RECRUITMENT OF LOCAL BANK OFFICERS ON REGULAR BASIS IN BANK OF BARODA

Join one of India's largest banks for a Challenging Assignment
BOB/HRM/REC/ADVT/2025/05

Online Registration of Application starts from : 04.07.2025	Last date for Submission of Application & Payment of fees: 24.07.2025

IMPORTANT TO NOTE

a)	Applications are invited from eligible Indian Citizens for appointment as Local Bank Officer in Bank of Baroda. The selected candidates shall be posted in the applied State only.
b)	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.
c)	Before applying, candidates should ensure that they fulfill all the eligibility criteria for the post as on the date of eligibility.
d)	Short-listing and interview / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of all details/documents with the original as and when called by the Bank.
e)	Candidates are advised to check Bank's website (Current Opportunities) regularly for details and updates. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's website only.
f)	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.
g)	Post qualification experience below 6 months in any organization & Experience in Clerical cadre would not be considered.

1. Details of Position & Eligibility Criteria as on 01.07.2025:

Position	Grade / Scale	Vacancies#	Age (in years)	Education Qualification*	Post Qualification Experience	Language Proficiency
Local Bank Officer	JMG/S-I	2500	Min.: 21 Max.: 30	**Mandatory:** Graduation in any discipline from a recognized University / Institute {including Integrated Dual Degree (IDD)}. Professional qualifications in Charted Accounted, Cost Accountant, Engineering, or Medical are also eligible.	Minimum 1 year of post-qualification experience as an officer in any Scheduled Commercial Bank or any Regional Rural Bank as listed in Second Schedule of Reserve Bank of India only. Experience in NBFCs, cooperative banks, Payment Banks, Small Finance Banks or fintechs will not be considered.	Candidates must be proficient in the local language of the State they are applying for (reading, writing, and understanding).

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

#Bank may modify the number of vacancies depending on its requirement.

Exclusions:
Employees of Bank of Baroda who have resigned from an officer-grade position or exited from the Bank while serving on contract within the last three years as on the cut-off date are not eligible to apply.
Employees working in Bank of Baroda in officer cadre or employees engaged on contract basis will not be eligible to apply

Prior experience will not be considered for any service seniority.

2. Roles & Responsibilities:

The primary roles and responsibilities are appended herewith as Annexure-I. However, Bank reserves the right to modify and/or include any of the Role/Responsibility/KRA(s) for f the position of Local Bank Officer from time to time.

3. Details of State-wise Vacancies and Reservation in Post (Wherever applicable):

S No	STATE	Vacancies	Local Language of State	SC	ST	OBC	EWS	GEN	TOTAL	Out of Which				
										OC	HI	VI	ID	Total
1	GOA	**15**	Konkani	2	1	4	1	7	15	0	0	0	0	0
2	GUJARAT	**1160**	Gujarati	174	87	313	116	470	1160	12	12	11	11	46
3	JAMMU & KASHMIR	**10**	Urdu, Hindi	1	0	2	1	6	10	0	0	0	0	0
4	KARNATAKA	**450**	Kannada	67	33	121	45	184	450	5	5	4	4	18
5	KERALA	**50**	Malayalam	7	3	13	5	22	50	1	1	0	0	2
6	MAHARASHTRA	**485**	Marathi	72	36	130	48	199	485	5	5	5	4	19
7	ODISHA	**60**	Odiya	9	4	16	6	25	60	1	1	0	0	2

8	PUNJAB	**50**	Punjabi	7	3	13	5	22	50	1	1	0	0	2
9	SIKKIM	**3**	Bengali, Nepali	0	0	0	0	3	3	0	0	0	0	0
10	TAMIL NADU	**60**	Tamil	9	4	16	6	25	60	1	1	0	0	2
11	WEST BENGAL	**50**	Bengali	7	3	13	5	22	50	1	1	0	0	2
12	ARUNACHAL PRADESH	**6**	Assamese, Bengali, Bodo, Manipuri, Garo, Khasi, Mizo, Kokborok	0	0	1	0	5	6	0	0	0	0	0
13	ASSAM	**64**		9	4	17	6	28	64	1	1	0	0	2
14	MANIPUR	**12**		1	0	3	1	7	12	0	0	0	0	0
15	MEGHALAYA	**7**		1	0	1	0	5	7	0	0	0	0	0
16	MIZORAM	**4**		0	0	1	0	3	4	0	0	0	0	0
17	NAGALAND	**8**		1	0	2	0	5	8	0	0	0	0	0
18	TRIPURA	**6**		0	0	1	0	5	6	0	0	0	0	0
GRAND TOTAL		**2500**		**367**	**178**	**667**	**245**	**1043**	**2500**	**28**	**28**	**20**	**19**	**95**

A candidate can apply for one Stateonly 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. Candidature of the applicant will be considered only against the vacancies in the State for which he/ she has applied/ opted. Merit list will be drawn State wise and category wise.

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

NOTE:

i. Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
ii. 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.
iii. 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.
iv. 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.
v. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
vi. Reservation for PWD is horizontal and within the overall vacancies for the post.
vii. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by Bank.
viii. There is no reservation for Ex-Servicemen in Officers' Cadre.
ix. Maximum age indicated is for General category candidates as on 01.07.2025. Relaxation in upper age limit will be available as detailed below.

3.1 Relaxation in Upper Age Limit:

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 as mentioned above

4. Experience (Post Mandatory Educational Qualification) as on 01.07.2025:

Minimum 1 year experience (**Post Mandatory Educational Qualification Experience**) as an officer in any Scheduled Commercial Bank or any Regional Rural Bank as listed in Second Schedule of Reserve Bank of India. Experience in NBFCs, cooperative banks, Payment Banks, Small Finance Banks or fintechs will not be considered. Candidates shall have to submit job profile certified by their existing/ previous employer(s) with whom they are/were employed. In case their job profile does not match substantially or is different than the job profile of a Scale-I officer of Bank of Baroda then the application of such candidates will be summarily rejected at any stage of the recruitment process. Decision of the Bank in this regard would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

5. 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.

6. Location of Posting:

The selected candidates will be posted within the State for which they apply for the first 12 years of their service or upto their promotion to SMGS-IV Grade, whichever is earlier. Thereafter,they are liable to be posted by the Bank at its absolute discretion to any of the Branches/ Offices of the Bank or to any place in India.

7. Scale of Pay (as amended from time to time):

JMG/S – I	48480	2000 7	62480	2340 2	67160	2680 7	85920

One advance increment shall be granted to the selected candidates for work experience of one (-1-) year or more as an Officer in a Scheduled Commercial Bank or any Regional Rural Bank as listed in Second Schedule of Reserve Bank of India. However, prior experience will not be considered for any service seniority.

8. 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.

9. Probation Period:

The selected candidate will be on probation **for a period of 12 months** (-1- year) of active service from the date of his/ her joining the Bank.

10. Service Bond

Selected candidates will be required to mandatorily execute a Service Bond as under:

"Serve for a minimum period of -3- (Three) years in the Bank after joining the services or to pay the Bank an amount of Rs 5 Lacs (Rs. Five Lacs only) plus applicable taxes as per Government rules in case he/she leaves the Bank before completion of 3 years of active service"

11. 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 no change of category will be permitted at any stage after registration of the online application and 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/ 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:

a. 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.

b. 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%.

12. 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.

13. Selection Procedure

- The selection process comprise of online test, psychometric test or any other test deemed suitable for further selection process **followed by Group Discussion and/or Interview of candidates, qualifying in the online test.**
- However, if the number of eligible applications received is large/less, then Bank reserves the right to change the shortlisting criteria/interview process. Bank may, at its discretion, consider conducting of Multiple Choice/Descriptive/ Psychometric Test / Group Discussion/Interviews or any other selection/shortlisting methodologies for the above position.
- Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short-listing with reference to the candidate's qualification, suitability, experience etc.

13.1 Online Test:

The tentative structure of the online examination will be as follows:

Section	Name of the Tests	No. of Questions	Maximum Marks	Duration	Version
1	English Language	30	30	30 Minutes	English
2	Banking Knowledge	30	30	30 Minutes	Bilingual
3	General / Economic Awareness	30	30	30 Minutes	Bilingual
4	Reasoning Ability & Quantitative Aptitude	30	30	30 Minutes	Bilingual
	Total	**120**	**120**	**120 Minutes**	

- The above Sections / Tests except the Test of English Language will be available bilingually, i.e. English and Hindi. There will be separate timing for every section

- **The minimum qualifying marks/percentage of marks in each of the section would be 40% for General & EWS Category and 35% for Reserved Categories**. However, the Bank reserves the right to change the minimum/ waive off qualifying criteria at its sole discretion.
- Cumulative marks of Section 1,2,3 and 4 shall be reckoned for drawing the merit list shortlisting the candidates for participation in further selection process and drawing the rank list. There will be penalty for wrong answers in all sections. For each question for which a wrong answer has been given by the candidate, 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

As part of the selection process, candidates will be required to undergo a psychometric assessment. This evaluation is designed to determine the candidate's alignment with the Core Values of Bank of Baroda and to assess their aptitude for sales-related roles. Preference will be given to candidates who demonstrate a strong alignment with the Bank's core values and exhibit a natural flair for sales. Bank reserves the right to modify the structure of the examination including addition / substitution by the way of descriptive test/case study which will be intimated through its website.

The date of online test shall be advised separately. Other detailed information, if any, regarding the examination will be given in an information hand out, which will be made available for the candidates to download along with the call letters from the Bank's official website.

13.2 Guidelines for Persons With Benchmark Disabilities/Specific Disability using the services of a Scribe

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013- Welfare dated 26.04.2013, Office Memorandum F.No. 34-02/2015- DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and F. No. 29-6/2019-DD-III dated 10.08.2022. In all such cases where a scribe is used, the following rules will apply:

- For candidates availing scribe in accordance with OM – F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I. Such candidates shall also, upload their certificate while filling the application form.
- The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination.
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- **The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.**
- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**
- During the examination, at any stage, if it is found that scribe is independently answering / solving the questions himself, the examination session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

13.3 Guidelines for candidates with loco motor disability and cerebral palsy

Compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

13.4 Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

13.5 Examination Centres for Online Test/ GD/ Interview or any other method of selection

i. On-line test will be held at the following centres, which shall depend on the number of applications received, administrative feasibility or specific requirements of the bank:
ii. **The list of Center for Online Examination is enclosed in Annexure III.**
iii. The examination may be held at the following centres and the address of the venue will be advised in the call letters. Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
iv. Centres for GD/ Interviews will be decided at a later date keeping in view the administrative feasibility.
v. No request for change of Centre for Examination / Interview will be entertained.
vi. Candidate will appear for the examination/interview at the respective centres at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
vii. Any unruly behavior/misbehavior in the examination hall/Interview Centre may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by the Bank.

13.6 Biometric Data – Capturing and Verification :

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) /IRIS Scan and the photograph of the candidates on the day of the Online Examination.

Please note: The biometric data / IRIS scan and photograph will be captured / verified on the following occasions –

- Before the start of the online examination it will be captured
- At the end of online examination before leaving the exam hall / lab
- At the time selection process viz. Group Discussion / Interview etc.
- At the time of joining the Bank for selected candidates
- At any other time/occasion as decided by the Bank

Decision of the Biometric data / IRIS scan data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of biometric / IRIS Scan data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process:

- If fingers are coated (stamped ink/mehndi/coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

13.7 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 examination, GD, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i. Using unfair means or
ii. Impersonating or procuring impersonation by any person or
iii. Misbehaving in the examination/ 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
iv. Resorting to any irregular or improper means in connection with his/ her candidature or
v. Obtaining support for his/ her candidature by unfair means, or
vi. Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, then such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
    a. To be disqualified from the examination for which he/ she is a candidate
    b. To be debarred either permanently or for a specified period from any examination conducted by Bank
    c. For termination of service, if he/ she has already joined the Bank.

Important*: *The test conducting agency, would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by test conducting agency in this regard, it is inferred/

concluded that the responses have been shared and scores obtained are not genuine/ valid, in such cases Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

13.8 Use of Mobile Phones, Pagers, Calculator or Any Such Devices:

i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
ii. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
iii. Candidates are not permitted to use or have in possession calculators in examination premises.

13.9 Language Proficiency Test (LPT):

- The candidate must have Proficiency (reading, writing and speaking) in the Local Language of the State applied for. Candidates shortlisted in the Online Examination will be required to qualify Language Proficiency test, failing which they will not be allowed to appear for Personal Interview and thus their candidature will not be considered for further selection process.
- However, candidates who produce 10th or 12th standard marksheet/certificate evidencing having studied the specified local language of the applied State as one of the subjects will not be required to undergo the language proficiency test.

13.10 Group Discussion (GD)/Personal Interview (PI)/ or any other test/assessment as part of selection process:

i. The Bank reserves its right to call for the GD/ PI, candidates in a ratio, at its sole discretion. Wherever online test is conducted, candidates shall be called for GD and/or PI on the basis of their performance in the online test.
ii. Candidates are required to obtain a **minimum score in each test /section** and also **a minimum total score in the online test** to be shortlisted for Group Discussion &/or Interview. Candidates will be shortlisted for GD &/or PI based on the number of vacancies, the cut-off criteria, and the total marks obtained in the online examination, as determined by the Bank Prior to the completion of the interview/selection process, scores obtained in the online examination will not be shared with the candidates shortlisted for interview.
iii. 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.
iv. GD/ &/or PI shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, Sales aptitude suitability for the post etc.
v. **The minimum qualifying marks/percentage of marks for GD/PI would be 60% for General Category and 55% for Reserved Category**. However, the Bank reserves the right to change the minimum qualifying criteria at its sole discretion.
vi. Candidates not clearing the GD/PI will not be considered for final selection. The combined final scores of candidates shall be arrived at on the basis of scores obtained by the candidates in Online test and/or PI and/or GD (as the case may be) and /or any other method of selection adapted in the said selection process.
vii. GD &/or PI score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.
viii. A candidate should qualify in all the processes of selection, i.e. Online Examination and/or GD and/or PI (as the case may be) and sufficiently high in the merit to be shortlisted for subsequent selection process.
ix. Subject to the vacancies available under the respective category, only those candidates who pass the online test/GD/ PI will be shortlisted for further selection

While appearing for GD/PI, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ connect any certificate/remittance/ document sent separately.

13.11 Call Letters for Online Test/ GD/ Interview/Any Other Selection Process

i. The Centre, venue address, post applied for, date and time for examination, GD and interview shall be intimated in the respective Call Letter.
ii. An eligible candidate should download his/her call letter from the link given on Bank's website **www.bankofbaroda.co.in** from time to time under **Career section/web page → Current Opportunities** by entering his/ her details and Password. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.
iii. Intimations will be sent through Notification on Bank's website and /or by email to the email ID registered in the online application form for this project. Bank will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via e-mail to the candidate due to change in email address, technical fault or otherwise beyond the control of the Bank.
iv. Candidates are hence advised to regularly keep in touch with the authorised Bank website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination, GD and interview shall not be entertained.

13.12 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.

13.13 List of Documents to be produced at the time of further 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 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 Annexure III)***
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). **Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.**
viii. 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.
ix. 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.
x. Person eligible for age relaxation under para 3.1 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.
xi. 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.
xii. Persons falling in categories (ii), (iii), (iv) and (v) of Para 12 should produce a certificate of eligibility issued by the Govt. of India.
xiii. Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
xiv. Any other relevant documents in support of eligibility.

Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.

No documents should be directly sent to the Bank by candidates before or after the interview, unless explicitly instructed to do so by the Bank at any stage during or after the selection process.

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

14. How to Apply:

i. **Candidates are required to apply Online through website www.bankofbaroda.co.in** from time to time 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 Online Test and /or Personal interview and/or any other step of 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** 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 that is incomplete in any respect, or for which the fee payment has not been successfully processed, shall be deemed invalid and will not be considered for further evaluation.
vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof (10th Marksheet or Certificate or Birth certificate), Graduation/Mandatory Qualification Certificate/s, Other Certifications, Experience Letter, Document showing Break up of CTC, Latest Salary Slips, 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. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

b) Payment of Fees:

i. Application fees and Intimation Charges (Non-refundable) of Rs. 850/-for General /EWS /OBC candidates (inclusive GST & plus transaction charges) and Rs.175/- (Intimation charges only) for SC/ ST/PWD/ ESM (Ex-Servicemen)/Women candidates (plus 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.
ii. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date as mentioned above and also ensure that the particulars furnished by him/her are correct in all respects.
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 Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview or as and when required by the Bank, 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 joining 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 sent through website notification and/or email and/or 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 Bank's official website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities** for latest updates and notifications
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. Any candidate found engaging in canvassing or attempting to exert influence for undue advantage shall be disqualified from the selection process.
x. Any request for change of date, time and venue for online examination and interview will not be entertained.
xi. Candidates should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the bank in future should be identical and **there should be no variation of any kind**.

15. Announcements

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on Bank's official website 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 post.

Mumbai
04.07.2025

Chief General Manager
(HRM & Marketing)

ANNEXURE I

ROLES AND RESPONSIBILITIES & JOB SPECIFIC SKILLS

Name of Position : Local Bank Officer
Primary Roles & Responsibilities :
Drive New-to-Bank (NTB) customer acquisition aggressively across all verticals – liabilities (CASA, deposits), retail assets (loans), wealth products, digital banking etc.
Source new retail and other customers through field-level canvassing, direct sales, lead conversion, and tie-ups.
Conduct door-to-door, workplace, and market-based sales activities to generate new business.
Act as Relationship Manager for acquired customers to ensure product penetration, servicing, and retention.
Achieve strict monthly and quarterly sales targets for all assigned product categories.
Cross-sell bundled products such as debit cards, credit cards, insurance, SIPs, and digital onboarding at the time of acquisition.
Promote Bank's digital products and platforms, ensuring full activation and usage by customers.
Continuously scout for high-potential prospects and local market opportunities to boost outreach.
Collaborate with branch and backend teams for processing, documentation, and issue resolution
Undertake regular follow-ups and field visits to close leads, collect documents, and enhance wallet share.
Maintain comprehensive sales MIS, customer profiling, and performance dashboards.
Comply with Bank's internal control, KYC, AML, and regulatory guidelines during sourcing and onboarding.
Participate in marketing campaigns, outreach drives, and third-party product activations.
Perform any other duties and responsibilities as may be assigned by the Bank from time to time, including operational or administrative roles based on business needs.
Job specific skills :
Strong field sales drive with proven ability to work in target-driven, high-pressure environments.
Excellent skills in customer acquisition, need-based selling, and product pitching.
Understanding of retail banking products, including accounts, loans, cards, digital, and investment offerings.
Familiarity with local market dynamics, customer segments, and competitor activity.
Fluency in regional language for effective customer communication and rapport building.
Self-motivated with high energy levels for outdoor sales.
Capability to handle multiple product portfolios and switch roles across segments as required.
In-depth knowledge of banking compliance, documentation, and KYC norms.
Comfortable using digital tools, CRM systems, and mobile banking applications.
Willingness to travel extensively within the assigned geography for business development.
Strong interpersonal and problem-solving skills to handle customer queries and objections.
Ability to work independently with minimal supervision and deliver consistent performance.
Adaptability to take on additional roles and responsibilities across business units as per organizational requirements.

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)
- Ex-sevicemen discharge certificate/ NOC (PDF) if applicable
- Left thumb impression & hand written declaration (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 PHOTOGRAPH CAPTURE

Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process.

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Do's:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts :

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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.

ANNEXURE III

THE LIST OF CENTER FOR ONLINE EXAMINATION

STATE	CENTRE
ANDAMAN & NICOBAR	PORT BLAIR
ANDHRA PRADESH	GUNTUR/VIJAYWADA
	KURNOOL
	VISHAKHAPATNAM
	VIZIANAGARAM
ARUNACHAL PRADESH	NAHARLAGUN
ASSAM	GUWAHATI
	JORHAT
	SILCHAR
BIHAR	BHAGALPUR
	DARBHANGA
	MUZZAFARPUR
	PATNA
CHANDIGARH	CHANDIGARH/MOHALI
CHHATTISGARH	BHILAI NAGAR
	BILASPUR(CHHATTISGARH)
	RAIPUR
DELHI -NCR	NEW DELHI/NCR
GOA	PANAJI
GUJARAT	AHMEDABAD/GANDHINAGAR
	ANAND/VADODARA
	BHAVNAGAR
	JAMNAGAR
	MEHSANA
	BHUJ
	GODHRA
	JUNAGADH
	MODASA
	PALANPUR
	NAVSARI
	VAPI
	RAJKOT
	SURAT/ BARDOLI
HARYANA	AMBALA
	HISSAR
	FARIDABAD
	GURUGRAM
HIMACHAL PRADESH	BILASPUR(HIMACHAL PRADESH)
	HAMIRPUR(HIMACHAL PRADESH)
	SHIMLA
JAMMU & KASHMIR	JAMMU
	SAMBA
	SRINAGAR
JHARKHAND	DHANBAD
	HAZARIBAGH
	JAMSHEDPUR
	RANCHI
KARNATAKA	BENGALURU
	KALABURAGI (GULBARGA)
	UDUPI
	SHIVAMOGGA (SHIMOGA)
	MANGALURU (MANGALORE)
	HUBBALLI-DHARWAD
	MYSORE
KERALA	ERNAKULAM
	KOLLAM
	KOTTAYAM
	KOZHIKODE
	THRISSUR
	THIRUVANANTHAPURAM
LADAKH	LEH
	KARGIL
MADHYA PRADESH	BHOPAL
	GWALIOR
	INDORE
	JABALPUR
	UJJAIN

STATE	CENTRE
MAHARASHTRA	AHILYANAGAR (AHMEDNAGAR)
	AMARAVATI (MAH)
	BHANDARA
	CHHATRAPATI SAMBHAJI NAGAR (AURANGABAD)
	JALGAON
	KOLHAPUR
	MUMBAI/THANE/NAVI MUMBAI/MMR
	NAGPUR
	NANDED
	NASHIK
	PUNE
MANIPUR	IMPHAL
MEGHALAYA	SHILLONG
MIZORAM	AIZAWL
NAGALAND	KOHIMA
	DIMAPUR
ODISHA	SAMBALPUR
PUDUCHERRY	PUDUCHERRY
PUNJAB	AMRITSAR
	BHATINDA
	JALANDHAR
	LUDHIANA
	MOHALI
	PATIALA
RAJASTHAN	AJMER
	JAIPUR
	JODHPUR
	KOTA
	UDAIPUR (RAJ)
SIKKIM	GANGTOK
TAMILNADU	CHENNAI
	COIMBATORE
	MADURAI
	NAGERCOIL
	SALEM
	THANJAVUR
	THIRUCHIRAPALLI
	TIRUNELVELI
	VELLORE
	CUDDALORE
	VIRUDHUNAGAR
TELANGANA	HYDERABAD
	KARIMNAGAR
	KHAMMAM
	WARANGAL
TRIPURA	AGARTALA
UTTAR PRADESH	GHAZIABAD
	NOIDA/GREATER NOIDA
	AGRA
	MEERUT (UP)
	PRAYAGRAJ (ALLAHABAD)
	GORAKHPUR
	JHANSI
	KANPUR
	LUCKNOW
	VARANASI
	AYODHYA
UTTARAKHAND	DEHRADUN
	HALDWANI
	ROORKEE
WEST BENGAL	ASANSOL
	DURGAPUR
	HOOGHLY
	HOWRAH
	KALYANI
	KOLKATA
	SILIGURI

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].

.....2

 # 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:
Date :

[With seal of Office]
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.

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* 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

*** - 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 20of 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 :

- **Iocomotor 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 evaluat as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in t 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

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 ECONOMINCALLY WEAKER SECTION

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

INCOME & ASSET CERTFICATE 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