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Admission to Baroda Manipal School of Banking

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We are looking for young, energetic, and innovative minds who can be imparted with the necessary knowledge and skills required to be good all-round bankers through a -9- (nine) months Post Graduate Certificate in Banking and Finance course in Baroda Manipal School of Banking.

The course consists of -9- months on campus program, on completion of which the candidate would be awarded a Post Graduate Certificate in Banking & Finance and will be offered appointment in the Bank as Probationary Officer in Junior Management Grade / Scale-I.

However, immediately after joining the Bank, a -3- (three) months Work Integrated Learning (WIL) in the form of On the Job Training will have to be carried out by the candidate at a Bank of Baroda branch, the completion of which will lead to the award of a Post-Graduate Diploma in Banking & Finance by Manipal university.

Candidates shall be selected through a selection process consisting of online exam (objective + descriptive) followed by Psychometric Assessment, Group Discussion (GD) and Personal Interview (PI).

Admission to the -9- (nine) months Post Graduate Certificate in Banking and Finance course from Manipal University to be conducted at the Baroda Manipal school of Banking comes with the assurance of a full-fledged Banking career with Bank of Baroda on successful completion of the course.

Schedule of Events	Dates
Start date for Online Registration	01.04.2017
Online Payment of Application Fees	01.04.2017 to 01.05.2017
Last date for Online Registration	01.05.2017
Download of Call letter for Examination	12.05.2017
Date of Examination (Tentative)	27.05.2017

STUDENT INTAKE (FOR THE SELECTION EXERCISE OF 2017-18)

3 batches of students will be inducted in Baroda Manipal School of Banking through this current selection exercise for 2017-18 (April 2017 to March 2018). The intake of students in each batch will be decided by the bank, as per the requirement.

The total number of Student intake and reserved Student intake for a sample batch of -400- are given here under and are provisional which may vary depending upon future needs of the Bank & availability of candidates under the respective category :-

Number of Student intake					Age (As on 01.04.2017)
Unreserved	OBC	SC	ST	Total	
202	108	60	30	400	Minimum- 20 years Maximum- 28 years

Note: 3% Seats are reserved for PWD (Persons with Disabilities) candidates, to be equally distributed between OC, HI & VI. The reservation for PWD is on horizontal basis. The selected candidates will be placed in the appropriate category (viz. SC/ST/OBC /Unreserved) to which they belong to.

Abbreviations stand for: - SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Class, PWD - Persons with Disability, OC - Orthopedically Challenged, HI - Hearing Impaired, VI - Visually Impaired.

ELIGIBILITY CRITERIA AND GENERAL INFORMATION

[Click here to expand or collapse](#)

- A. **Qualification (As on 01.05.2017)** - Degree (Graduation) with minimum 55% (50% for SC/ST/PWD) marks in any discipline from a recognized University OR any equivalent qualification as such recognized by Central Government.

All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 30.04.2017. Proper document from Board / University for having declared the result on or before 30.04.2017 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by 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 proper document/certificate in original issued and signed by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

Calculation of Percentage: The graduation percentage and class will be calculated as per the University norms for calculation of percentage and declaration of class/results. The graduation percentage/class as appearing in the Final Year/semester/ consolidated mark-sheet & Provisional/Degree Certificate will be taken into consideration for eligibility. In case the graduation percentage/class is not clearly mentioned in the mark-sheet/certificate, the candidate has to produce a certificate issued by the appropriate authority of University/Institute indicating graduation percentage/ class as per the University norms for awarding degree.

Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 54.99% will be treated as less than 55% and 49.99% will be treated as less than 50%.

- B. **Age (As on 01.04.2017) Minimum 20 years- Maximum 28 years i.e** a candidate must have been born not earlier than 02.04.1989 and not later than 01.04.1997 (both dates inclusive)

Relaxation in Upper Age Limit

Sr. No	Category	Age Relaxation
A	Scheduled Caste/ Scheduled Tribe candidates	5 years
B	Other Backward Classes (Non-Creamy Layer) candidates	3 years
C	Ex-servicemen and Commissioned Officers including ECOs/ 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 the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on being declared as invalid	5 years for selection through written test & interview, subject to ceiling, as per Govt. Guidelines
D	All persons who have ordinarily been domiciled in J & K State during 01.01.1980 and 31.12.1989	5 years
E	Persons affected by 1984 riots	5 years
F	Persons with Disabilities (PWD)	PWD (SC-ST) - 15 years PWD (OBC) - 13 years PWD (Gen) - 10 years

Note:

- Government guidelines in respect of age relaxation admission to an ex-serviceman shall be applicable.
- The relaxation in upper age limit is cumulative, as per the Government Guidelines.
- All Persons eligible for age relaxation under Para B (D) above must produce the domicile certificate at the time of interview from the District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority designated, in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled of the State of J&K during 1st January 1980 and 31st December 1989.
- All Persons eligible for age relaxation under Para B (E) above 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.

C. 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, 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.

D. Persons with Disabilities :-

- a. Only those OC persons who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply under OC category :-

BL - Both legs affected but not arms

OA - One arm affected (R or L)

- a. Impaired reach
- b. Weakness of grip
- c. Ataxia

OL - One leg affected (R or L)

MW - Muscular weakness and limited physical endurance

- b. Only those Visually impaired persons who suffer from any one of the following conditions are eligible to apply under VI category:-
- Total absence of sight
 - Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses
 - Limitation of the field of vision subtending an angle or 20 degrees or worse.
 - Candidates having low vision, as defined in Chapter 1, Para 2(u) of the Persons with Disabilities (Equal Opportunities, Protection of rights and full participation) Act, 1995.
- c. The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sound at all even with amplified speech. Hearing Impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- d. At the time of examination, only blind/ low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use own scribe/ writer at his/ her own cost. In all such cases, where a scribe/ writer is used, the following rules/ guidelines will apply :-
- The candidate will have to arrange his/her own scribe at his/her own cost.
 - The scribe may be from any academic stream.
 - 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 fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
 - Those candidates who use a scribe and visually impaired candidates who opt to view the contents of the test in magnified font shall be eligible for compensatory time of 20 minutes for every hour of the examination.
 - The same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

Guidelines for candidates -

- with locomotor disability and cerebral palsy

Compensatory time of twenty minutes per hour 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), although no scribe shall be permitted to such candidates.

- 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. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. Compensatory time of twenty minutes per hour shall be permitted to visually impaired candidates.

d. It is clarified that Persons with Disabilities on absorption in the Bank after their successful completion of the course will have to work in branches/ offices.

E. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER :-

a. For SC/ST/OBC

- District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- Revenue Officer not below the rank of Tahsildar
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides

b. For Persons with Disability :-

Authorised Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case may be.

Prescribed Formats of SC, ST, OBC, PWD certificates to be submitted at the time of interview etc. can be downloaded from our website. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

F. HOW TO APPLY

Candidates can apply online only from 01.04.2017 to 01.05.2017 through the link in the careers page of the Bank's website www.bankofbaroda.co.in and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should--

- i. Scan their photograph and signature ensuring that both the photograph and signature are within the required specifications as given in Annexure-I of the Advertisement.
- ii. Keep the necessary details/documents ready to make **online payment** of the requisite application fee/ intimation charges.
- iii. **Have a valid personal e-Mail ID. It should be kept active during the currency of this selection exercise. Under no circumstances, he/she should share/ mention his / her e-Mail ID to/ or of any other person.**
- iv. **In case, a candidate does not have a valid personal e-Mail ID, he/she should create his/ her new e-Mail ID before applying Online.**

Application Fees/ Intimation Charges (Payable from 01.04.2017 to 01.05.2017 (Online payment) both dates inclusive

- Rs. 100/- for SC/ST/PWD candidates.

- Rs. 750/- for all others

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.

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

Signature Image:

- 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 Hall Ticket 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 Hall Ticket, the applicant will be disqualified
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb - 20kb
- Ensure that the size of the scanned image is not more than 20kb

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color



Code of Bank's Commitment to Customers | Baroda Academy | Business Responsibility Report (BRR) | Central Scheme of Interest Subsidy for Education Loan | Code of Banks' Commitment to Micro & Small Enterprises | Compliance | Corporate Governance | Disclosures under Basel III | Economic Scenario | Financials | Holidays in India | Human Resources | IT Infrastructure | Photo Gallery | Right to Information Act | Sitemap | Terms of Use of Windows Store App | Webcast