



देना बैंक

DENA BANK

(A Government of India Enterprise)
Trusted Family Bank

DENA CORPORATE CENTRE, C-10, G-BLOCK, BANDRA KURLA COMPLEX, BANDRA(E), MUMBAI - 400 051

DENA BANK INVITES APPLICATIONS FROM INDIAN CITIZENS FOR APPOINTMENT IN CLERICAL CADRE POST :

Table with 2 columns: No. of Vacancies (1289), Online Registration commences from (10.12.2008), Last date of On-line Registration (02.01.2009), Last date for Receipt of Printout of Registered Application (12.01.2009), Last date for Receipt of Printout of Registered Application from far-flung areas (20.01.2009), Date of Written Examination (08.03.2009)

Pay Scale : Rs. 4410-13210. (Under revision) (Approx. total emoluments at the start of the scale will be Rs. 7000/- (approx.) inclusive of DA, CCA & HRA at Metropolitan Centre)
In addition Medical Aid, Hospitalisation scheme, Leave fare concession, Retirement benefits are admissible as per Bank's rules.

RESERVATION & STATEWISE BREAK - UP IS AS UNDER :

Table with columns: State Code, State/ UT, SC, ST, OBC, GEN, Total, Out of which (OH, HH, VH, EX-SM). Rows list states from Andhra Pradesh to Daman & Diu, with a TOTAL row at the bottom.

The reservation has been worked out as per Govt. Guidelines taking in to account the excess/shortfall representation in SC/ST/OBC and PWD categories.

Abbreviations stand for : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, OH - Orthopaedically Handicapped, VH - Visually Handicapped, HH - Hearing Handicapped, EXSM - Ex-Servicemen.

Note :

- a. Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved /General category provided they fulfill the age and qualification norms of General category.
b. Applications received for posts which are not advertised at all or post not advertised in a particular State will not be entertained.
c. The recruitment would be on State-wise basis. Candidates can apply for vacancies in one State only and have to appear for the examination from a centre of that particular State. As the reservation for OH/HH/VH and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be recruited in the appropriate category to which the candidate belongs.
d. The number of vacancies as also the number of reserved vacancies are provisional and may vary according to requirement of the Bank.

1. RESERVATIONS FOR PERSONS WITH DISABILITIES : (PWD)

Reservation is available to (PWD) Persons under Section 33 of the persons with Disabilities(Equal Opportunities, Protection of Rights and Full Participation) Act 1995. Accordingly, candidates with the following disabilities will be considered for reservation under the category.

Definition :

- I) Locomotor Disability or Cerebral Palsy(OH) : Person who has a minimum of 40% of physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.
II) Visually Handicapped(VH):
i) Blindness refers to a condition where a person suffers from either of the following conditions :
(a) Total absence of sight
(b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses
(c) Limitation of the field of vision subtending an angle of 20 degrees or worse.
ii) Low vision : Persons with low vision means a person with an impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories :
(i) Reduction of fields less than 50 degrees
(ii) Heminaopia with macular involvement
(iii) Attitudinal defect involving lower fields
III) Hearing Handicapped (HH) are those in whom there is a hearing loss of 60 decibels or more in the better ear in the conversational range of frequencies.

2. ELIGIBILITY CRITERIA : NATIONALITY/CITIZENSHIP

A candidate must be either i) a citizen of India or ii) a subject of Nepal or iii) a subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the united Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (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 will be given only after necessary eligibility certificate has been issued to him by the Government of India.

3. EDUCATIONAL QUALIFICATION (As on date of Application)

Table with 2 columns: Minimum Qualification (As on date of Application) and Age (As on 01.01.2009). Minimum Qualification: Pass with 60% marks in 10+2 examination or its equivalent (For SC/ST passclass) Or A degree in any discipline from a recognised University. Knowledge of Regional Language of the particular State/ Union Territory for which vacancies are declared is essential. Computer Proficiency is essential. Age: Minimum : 18 years, Maximum : 28 Years

4. RELAXATION OF UPPER AGE LIMIT

Table with 3 columns: Sr.No., Category, Age Relaxation. Rows list categories like Scheduled Caste/Scheduled Tribes (SC/ST) candidates (5 years), Other Backward Classes (OBC) candidates (3 years), Persons domiciled in Kashmir division of J & K State during 01.01.1980 to 31.12.1989 (5 years), Persons with disabilities(PWD) (10 years), Ex-servicemen in addition to the actual period of service in the Defence forces subject to a maximum age of 50 years (3 years), The children/family members of those who died in the 1984 riots (5 years), For widows, divorced women & women judicially separated from their husbands & who are not remarried (9 years)

NOTE

- i. An Ex-servicemen who has once joined a Govt. job on the civil side after availing of the benefits given to him as ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in government ceases.
ii. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
iii. All eligible persons belonging to the state of Kashmir as stated above, for age relaxation must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction, he/she had ordinarily resided or an authority designated in this regard by the Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during 1st January 1980 to 31st December 1989.

5. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE)

- a) For SC/ST/PWD - Rs. 50/- (Only Postal Charges)
b) For all others (including OBC/Ex-Servicemen) - Rs. 250/-

NOTE

- A) Requisite application fee must be paid by means of Bankers' Pay Order/ Demand Draft (MICR) issued by a Scheduled Commercial Bank payable at MUMBAI in favour of "DENA BANK - RECRUITMENT PROJECT FOR CLERKS - 2009".
B) Bank Pay Order / Demand Draft must be purchased on or after the date of advertisement i.e.10.12.2008 but on or before the last date of On line registration i.e. 02.01.2009. Even if the Bank extends the date of On-line registration by one or two days, the valid dates of Demand Draft will not be changed.
C) Candidates must write his/her name and address on the reverse of the Bank Draft/Pay Order
D) Application fee by cash/cheque/money order/postal stamps will not be accepted.

6. SELECTION PROCEDURE :

- a. All eligible candidates should apply on-line and send the application alongwith requisite fees and all required certificates to reach on or before the last date for receipt of Applications. Applications received after the last date will not be considered.
b. Selection will be made on the basis of performance in the Written examination and Interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Test or Interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening / shortlisting with reference to candidate's eligibility.
c. All the eligible candidates who apply with the requisite fees and whose applications are received in time will be called for a written examination which will comprise Objective and Descriptive Papers.

Objective Test :

Table with 5 columns: Sr. no., Name of Test, No. of Questions, Marks, Duration. Rows include Test of Reasoning (50, 60, 100 minutes), Test of Numerical Ability (50, 80, 100 minutes), Test of Clerical Aptitude (50, 60, 100 minutes), Test of English Language (50, 50\*, 100 minutes), Descriptive Test (3 with internal options, 60\*, 60 Minutes for Descriptive), Interview (100, 100 minutes), and a TOTAL row (300 marks).

\* Test of English language and Descriptive paper will be of qualifying nature only and will not be considered for merit listing.

Common Criteria :

- i. Wrong answers given in the objective test will result in Negative Marks.
ii. Minimum qualifying marks in each paper for merit ranking shall be decided on group norms. There will be separate Group norms for SC/ST/OBC and persons with disability (PWD) candidates with relaxed standard.
iii. The candidate must obtain minimum 40% (35% for SC/ST/OBC and PWD candidates) marks in the qualifying papers to be eligible for merit ranking for the purpose of interview.
iv. Candidate shall have to answer the Descriptive Paper either in English or in Hindi or in the Official Language of the State.
v. Descriptive paper to the extent of 7 times (10 times for SC/ST/OBC and PWD candidates) the number of vacancies only will be evaluated based on the Merit Ranking of the Objective test.
vi. Candidates have to pass in each of the Objective and Descriptive test separately.
vii. Those candidates who secure minimum qualifying marks stipulated for written test (Descriptive Test as well as Objective Test) shall be called for interview in order of merit in the ratio of upto 1:4 (1:5 in case of SC/ST/OBC and PWD candidates).
viii. The interview will carry 100 marks. Minimum qualifying marks in the interview will be 40% (35% in case of SC/ST/OBC/ and PWD candidates). Marks obtained in interview will be reckoned for merit ranking.

The detailed information regarding the written examination will be given in the "Prepare Yourself" booklet which will be sent to the candidates along with the call letter for written examination.

7. EXAMINATION CENTRES AND DATE OF EXAMINATION :

The written examination will be held on 08.03.2009 at the following Centres. The examination centres are tentative and may change depending on the response of the applicants.

Table with 3 columns: Name of the State, Centre, Centre Code. Rows list states like Andhra Pradesh (Hyderabad, 11), Karnataka & Goa (Bengaluru, 12), Chhatisgarh & Jharkhand (Raipur, 13), Gujarat, D & NH, Daman & Diu (Ahmedabad, 14), Maharashtra (Mumbai, 15; Nagpur, 16), New Delhi, Haryana, Punjab, Himachal Pradesh, Rajasthan, Chandigarh, J & K (New Delhi, 17)

Name of the State	Centre	Centre Code
Tamilnadu,Kerala	Chennai	18
Uttar Pradesh, Uttaranchal	Lucknow	19
West Bengal, Bihar, Orissa, Assam, Meghalaya, Sikkim	Kolkata	20
Madhya Pradesh	Bhopal	21

The centre will be on the basis of State opted by the candidate. No change in the examination centre will be permitted under any circumstances. The Bank may at its discretion allot a different centre to a candidate, add / cancel a particular centre if the circumstances so warrant.

#### 8. Pre- Examination Training :

Bank may arrange pre- examination training to the candidates belonging to Scheduled Caste / Scheduled Tribe/Religious Minority Community. The details of training will be communicated to the candidates separately. An eligible candidate who wishes to avail Pre-examination training should fill in the relevant column in the Application format. All expenses regarding travelling, boarding, lodging etc. will be borne by the candidate for attending the Pre-examination training programme at the concerned Pre-examination training centre.

#### 9. HOW TO APPLY :

Candidates are required to apply on-line through website www.denabank.com. No other means/mode of application will be accepted. The last date of receipt of system generated printout of the applications is 12.01.2009. Application link on website will be open from 10.12.2008 to 02.01.2009.

The guideline for on-line application is given as under :

The candidates should have a valid email ID.

The candidates should have their Demand Draft (DD) ready before applying on-line, as the DD details are required to be entered in the on-line application. Without the valid DD details, data will not be registered. The DD should not be dated before 10.12.2008 and not after 02.01.2009.

After applying on-line, the registered candidates should obtain a system generated printout of the application. This system generated printout of the application should be signed by the candidate and sent alongwith, application fees, required certificates/testimonials and photograph pasted in the given place at the address given below :

The application should be addressed to

#### DENABANK

Recruitment Project for Clerks - 2009

Post Box No : 7745,

Borivali (West),

MUMBAI - 400 092.

**Only those registered applications, the printout of which is received duly signed along with the DD and photograph pasted alongwith required certificates will be treated as valid. The Bank will not be responsible for any postal delay or loss in transmission/transit. The candidates should retain a photocopy of their DD and Application print out for future reference.**

#### 10. LAST DATE FOR RECEIPT OF APPLICATIONS :

Applications complete in all respects should reach the above address on or before 12.01.2009. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshadweep and Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, the last date of receipt of applications will be 20.01.2009. An application received after the last date will not be entertained.

#### 11. CALL LETTERS :

Call letter for written examination and any other communication in future will be sent to the eligible candidates at the correspondence address given in their application form by ordinary post. Request for sending letters to a different address subsequently will not be entertained. All eligible candidates who do not receive the call letter by 02.03.2009 may contact the Bank at the following address corresponding to the centre opted for between 02.03.2009 to 07.03.2009 indicating his/her name, address, date of birth, details of Bank Demand Draft/Pay Order to enable the Bank to take immediate remedial action.

CENTRE NAME	CONTACT ADDRESS
Mumbai	Asst. General Manager ( HRM) Corporate office : Dena Corporate Centre, Bandra kurla complex, Bandra(E), Mumbai - 400 051 Tel.Nos.022-26545335/5338,26545310/ 26545350/ 26545331/ 26545332/ Fax No.- 022-26545999.
Nagpur	Asst.General Manager, Dena Bank, Regional Office, Cavas Arcade, 2 nd floor, Shalimar, Nashik- 422 001 Tel: 0253-2505933,2594267, 2507371,2596160. Fax: 0253-2597954.
Delhi	Dy.General Manager, Dena Bank, Regional Office, Bank of Baroda building, 4 th floor, Parliament Street, New Delhi-110001. Tel: 011- 23719682/83/84/85 Fax : 011-23719681/82.
Kolkata	Asst.General Manager, Dena Bank, Regional Office, Mangal Kalash, 5th Floor, 2-A, Shakespier Sarani, Kolkata - 700 071. Tel Nos.033-22800355/22810449/22873669/22810527/22873860. Fax No.033-22870493.
Ahmedabad	Dy.General Manager, Dena Bank, Regional Office, Dena Laxmi Bldg., 4th Floor, 188/A, Ashram Road, Navrangpura, Ahmedabad -380 009. Tel. Nos. 079- 26582905 / 26584729 / 26581943/ 26587843. Fax.No.079- 26580864.
Raipur	Asst.General Manager, Dena Bank, Regional Office, Rukmini Bhavan, Near Jairam Complex, Raipur - 492 001. Tel: 0771- 2229563, 2228852. Fax: 0771-2533008.
Hyderabad and Bengaluru	Dy.General Manager, Dena Bank, Regional Office, Sona Towers, 1st floor, 71 Millers Road, Bengaluru - 560 052. Tel.Nos.080- 22287350/22264316 / 22264086 Fax No.080-22250155.
Lucknow	Asst. General Manager, Dena Bank, Regional Office, 28 A, Pravin House, Vidhan Sabha Marg, Lucknow -226 001. Tel No - 0522-2623150/2272866/ 2611615 Fax No-0522-2614814.
Chennai	Asst.General Manager, Dena Bank, Regional Office, Geetanjali Convention Centre, 32, Venkatesan Street, T. Nagar, Chennai - 600 017. Tel: 044 -24330438 / 24311241. Fax : 044-24330448.
Bhopal	Asst. General Manager, Dena Bank, Regional Office, Plot No. 274, M.P.Nagar, Bhopal - 462 016. Tel : 0755 - 2769081/85/86, 2226362. Fax : 0755- 2769084.

#### 12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/testimonials. At the time of written examination/interview, if a candidate is (or has been) found guilty of

- Using unfair means during the test or
- Impersonating or procuring impersonation by any person or
- Misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall or
- Resorting to any other irregular or improper means in connection with his/her candidature for the selection or
- Obtaining the support of his/her candidature by any means; such candidate may, in addition to, rendering himself/herself liable to criminal prosecution will be liable to be :
  - disqualified from the examination/interview for which he/she is the candidate.
  - debarred either permanently or for a specific period from any examination or selection held by the Bank.

**Note :** The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/her candidature.

#### 13. GENERAL CONDITIONS :

- Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- Candidates are required to apply on-line through website www.denabank.com . No other means/mode of applications will be accepted. Application link from website will be open from 10.12.2008 to 02.01.2009.
- Only those registered applications, the printout of which is received duly signed alongwith demand draft/certificates and photograph pasted and other details only would be treated as valid. The Bank will not be responsible for any postal delay or loss in transit.
- Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.
- In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- Candidates serving in Government/Public Sector Undertakings (including Banks) should send their printout of registered application through proper channel and produce "No Objection Certificate" from their employer at the time of interview, in absence of which their candidature will not be considered and no reimbursement of fare in case of SC/ST for interview will be paid to them. Advance copy of the printout of registered application alongwith the original Demand Draft /PO should be sent to the above address, within the last date for receipt of printout of registered application.
- Only candidates willing to serve anywhere in India should apply.
- It is essential that the application is filled on-line strictly in accordance with the prescribed format.
- Candidates should mention the Choice of Center for written Examination.
- Candidates seeking relaxation in Fee/Age must enclose a certified copy of the certificate in support of his / her claim and should not send original certificates or testimonials.
- Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- Any system generated printout of application not accompanied by copies of relevant certificate(s), where necessary, or requisite fee or not registered properly or not signed by the candidate or incomplete in any respect will not be entertained.
- A recent passport size photograph should be firmly pasted on the application printout and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of written test and interview, may lead to disqualification.
- Candidates are not permitted to use Calculators, Cell phones of any kind, Pagers or any other such instruments in the Examination Hall.
- Any request for change of address will not be entertained.
- Bank may at its discretion hold re-examination, wherever necessary, in respect of a centre /venue / specific post of any candidate(s).
- The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorised person /institutions.
- The Bank takes no responsibility to connect any certificate/remittance sent separately by candidates.
- Only those candidates who are blind/low vision or locomotor impaired in both hands and both arms can use own scribe at their cost during the written examination. In all such cases, where a scribe is used the following rules will apply.
  - The candidate will have to arrange his own scribe at his own cost.
  - The scribe should possess less marks than the candidate appearing at the written examination for Clerks and not more than 60% marks in his own academic stream.
  - The scribe can be from any academic stream.
  - The scribe should be one grade lower than the stipulated eligibility criteria
  - Both, the candidate as well as the scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed the material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
  - Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- Only attested true copies of certificates should be sent by the candidate alongwith the application.
- Each application printout must be accompanied by ;
  - Bank Draft/Bank Pay Order favouring "DENA BANK - RECRUITMENT PROJECT FOR CLERKS 2009" payable at MUMBAI.
  - Attested copies of under mentioned certificates
    - Secondary School Certificate/School Leaving Certificate or any other documentary proof of age.
    - Marks sheets (year-wise) showing specifically the subjects studied and certificate(s) in support of educational qualifications viz. SSLC, Graduate Degree, Postgraduate Degree, Professional Research etc.
    - Experience certificate(s) specifying designation/job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
  - A candidate belonging to SC/ST/OBC/PWD must produce an attested copy of certificate issued by Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs the certificates, inter alia must specify that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in civil post and services under Government of India. OBC certificate should not be more than one year old as on the date of application. Once an application is submitted by the candidate under particular category, it cannot be changed subsequently.
  - An ex-serviceman candidate has to enclose a copy of discharge certificate, retirement/pension order and documentary proof of rank (substantive as well as acting) last/currently held. Those who are still in defence services should submit a certificate from the Competent authority that they will be relieved from defence services within four months of the last date of the receipt of the application.
  - The Competent Authority for the issue of the certificate to SC/ST/OBC/ PWD is as under :
    - For SC/ST/OBC candidates
      - District Magistrate/Additional District Magistrate / Collector / Dy. Commissioner / Addl. Dy. Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluka Magistrate/Executive Magistrate/Extra Asst.. Commissioner.
      - Chief Presidency, Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
      - Revenue Officer not below the rank of Tehsildar.
      - Sub Divisional Officer of the area where the candidate and/or his family normally resides.
    - For PWD candidates

Authorised certifying authorities will be Medical Board at the District Level. The Board will consist of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic Surgeon.

      - In case any dispute arises on account of interpretation in version other than English, English version will prevail.
      - The candidates will appear for written examination and interview at the allotted center at their own expense and risks and the Bank will not be responsible for any injury/losses, etc. of any nature.
      - The SC/ST candidates called for interview will be reimbursed ordinary Sleeper Class Railway fare on production of tickets/particulars such as ticket number, date of journey, class, train name and number. The journey fare over 30 Kms only from the place of their residence will be reimbursed.
      - Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
      - Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of the examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
      - Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

**General Manager(HRM)**