\* ..... and/or\* his/her family ordinarily  
reside(s) in village/town\* ..... of .....  
District/Division\* of the State/Union Territory of .....

Signature .....

Designation.....

(With seal of Office)

Place .....

State

Date .....

Union Territory

**NOTE:** The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**b) The Authorities competent to issue Caste/Tribe/Community certificates are indicated below.**

- i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/I<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the Rank of I<sup>st</sup> Class Stipendiary Magistrate.
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tahsildar and
- iv) Sub-Divisional Officer of the area where the candidate and or his family resides

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\*Please delete the words which are not applicable.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that .....Son/daughter of  
.....Village.....District/Divisi  
on.....in.....State belongs  
to.....community which is recognized as a backward  
class under.

1. Resolution no. 12011/68/93-BCC(C) dated 10.09.1993 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 186 dated 13.09.1993.
2. Resolution no. 12011/9/94-BCC dated 10.10.1994 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 163 dated 20.10.1994.
3. Resolution no. 12011/7/95-BCC dated 24.05.1995 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 88 dated 25.05.1995.
4. Resolution no. 12011/44/96-BCC dated 06.12.1996 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 210 dated 11.12.1996.
5. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 129, dated 08.07.1997.
6. Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 164, dated 01.09.1997.
7. Resolution no. 12011/99/94-BCC published in the Gazette of India, Extra ordinary no. 236, dated 11.12.1997.
8. Resolution no. 12011/13/97-BCC published in the Gazette of India, Extra ordinary no. 239, dated 03.12.1997.
9. Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 166, dated 03.08.1998.
10. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 171, dated 06.08.1998.
11. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 241, dated 27.10.1999.
12. Resolution no. 12011/88/98-BCC published in the Gazette of India, Extra ordinary no. 270, dated 06.12.1999.
13. Resolution no. 12011/36/93-BCC published in the Gazette of India, Extra ordinary no. 71, dated 04.04.2000.

Shri..... And/or his family ordinarily resides in the  
.....District/Division of the.....State. This is also to  
certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in column 3 of the  
Schedule to the government of India, Department of Personnel & Training OM No. 36012/22/93-  
Estt(SCT) dated 08.09.1993.

Dated:

Tahsildar  
District Magistrate/Dy Commissioner etc.,

NB:

- a) The term ordinarily used here will have the same meaning as in section 20 of the Representation of People Act 1960.
- b) **The Authorities competent to issue Caste/Tribe/Community certificates are indicated below.**
  - i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/I<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the Rank of I<sup>st</sup> Class Stipendiary Magistrate.
  - ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tahsildar and
  - iv) Sub-Divisional Officer of the area where the candidate and or his family resides.

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