

**RECRUITMENT OF HUMAN RESOURCE ON FIXED TERM ENGAGEMENT ON CONTRACTUAL BASIS  
FOR VARIOUS DEPARTMENTS IN BANK OF BARODA**

**BOB/HRM/REC/ADVT/2025/09**

<b>Online Registration of Application starts from : 30-07-2025</b>	<b>Last date for Submission of Application &amp; Payment of fees: 19-08-2025</b>
<b>IMPORTANT TO NOTE</b>	
a)	The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment. Candidates are requested to note down the acknowledgement number and a copy of application form for their future reference.
b)	Before applying, candidates should ensure that they fulfill all the eligibility criteria for the post as on the date of eligibility. Short-listing and participation in interview / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank.
c)	Candidates are advised to check Bank's website (Current Opportunities) regularly for details and updates. Call letters/advices, wherever required will be sent by e-mail only. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's website only.
d)	All correspondence including Call letters/ Interview Dates/advices, wherever required, will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active till completion of this recruitment process.
e)	Post qualification experience below 6 months in any organization & Experience in Clerial cadre would not be considered.
f)	Only Candidates willing to serve anywhere in India, should apply.

**1. Details of Positions & Eligibility Criteria as on 01-07-2025:**

Sn	Positions	Vacancies*	Age (in years)	Education Qualification#	Post Qualification Experience
<b>Department : Digital ( 20 Vacancies)</b>					
1	Deputy Manager : Product - Mass Transit System	1	Min.: 24 Max.: 34	<b>Mandatory:</b> Bachelor's Degree in Computer Science/Information Technology or related field.  <b>Preferred:</b> Master Degree in Business Administration Finance or related field	<b>Mandatory:</b> Minimum -3- years experience in Digital/IT in BFSI  <b>Preferred :</b> <ul style="list-style-type: none"> <li>• 2 year of experience in Mass Transit System (MTS) or in similar system.</li> <li>• Experience in managing and supporting large-scale payment systems/IT-Project including transaction processing, settlement and reconciliation.</li> <li>• Experience in working with various stakeholders, including internal teams, external partners and vendors.</li> </ul>
2	AVP 1: Product - Mass Transit System	1	Min.: 30 Max.: 45	<b>Mandatory:</b> Bachelor's degree in Computer Science information technology or related field.  <b>Preferred:</b> Master Degree in Business Administration Finance or related field	<b>Mandatory:</b> Minimum-5 years experience in Digital/IT in BFSI.  <b>Preferred :</b> <ul style="list-style-type: none"> <li>• 2 year of experience in Mass Transit System (MTS) or in similar system</li> <li>• Experience in managing and supporting large-scale payment systems/IT-Project including transaction processing, settlement and reconciliation.</li> <li>• Experience in working with various stakeholders, including internal teams, external partners and vendors.</li> <li>• Experience in business use case modelling, partnership modelling/negotiation</li> <li>• Exposure to Presales, sales activities</li> </ul>
3	Deputy Manager : Product - Account Aggregator	2	Min.: 25 Max.: 35	<b>Mandatory:</b> Graduate/Masters in any discipline <b>Preferred:</b> Technical Degree like BSc. (IT), BCA/MCA or B.E./B.Tech. or any other equivalent degree  <b>Preferred:</b> Certification in Data Analytics/ Masters Degree in Management  Sound knowledge in the following Basis Statistical Analysis, Data Analysis using Python, Data Visualization tools like Tableau or Power BI or any other equivalent	<b>Mandatory:</b> Minimum - 4 - year experience in BFSI sector with prior experience in Credit/ Product Development/ / Data Analytics/Wealth Management.  <b>Preferred :</b> 6 Months to 1 Year experience in setting up of Account Aggregator Framework.
4	Deputy Manager : Product - ONDC (Open Network for Digital Commerce)	1	Min.: 25 Max.: 35	<b>Mandatory:</b> BE / BTech (Computer Science / Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering  OR	<b>Mandatory:</b> Minimum 4 years' experience in Digital/IT Banking Technology preferably in a business function out of which Minimum 3 Months to 6 Months experience in ONDC (Buyer/Seller App).

				MCA/PGDCA OR M.E./ MTech / MSc in Computer Science/ Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering or equivalent degree in above disciplines	<b>Preferred :</b> Waterfall methodologies, SDLC Process.
5	Deputy Manager : Digital Product -PFM	1	Min.: 25 Max.: 35	<b>Mandatory:</b> BE / BTech (Computer Science / Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering OR MCA/PGDCA OR M.E./ MTech / MSc in Computer Science/ Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering or equivalent degree in above disciplines.	<b>Mandatory:</b> Minimum 4 years' experience as Digital Product Manager/Wealth Management/PFM.
6	Deputy Manager : Digital Product - CBDC	1	Min.: 26 Max.: 36	<b>Mandatory:</b> BE / BTech (Computer Science / Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering OR MCA/PGDCA OR M.E./ MTech / MSc in Computer Science/ Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering or equivalent degree in above disciplines. <b>Preferred:</b> Block chain certification	<b>Mandatory:</b> Minimum 5 years of experience in Banking & FinTech With core expertise in Digital Products & Treasury with exposure in blockchain, central digital currency out of which Minimum 1 year experience in handling digital e - rupee.
7	AVP 1 : Digital Product - CBDC	1	Min.: 28 Max.: 38	<b>Mandatory:</b> BE / BTech (Computer Science / Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering OR MCA/PGDCA OR M.E./ MTech / MSc in Computer Science/ Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering or equivalent degree in above disciplines. <b>Preferred:</b> Block chain certification	<b>Mandatory:</b> Minimum 7 years of experience in Banking & FinTech With core expertise in Digital Products & Treasury with exposure in blockchain, central digital currency out of which Minimum 1 year experience in handling digital e - rupee.
8	Deputy Manager : Product - Mobile Business Application	1	Min.: 26 Max.: 36	<b>Mandatory:</b> BE / BTech (Computer Science / Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering OR MCA/PGDCA OR M.E./ MTech / MSc in Computer Science/ Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering or equivalent degree in above. <b>Preferred:</b> Block chain certification	<b>Mandatory:</b> 5 years experience in mobile banking in Banking sector preferably at large bank out of which Minimum 12 months experience in Mobile Business app
9	AVP 1 : Product - Mobile Business Application	1	Min.: 31 Max.: 41	<b>Mandatory:</b> BE / BTech (Computer Science / Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering OR MCA/PGDCA OR M.E./ MTech / MSc in Computer Science/ Information Technology / Information Security /Cybersecurity /Electronics /Electronics & Communications / Software Engineering or equivalent degree in above disciplines. <b>Preferred:</b> Block chain certification	<b>Mandatory:</b> 10 years experience in mobile banking in Banking sector preferably at large bank out of which Minimum 12 months experience in Mobile Business app.
10	Deputy Manager : Sales - Digital Lending	10	Min.: 26 Max.: 36	<b>Mandatory:</b> Post-Graduation in Marketing <b>Preferred:</b> Digital lending related certifications accredited by a recognized institute	<b>Mandatory:</b> Minimum 5 years' experience in sales in Banking or other financial institutions out of which minimum 2 years' experience in digital lending space/digital adoption, sales and increasing digital lending portfolio.

**Department : MSME (Vacancies - 300)**

11	Assistant Manager : MSME -Sales	300	Min. 22 Max. 32	<b>Mandatory:</b> Bachelor's degree (any discipline) <b>Preferred:</b> Post-Graduation Degree / MBA / PGDM <b>Certifications:</b> Certification in MSME Finance or Credit-related programs (e.g. IIBF, NISM, etc.)	<b>Mandatory:</b> Minimum 2 (two) years of experience in Asset Sales —preferably MSME loan products—within banks or NBFCs, or financial institutions operating in India
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**Department : Risk Management (Vacancies - 10)**

12	Deputy Manager: Third Party - Vendor Risk Management Specialist (Outsourcing Risk)	2	Min.: 23 Max.: 35	<b>Mandatory :</b> Bachelor's Degree in IT/ Computer Science/ Information System/ Cyber Security Risk/ Finance/ Risk Management/ Business Administration <b>Preferred :</b> Master's Degree/Post Graduation in Business Administration (MBA), Risk Management or related fields or CFA/FRM/PRM <b>Certifications:</b> 1. Certified Information Systems Security Professional (CISSP) 2. Certified Third Party Risk Professional (CTPRP) 3. Certified Information Security Manager (CISM) 4. Certified in Risk and Information Systems Control (CRISC)	<b>Mandatory:</b> Minimum 3 years of experience in Risk Management Department or working in Vendor Risk Assessment within the banking or financial service industry.
13	AVP1: Third Party - Vendor Risk Management Specialist (Outsourcing Risk)	2	Min.: 27 Max.: 40	<b>Mandatory :</b> Master's Degree in IT/ Computer Science/ Information System/ Cyber Security Risk/ Finance/ Risk Management/ Business Administration <b>Preferred :</b> CFA/FRM/PRM <b>Certifications:</b> 1. Certified Information Systems Security Professional (CISSP) 2. Certified Third Party Risk Professional (CTPRP) 3. Certified Information Security Manager (CISM) 4. Certified in Risk and Information Systems Control (CRISC)	<b>Mandatory:</b> Minimum 5 years of experience in Risk Management Department or working in Vendor Risk Assessment within the banking or financial service industry.
14	Deputy Manager: Group Risk Management	2	Min.: 23 Max.: 35	<b>Mandatory :</b> Graduation as full-time course in any discipline. <b>Preferred :</b> Degree/ Diploma in analytical field. CA/CFA (CFA institute -USA) FRM (GARP) PRM (PRMIA)	<b>Mandatory:</b> Minimum of 3 years in risk management within the banking or financial services industry. <b>Preferred:</b> Proven expertise in credit risk, market risk, operational risk, and regulatory compliance.
15	AVP1 : Group Risk Management	1	Min.: 27 Max.: 40	<b>Mandatory:</b> Full time MBA/PGDM or its equivalent as full-time course or Chartered Accountant (CA) <b>Preferred:</b> CFA (CFA institute-USA) FRM (GARP) PRM (PRMIA)	<b>Mandatory:</b> Minimum of 5 years in risk management within the banking or financial services industry. <b>Preferred:</b> Proven expertise in credit risk, market risk, operational risk, and regulatory compliance. Experience in Group Risk.
16	Deputy Manager: Cyber Security Risk	1	Min.: 23 Max.: 35	<b>Mandatory :</b> Bachelor Degree in Cyber Security/ Risk/ IT/ Computer Science/ Information System/ Engineering (Electrical or Software) <b>Preferred :</b> Master's Degree in Cyber Security, Information Security, or Business Administration (MBA) with a focus on Information Security Risk Management. <b>Certification :</b> 1. Certified Information Systems Security Professional (CISSP) 2. Certified Information Security Manager (CISM) 3. Certified in Risk and Information Systems Control (CRISC)	Experience of minimum 3 years in IT, Information Security or Risk Management
17	AVP1: Cyber Security Risk	2	Min.: 25 Max.: 37	<b>Mandatory :</b> Bachelor Degree in Cyber Security /Risk/ IT/ Computer Science/ Information System/ Software Engineering <b>Preferred :</b> Master's Degree in Cyber Security, Information Security, or Business Administration (MBA) with a focus on Information Security Risk Management.	Experience of minimum 5 years in IT, Information Security or Risk Management

				<b>Certification :</b> 1. Certified Information Systems Security Professional (CISSP) 2. Certified Information Security Manager (CISM) 3. Certified in Risk and Information Systems Control (CRISC)	
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\* Bank may modify the number of vacancies depending on its requirement

# The educational qualifications must be from the college/university recognized by the Government of India/AICTE

## 2. Roles & Responsibilities:

The detailed roles and responsibilities are appended herewith as Annexure-I. However, Bank reserves the right to modify and/or include any of the KRA(s) for any of the positions from time to time.

## 3. Reservation in Posts:

S.N.	Department	Position	Vacancy	SC	ST	OBC	EWS	UR	Total	Out of which			
										OC	VI	HI	ID
1	Digital	Deputy Manager : Product - Mass Transit System	1	--	--	--	--	1	1	--	--	--	--
2		AVP 1: Product - Mass Transit System	1	--	--	--	--	1	1	--	--	--	--
3		Deputy Manager : Product - Account Aggregator	2	--	--	--	--	2	2	--	--	--	--
4		Deputy Manager : Product - ONDC (Open Network for Digital Commerce)	1	--	--	--	--	1	1	--	--	--	--
5		Deputy Manager : Digital Product -PFM	1	--	--	--	--	1	1	--	--	--	--
6		Deputy Manager : Digital Product - CBDC	1	--	--	--	--	1	1	--	--	--	--
7		AVP 1 : Digital Product - CBDC	1	--	--	--	--	1	1	--	--	--	--
8		Deputy Manager : Product - Mobile Business Application	1	--	--	--	--	1	1	--	--	--	--
9		AVP 1 : Product - Mobile Business Application	1	--	--	--	--	1	1	--	--	--	--
10		Deputy Manager : Sales – Digital Lending	10	1	--	2	1	6	10	--	--	--	--
11	MSME	Assistant Manager : MSME- Sales	300	45	22	81	30	122	300	--	--	--	--
12	Risk Management	Deputy Manager : Third Party - Vendor Risk Management Specialist (Outsourcing Risk)	2	--	--	--	--	2	2	--	--	--	--
13		AVP 1 : Third Party - Vendor Risk Management Specialist (Outsourcing Risk)	2	--	--	--	--	2	2	--	--	--	--
14		Deputy Manager : Group Risk Management	2	--	--	--	--	2	2	--	--	--	--
15		AVP 1 : Group Risk Management	1	--	--	--	--	1	1	--	--	--	--
16		Deputy Manager : Cyber Security Risk	1	--	--	--	--	1	1	--	--	--	--
17		AVP 1 : Cyber Security Risk	2	--	--	--	--	2	2	--	--	--	--

A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration (s) will stand forfeited.

**Abbreviations stand for:** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Sections, UR- Unreserved, PWD - Persons with Disability, OH-Orthopedically Handicapped, HI - Hearing Impaired, VI- Visually Impaired, ID- Intellectually Disabled.

### NOTE:

- Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
- Candidates belonging to OBC category but coming in the 'creamy layer' and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI/ID) as applicable.
- Benefit of reservation under EWS category is permissible only upon production of an 'Income and Asset Certificate' issued by a Competent Authority in the format prescribed.
- Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC/EWS/PWD category, while submitting their application/s.
- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Reservation for PWD is horizontal and within the overall vacancies for the post.
- Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and/or at any subsequent stage of the recruitment process as and when required by Bank.
- There is no reservation for Ex-Servicemen in Officers' Cadre.
- Maximum age indicated is for General category candidates as on the cut-off date. Relaxation in upper age limit will be available as detailed below.

### 3.1 Relaxation in Upper Age Limit: (Wherever Applicable)

S.N.	Category	Age Relaxation (years)
1	Scheduled Caste	5
2	Scheduled Tribe	5
3	Other Backward Classes (Non-Creamy Layer)	3
4	Persons with Disability	Gen/EWS - 10, OBC - 13, SC/ST - 15
5	Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	Gen/EWS - 5, OBC - 8, SC/ST - 10
6	Persons affected by 1984 riots	5

The aforesaid Relaxation of Upper Age is applicable as per the Reservation Points available for the positions as mentioned above.

### 4. Remuneration & Location of Posting:

**Remuneration:** Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark.

**Location of Posting:** The place of posting will be depending upon the Bank's requirement from time to time. Selected Candidates shall be placed at any of its Offices/Branches in India.

### 5. Nature of Employment:

- Your engagement under the contract as an Officer on Contractual Basis (OCB) is for a period of -05- years effective from date of your joining in the Bank which can be subsequently renewed/extended, subject to your satisfactory performance and at the discretion of the Bank, for an additional maximum period of 5 years. In any case, the total period of contract shall not exceed 10 years.
- Your engagement will automatically end on the expiry date of the contract unless renewed/ extended for a further period. However, the engagement is valid till maximum age of 60 years or end of the Fixed Term whichever is earlier.

### 6. Application fees:

- Rs.850/- (Inclusive of GST) + Payment Gateway Charges for General, EWS & OBC candidates
- Rs.175/- (Inclusive of GST) + Payment Gateway Charges for SC, ST, PWD, ESM (Ex-Servicemen) & Women

The candidate is required to pay the non-refundable application fee/Intimation charges irrespective of whether online test is conducted or not and even if the candidate is shortlisted or not for the interview.

### 7. Credit History:

The candidate applying for the above positions shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 680 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time. Candidates with record of default in repayment of loans/credit card dues and/or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment. The Bank reserves the right to disqualify candidates with an unsatisfactory credit profile.

### 8. Eligibility Criteria

Candidates, intending to apply for the said post should ensure that they fulfill the minimum eligibility criteria specified:

**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 at the time of interview and/or any subsequent stage of the recruitment process as required by the Bank. Please note that 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 the said post/ appearing for and being shortlisted in the Online examination and/or in the subsequent GD/interview and/or subsequent processes does 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 applied will be entertained.**

#### Note:

- All the educational qualifications mentioned should be from a recognized University/ Institute/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies. **Proper document from Board/ University / Regulatory Body has to be submitted at the time of application / interview / as and when called for by the Bank.** The date of passing the examination which is reckoned for eligibility will be the date of passing, appearing on the mark-sheet/ provisional certificate, issued by the University/Institute.

In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then a certificate **in original** issued by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and for further process.

- Candidates should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicate the same in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

- c. **Calculation of Percentage:** The percentage of marks, unless mentioned by the University/ Board, shall be arrived at, by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any, multiplied by 100. This will be applicable for those Universities also where class/ grade is decided on the basis of Honours marks only.

The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

#### 9. **Nationality / Citizenship: (as on 01.07.2025)**

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 examination/ 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.

#### 10. **SELECTION PROCEDURE:**

- Selection will be based on short listing and subsequent round of Personal Interview (PI) and/or any other selection method.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call candidates in a particular ratio, at its sole discretion, as per the Bank's requirement.
- Adequate number of candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection i.e. Personal Interview and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- Bank reserves the right to consider the candidature of the candidate to any other position and/or location mentioned in this advertisement other than for which he/she has applied for, subject to the condition that the candidate fulfil the eligibility criteria prescribed for the position for which the candidate is considered for. Bank reserves the right to combine two or more similar position/s as one position, if necessitated.

#### 10.1 **Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and **should not suppress any material information while submitting online application.** At the time of interview or during any other selection procedure, if a candidate is (or has been) found guilty of:

- Using unfair means or
- Impersonating or procuring impersonation by any person or
- Misbehaving in the interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- Resorting to any irregular or improper means in connection with his/ her candidature or
- Obtaining support for his/ her candidature by unfair means, or
- Carrying mobile phones or similar electronic devices of communication in the interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - To be disqualified from the examination for which he/ she is a candidate
  - To be debarred either permanently or for a specified period from any examination conducted by Bank
  - For termination of service, if he/ she has already joined the Bank.

#### 10.2 **Identity Verification**

##### **Documents to be produced:**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing the same name as it appears on the call letter**) such as PAN Card/Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview. Ration Card will not be accepted as valid id proof for this project.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original, mentioning the changed name.

#### 10.3 **List of Documents to be produced at various stages of the selection process (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 interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview or as and when called by thr Bank will debar his candidature from further participation in the recruitment process.**

- i. Printout of the valid GD/ Interview Call Letter
- ii. Valid system generated printout of the online application form
- iii. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Certificate with DOB)
- iv. Photo Identify Proof as indicated above.
- v. Individual Semester/Year wise Mark sheets & certificates for educational qualifications including the final degree/diploma certificate. Proper document from Board/ University for having declared the result has to be submitted.
- vi. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC/ ST/OBC/EWS category candidates. (as enclosed in the Annexures)
- vii. 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 interview if called for (issued within one year as on the date of advertisement).
- viii. **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
- ix. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.
- x. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
- xi. Person eligible for age relaxation under para 3.1.6 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.
- xii. Candidates serving in Government / Quasi Govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- xiii. Persons falling in categories (ii), (iii), (iv) and (v) of Point 9 should produce a certificate of eligibility issued by the Govt. of India.
- xiv. Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
- xv. Any other relevant documents in support of eligibility.

**No documents should be directly sent to the Bank by candidates before or after the interview.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC / EWS/ PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):**

**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 Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

**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, PWD categories have to submit certificates in support of it at the time of interview.

**11. HOW TO APPLY:**

- i. **Candidates are required to apply Online through website [www.bankofbaroda.in](http://www.bankofbaroda.in) under Career section/web page → Current Opportunities No other means/ mode of application will be accepted.**
- ii. **Candidates are required to have a valid personal email ID and Contact Number.** It should be kept active till completion of this recruitment project. Bank may send call letters for Personal interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

**a) GUIDELINES FOR FILLING ONLINE APPLICATION:**

- i. Candidates should visit Bank's website [www.bankofbaroda.in/career.htm](http://www.bankofbaroda.in/career.htm) and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking / UPI etc.
- ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure II regarding scanning of photograph & signature and upload of documents.
- iii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same, if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.
- iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found, may disqualify the candidature.
- v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof, Graduation Certificate, Other Certifications, Experience Letter (any document which substantiates relevant experience), Document showing Break up of CTC, Latest Salary Slip (e.g. May 2025/ Jun 2025 / Jul 2025), etc. at the time of submitting the online application form.
- vii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- viii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.
- ix. Candidate's signature and photograph must be clear and visible.

**b) PAYMENT OF FEES:**

- i. Application fees and Intimation Charges (Non-refundable) of Rs. 850/-for General /EWS and OBC candidates (plus applicable GST & transaction charges) and Rs.175/- (Intimation charges only) for SC/ ST/PWD/EXM /Women candidates (plus applicable GST & transaction charges) will be applicable. Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.
- ii. Fee payment will have to be made online through payment gateway available thereat.
- iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- iv. The payment can be made by using Debit Card / Credit Card / Internet Banking / UPI etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
- vi. If the online transaction is not successfully completed, please register again and make payment online.
- vii. There is also a provision to reprint the application form containing fee details, at later stage.

**c) GENERAL INFORMATION:**

- i) The selected candidate will be required to sign an employment contract.
- ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date and also ensure that the particulars furnished by him/her are correct in all aspects.
- iii) In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- iv) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
- v) 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 without notice.
- vi) Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- vii) **Intimations, wherever required will be notified on Bank's website and/ or sent by email and/ sms only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website [www.bankofbaroda.in](http://www.bankofbaroda.in) from time to time under **Career section/web page --> Current Opportunities** for latest updates.
- viii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
- ix) A candidate should ensure that the signatures appended by him/her in all correspondence with the bank **should be identical, not in capital letters and there should be no variation of any kind.**
- x) The Bank reserves the right to modify the place of posting as per administrative requirements of the Bank from time to time.

**12. ANNOUNCEMENTS:**

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorized Bank's website [www.bankofbaroda.in](http://www.bankofbaroda.in) from time to time under **Career section/web page → Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project.

**Disclaimer:** - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment viz. Eligibility, Conduct of Online exam, Conduct of Interview, Other tests etc. would be final and binding on all candidates.**

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of interview/ any other selection process or increase/decrease the vacancies for any of the positions, as per the requirement of the Bank or to cancel the Recruitment Process entirely at any stage without assigning any reason.

Mumbai  
30.07.2025

Chief General Manager  
(HRM & Marketing)



**ANNEXURE I**
**ROLES AND RESPONSIBILITIES**
**Name of Position - Deputy Manager : Product - Mass Transit System**
**Role Summary:**

- We are looking for a Product Manager to drive the development and implementation of Mass Transit System (MTS) acquiring solutions. The role involves market analysis, coordination with vendors and internal teams, and ensuring compliance with industry standards.

**Key Responsibilities:**

- Analyze transit payment trends and identify opportunities for bank-led MTS solutions.
- Manage end-to-end implementation of MTS acquiring systems including documentation and system design.
- Handle RFPs and internal approval processes in line with bank procurement guidelines.
- Collaborate with internal stakeholders and external vendors to resolve technical issues.
- Ensure compliance with regulatory guidelines (NPCI, RBI) and bank policies.
- Oversee MTS operations post-implementation, ensuring smooth functioning and system uptime.
- Any other work assigned from time to time.

**Name of Position - AVP 1: Product - Mass Transit System**
**Role & Responsibilities**

- Analyze the MTS ecosystem and propose bankable transit acquiring solutions aligned with digital payment strategies.
- Develop and manage product documentation including technical architecture, flow diagrams, and configuration details.
- Lead internal approval processes, prepare RFPs, and coordinate with procurement and legal teams.
- Collaborate with internal stakeholders, technology teams, and external vendors to resolve implementation and integration issues.
- Ensure full compliance with NPCI, RBI, and bank policies related to payments and acquiring systems.
- Oversee end-to-end implementation and post-launch operations of transit acquiring systems, ensuring performance, uptime, and SLAs.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager : Product - Account Aggregator**
**Role & Responsibilities**

- Prime responsibilities include increasing bank wide usage of Account Aggregators in Bank.
- To be abreast with latest developments and market information in the field of Account Aggregators.
- Lead the assigned Project across various initiatives and manage the project end to end across various stages like requirement gathering, documentation, Preparing BRD/FSD, Gap Analysis, Impact Analysis, Preparation /review of test cases, UAT, implementation, milestone tracking and managing stakeholders, Demo to Business units, Production Support & Maintenance.
- Establish and enforce data governance standards and ensuring data accuracy, consistency and compliance with relevant regulations. Lead the implementation of advanced analytic techniques to uncover valuable insights from complex data sets Define and monitor KPIs related to transformation initiatives, regularly reporting progress and outcomes to the executive team
- Any other work assigned from time to time.

**Name of Position - Deputy Manager : Product - ONDC (Open Network for Digital Commerce)**
**Role & Responsibilities**

- Develop and execute strategies to boost ONDC adoption—merchant onboarding, consumer engagement, and operational efficiency.
- Understand product/enhancement needs; create clear BRDs ensuring risk controls and secure internal approvals.
- Derive insights from customer behavior and market analysis to prioritize features and drive product iterations.
- Support business and partner onboarding with smooth integration and compliance alignment.
- Monitor platform performance, ensure uptime, and resolve operational or technical issues.
- Collaborate with internal teams and external stakeholders to refine products/processes based on market feedback.
- Optimize ONDC-related operations for scalability and future growth.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager : Digital Product -PFM**
**Role & Responsibilities**

- Develop and execute PFM strategies aligned with user needs and business goals.
- Create BRDs, manage approvals, and work with product teams through implementation and UAT.
- Conduct market research to identify user needs and enhance features (expense tracking, goal setting).
- Monitor platform performance, resolve issues, and ensure uptime.
- Collaborate with internal teams and external partners for seamless product delivery and scalability.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager : Digital Product - CBDC**
**Role & Responsibilities**

- Manage the product lifecycle for CBDC initiatives, balancing short-term goals with long-term vision.
- Create and maintain a prioritized product roadmap.
- Work closely with regulatory bodies like RBI and NPCI to ensure compliance and alignment for CBDC products.

- Collaborate with technical and business teams to ensure successful product development and implementation.
- Utilize strong analytical skills to drive product decisions and improvements.
- Any other work assigned from time to time.

**Name of Position - AVP 1 : Digital Product - CBDC**

**Role & Responsibilities**

- Lead the development of CBDC products, managing the product lifecycle from inception to launch.
- Create and maintain a prioritized product roadmap, balancing short-term objectives with long-term goals.
- Collaborate with RBI, NPCI, and other regulatory bodies to ensure compliance and alignment for CBDC initiatives.
- Work cross-functionally with technical and business teams to drive product development and implementation.
- Use strong analytical skills to evaluate and refine product features and improve outcomes.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager : Product - Mobile Business Application**

**Role & Responsibilities**

- Define the vision, strategy, and roadmap for the bank's mobile app, aligning with digital banking goals.
- Prioritize features and improvements based on customer needs, market trends, and business objectives.
- Collaborate with cross-functional teams (developers, tech, business) to implement new features and services.
- Ensure compliance with relevant regulatory requirements (e.g., RBI, NPCI).
- Use data analytics to monitor app performance and identify areas for optimization.
- Stay updated on industry trends, competitor products, and emerging mobile banking technologies.
- Any other work assigned from time to time.

**Name of Position - AVP 1 : Product - Mobile Business Application**

**Role & Responsibilities**

- Define the vision, strategy, and roadmap for the mobile app, aligning with the bank's digital objectives.
- Prioritize app features and improvements based on customer needs, business goals, and market trends.
- Ensure the app delivers a seamless, intuitive user experience, meeting customer expectations.
- Collaborate with cross-functional teams (tech, development, business) to implement new features and updates.
- Ensure compliance with regulatory requirements (RBI, NPCI, etc.).
- Use data analytics to monitor app performance and continuously optimize user experience.
- Stay informed on industry trends, emerging technologies, and competitor products in mobile banking.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager : Sales - Digital Lending**

**Role & Responsibilities**

- Develop and implement sales strategies for digital loan products, aligning with the bank's growth objectives.
- Utilize digital tools to optimize loan origination and customer acquisition processes.
- Increase brand visibility and market awareness of digital lending products.
- Cross-sell other digital non-asset products to customers.
- Collaborate closely with the Customer Experience team to enhance service delivery and satisfaction.
- Any other work assigned from time to time.

**Name of Position - Assistant Manager : MSME - Sales**

**Role & Responsibilities**

- Prospect and acquire new MSME clients for business loans and related banking products.
- Generate leads through field visits, client outreach events, industry associations, and branch referrals.
- Assist in loan origination and onboarding of new customers
- Cross Selling of Ancillary Business to Existing as well as New MSME Customers.
- Serve as an interim Relationship Manager for new accounts and strengthen existing client relationships
- Submit periodic MIS reports, monitor achievement of monthly / quarterly targets, and track NTB performance
- Provide market intelligence and feedback for product enhancement based on field insights
- Seek referrals from vendors and network associates, and perform additional duties as assigned.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager: Third Party - Vendor Risk Management Specialist (Outsourcing Risk)**

**Role & Responsibilities**

- The Third-Party Risk Manager will be responsible for overseeing and managing risks associated with third-party vendors, suppliers, and partners engaged by the bank. This critical role ensures compliance with RBI's Outsourcing and Third-Party Risk Management guidelines, mitigates operational, financial, and cybersecurity risks, and safeguards the bank's reputation. The incumbent will work closely with internal stakeholders and external vendors to establish a robust risk management framework, conduct due diligence, and monitor ongoing compliance.

- Policy & Framework: Development and review of the Bank's Outsourcing/Third Party/Vendor Risk Management Framework and the Risk Assessment Templates
- Implementation of the framework in coordination with Internal and External Stakeholders
- Risk Assessment: Identify, assess, and prioritize risks related to third-party vendors.
- Vendor Due Diligence: Conduct due diligence on vendors, assessing stability, cybersecurity, and compliance.
- Risk Monitoring & Reporting: Monitor vendor performance, track risks, and prepare reports for management.
- Compliance: Ensure adherence to outsourcing regulations and stay updated on changes.
- Vendor Management: Collaborate with internal teams, conduct performance reviews, and negotiate contracts.
- Training & Awareness: Educate internal teams on third-party risk management best practices.
- Any other work assigned from time to time.

**Name of Position - AVP1: Third Party - Vendor Risk Management Specialist (Outsourcing Risk)**

**Role & Responsibilities**

- The Third-Party Risk Manager will be responsible for overseeing and managing risks associated with third-party vendors, suppliers, and partners engaged by the bank. This critical role ensures compliance with RBI's Outsourcing and Third-Party Risk Management guidelines, mitigates operational, financial, and cybersecurity risks, and safeguards the bank's reputation. The incumbent will work closely with internal stakeholders and external vendors to establish a robust risk management framework, conduct due diligence, and monitor ongoing compliance.
- Policy & Framework: Development and review of the Bank's Outsourcing/Third Party/Vendor Risk Management Framework and the Risk Assessment Templates
- Implementation of the framework in coordination with Internal and External Stakeholders
- Risk Assessment: Identify and prioritize risks from third-party vendors.
- Due Diligence: Conduct vendor evaluations for financial stability, cybersecurity, and compliance.
- Risk Monitoring: Track vendor performance, prepare risk reports, and escalate issues.
- Policy Development: Create and maintain third-party risk management policies and frameworks.
- Regulatory Compliance: Ensure adherence to regulatory requirements and support audits.
- Vendor Management: Collaborate with internal teams, perform vendor reviews, and implement corrective actions.
- Training & Awareness: Conduct internal training on third-party risk management best practices.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager: Group Risk Management**

**Role & Responsibilities**

- Establish risk thresholds and early warning systems.
- Recommend and implement risk mitigation measures for high-risk areas.
- Collaborate with business units to address and remediate risk exposures.
- Ensure compliance with regulatory standards (e.g., Basel III, RBI guidelines).
- Prepare detailed risk reports and dashboards for senior management.
- Integrate risk management into decision-making with cross-departmental collaboration.
- Conduct training and awareness programs on risk management practices.
- Any other work assigned from time to time.

**Name of Position - AVP1 : Group Risk Management**

**Role & Responsibilities**

- Identify and assess emerging risks in the banking ecosystem.
- Conduct periodic risk assessments (credit, market, operational, liquidity).
- Develop and update risk management policies, frameworks, and procedures in line with regulatory guidelines (e.g., RBI norms).
- Ensure consistent application of risk policies across the organization.
- Define, monitor, and refine Key Risk Indicators (KRIs) to manage risk exposure.
- Any other work assigned from time to time.

**Name of Position - Deputy Manager: Cyber Security Risk**

**Role & Responsibilities**

- Risk Identification & Assessment: Identify and assess potential security risks and vulnerabilities.
- Risk Mitigation & Control: Development and review of IT Risk & Cyber Security Risk Policy and implement risk mitigation strategies and security controls.
- Compliance & Regulatory Oversight: Ensure compliance with regulatory standards (e.g., GDPR, ISO 27001, NIST).
- Risk Monitoring & Reporting: Monitor security posture, track risks, and report metrics/KPIs to management.
- Incident Response & Crisis Management: Manage incidents, conduct root cause analysis, and ensure business continuity.
- Any other work assigned from time to time.

**Name of Position - AVP1: Cyber Security Risk**

**Role & Responsibilities**

- Security Management: Identify and solve potential security issues, define access privileges, and assess security improvements.
- Risk Mitigation & Control: Development and review of IT Risk & Cyber Security Risk Policy and implement risk mitigation strategies and security controls.
- Monitoring & Testing: Regularly monitor for attacks, conduct vulnerability testing, and update defensive protocols.
- Incident Management: Conduct checks/audits to determine security violations and inefficiencies.
- Reporting & Communication: Prepare reports, communicate system status, and inform stakeholders of performance.
- Employee Training: Lead training programs to prevent phishing and other cyberattacks.
- Third-Party Risk Management: Evaluate, rank, and manage third-party risks and implement control measures.
- Security Tools & Compliance: Administer audit and security tools (e.g., RSA Archer, OneTrust), enhance internal controls, and ensure regulatory compliance.
- Project Management: Independently lead projects, ensuring successful completion and proper communication.
- Any other work assigned from time to time.



## ANNEXURE II

### GUIDELINES FOR UPLOADING THE PHOTOGRAPH, SIGNATURE & OTHER DOCUMENTS

The following documents are required to be uploaded by the candidate:

- Resume (PDF)
- DOB Proof: 10th marksheet/ certificate (PDF)
- Educational Certificates: Relevant Mark-Sheets/Certificate (PDF) (All Educational Certificates should be scanned in a single PDF file)
- Work experience certificates (PDF) if applicable (PDF)
- Caste/ Category Certificate (PDF) if applicable (PDF)
- PWD certificate, if applicable (PDF)

Before applying online, a candidate will be required to have scanned (digital) image of the above documents as per the specifications given below:-

- All Documents must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

### GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE:

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

#### (i) 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)
- Size of the file should be between 20kb - 50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

#### (ii) Signature Imaging :-

- 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 used to put on the Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb - 20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

#### (iii) Guidelines for scanning of photograph, signature & documents :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. 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).
4. 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.
5. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
6. Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint 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 (photograph) & 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.
7. If the file size and format are not as prescribed, an error message will be displayed.
8. 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, SIGNATURE & DOCUMENTS :-

- (i) There will be separate links for uploading Photograph, Signature & Documents.
- (ii) Click on the respective link 'Upload'.
- (iii) Browse and select the location where the scanned photograph, signature or document files has been saved.
- (iv) Select the file by clicking on it & click the 'Upload' button.
- (v) Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
- (vi) Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- (vii) After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

**Your Online Application will not be registered unless you upload your photograph, signature & documents as specified.**

**Note :-**

1. *In case the face in the photograph or signature or documents 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.*

*In case, the photograph or signature or documents is/ are not prominently visible, the candidate may edit his/her application and re-load his/ her photograph or signature or documents, prior to submitting the form.*



## ANNEXURES - FORMS

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS/ HER CLAIM.**

1.This is to certify that Sri / Smt / Kum\* \_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village / town\* \_\_\_\_\_ in  
District / Division\* \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs 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)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.];

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and 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 (Goa, Daman and Diu) Scheduled Tribes 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 (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- \* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- \*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- \*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- \*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / 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 \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place:

[With seal of Office]

Date :

State/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.

\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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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 Sri / Smt. / Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. 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 8-9-1993 \*\*.

Dated : \_\_\_\_\_ District Magistrate

Deputy Commissioner etc.

Seal

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\* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

**FORM-I**

**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)  
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_  
Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above,  
and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(A) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical  
impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is  
issued.

**FORM - II**  
**Disability Certificate**  
**(In case of multiple disabilities)**  
**(Prescribed proforma subject to amendment from time to time)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
 Attested  
 Photograph  
 (Showing face  
 only) of the  
 person with  
 disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Sh  
 \_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_  
 Age \_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident  
 House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Po  
 Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affix  
 above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluate  
 as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in th  
 table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

**FORM - III**
**Disability Certificate**

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability
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Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri  
 \_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_  
 Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of  
 House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
 Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed  
 above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of percentage  
 physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant  
 disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

{Countersignature and seal of the  
CMO/Medical Superintendent/Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal)}

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

FORM OF CERTIFICATE TO BE PRODUCED BY CANDIDATE APPLYING UNDER ECONOMICALLY WEAKER SECTION

Government of .....  
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village, Street \_\_\_\_\_ Post Office \_\_\_\_\_ District in the State / Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross income\* of his/her 'family\*\*' is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph  
of the applicant

\*Note1: Income covered from all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks the 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

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property hold test to determine the EWS status