

**RECRUITMENT OF OFFICE ASSISTANT (PEON) ON REGULAR BASIS IN SUBORDINATE CADRE IN BANK OF BARODA**
**BOB/HRM/REC/ADVT/2025/05**

Online Registration of Application starts from : 03.05.2025		Last date for Submission of Application & Payment of fees: 23.05.2025	
IMPORTANT TO NOTE			
1.	Candidates are advised to check Bank's website (Current Opportunities) regularly for details and updates. Call letters/advices, wherever required will be sent by e-mail only. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's website only.		
2.	All correspondence 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 for receiving communication viz., call letters/advices etc.		
3.	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.		
4.	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Short-listing / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank.		
5.	Candidates may please note that the eligibility criteria specified is the basic criteria for appointment to the aforesaid post in the Banks. However merely applying for, qualifying in the online test and getting provisionally allotted in the Bank does not imply that a candidate will necessarily be eligible for employment in the Banks.		
6.	Please note that the eligibility criteria specified herein is the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of joining and any subsequent stage of the recruitment process as required by IBPS/ Bank.		
7.	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 online test/ appearing for and being shortlisted in the online examination and/or in subsequent processes does not imply that a candidate will necessarily be offered employment in of the Bank. No request for considering the candidature under any category other than the one in which one has applied will be entertained.		

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

State	No. of Vacancies	SC	ST	OBC	EWS	UR	PwD				EXS	
							OC	HI	VI	ID	EXS	DISXS / DXS
Andhra Pradesh	22	3	1	5	2	11	0	0	0	0	5	0
Assam	4	0	0	1	0	3	0	0	0	0	0	0
Bihar	23	3	0	6	2	12	0	0	0	0	4	1
Chandigarh (UT)	1	0	0	0	0	1	0	0	0	0	0	0
Chhattisgarh	12	1	3	0	1	7	0	0	0	0	2	0
Dadra and Nagar Haveli (UT)	1	0	0	0	0	1	0	0	0	0	0	0
Daman and Diu (UT)	1	0	0	0	0	1	0	0	0	0	0	0
Delhi (UT)	10	1	0	2	1	6	0	0	0	0	2	0
Goa	3	0	0	0	0	3	0	0	0	0	0	0
Gujarat	80	5	12	21	8	34	1	1	1	0	16	3
Haryana	11	2	0	2	1	6	0	0	0	0	2	0
Himachal Pradesh	3	0	0	0	0	3	0	0	0	0	0	0
Jammu and Kashmir	1	0	0	0	0	1	0	0	0	0	0	0
Jharkhand	10	1	2	1	1	5	0	0	0	0	2	0
Karnataka	31	4	2	8	3	14	1	0	0	0	6	1
Kerala	19	1	0	5	1	12	0	0	0	0	4	0
Madhya Pradesh	16	2	3	2	1	8	0	0	0	0	3	0
Maharashtra	29	2	2	7	2	16	1	0	0	0	6	1
Manipur	1	0	0	0	0	1	0	0	0	0	0	0
Nagaland	1	0	0	0	0	1	0	0	0	0	0	0
Odisha	17	2	3	2	1	9	0	0	0	0	4	0
Punjab	14	4	0	2	1	7	0	0	0	0	3	0
Rajasthan	46	7	5	9	4	21	1	0	0	0	9	2
Tamil Nadu	24	4	0	6	2	12	0	0	0	0	4	1
Telangana	13	2	0	3	1	7	0	0	0	0	3	0
Uttar Pradesh	83	17	0	22	8	36	1	1	1	0	17	3
Uttarakhand	10	1	0	1	1	7	0	0	0	0	2	0
West Bengal	14	3	0	3	1	7	0	0	0	0	3	0
<b>Total</b>	<b>500</b>	<b>65</b>	<b>33</b>	<b>108</b>	<b>42</b>	<b>252</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>97</b>	<b>12</b>

SC- Schedule Caste, ST- Schedule Tribe, OBC-Other Backward Classes, UR- Unreserved, EWS- Economically Weaker Section, PwD- Persons with Disabilities, OC- Orthopedically Challenged, HI- Hearing Impaired, VI- Visual Impairment, ID- Intellectual Disability, EXS- Ex-Servicemen, DIS-EXS- Disabled ex-servicemen & DXS- Dependents of ex-servicemen killed in action

## 2. Details of Position & Eligibility Criteria (As on 01.05.2025):

Post	No. of Vacancies	Age (in years)	Minimum Education Qualification
Office Assistant (Peon)	500	Min.: 18 Max.: 26	1. Passed the 10 <sup>th</sup> Standard (S.S.C./ Matriculation) 2. Proficient in the Local Language of the State/ Union Territories ( i.e. Candidate should be able to read, write and speak in the Local Language of the State / Union Territories) for which vacancies candidate wish to apply.

## 3. Roles & Responsibilities:

Roles & Responsibilities – Office Assistant (Peon)
All the normal and routine duties of the subordinate staff cadre and for performance of which no special pay shall be payable.
Any other work assigned from time to time as per the Bi-Partite Settlement amended from time to time.

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

19500	665	22160	830	26310	990	30270	1170	33780	1345	37815
	4		5		4		3		3	

## Emoluments

In addition to the Basic Pay, the selected candidate will be entitled for DA, HRA, CCA, Special Allowance, Transport Allowance, Special Pay, Leave Fare Concession, Leave encashment, Group Medical Insurance for self & dependents, Medical Aid, Gratuity, Defined Contributory Pension Scheme, Staff Overdraft facility, House Building Loan, Conveyance Loan, Group Personal Accident Insurance, Staff Welfare Schemes, etc., as per the Industry-wide applicable Bipartite Settlement and the policies/ the rules of the Bank.

## 5. ELIGIBILITY

### A. Nationality / Citizenship:

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) mentioned 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 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.

### B. Age (As on 01.05.2025)

Minimum: 18 years Maximum: 26 years i.e. A candidate must have been born not earlier than 01.05.1999 and not later than 01.05.2007 (both dates inclusive).

### Relaxation of upper age limit

S.N.	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
4	Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years.
5	Widows, divorced women and women judicially separated who have not re-married	Age concession up to the age of 35 years for General/EWS, 38 years for OBC and 40 years for SC/ST candidates.

### NOTE:

- The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 5-B.
- The maximum age limit specified is applicable to General Category candidates and Economically Weaker (EWS) Category Candidates.
- Candidates seeking age relaxation will be required to submit necessary certificate(s) in original along with photo- copies at the time of joining/ document verification and at any subsequent stage of the recruitment process as required by IBPS/ Bank.

Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC / PwBD category candidates. 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. **Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.**

- (iv) The following rules applicable to Ex-Servicemen re-employed under the Central government would apply to Ex-Servicemen candidates appearing for the examination:
- Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation on second occasion for Ex-Servicemen in Central Government jobs.
  - An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-servicemen status will be governed in terms of OM No. 36034/1/2014-Estt. (Res.) dated 14.08.2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions, as amended from time to time
  - Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category whose date of completion of specific period of engagement (SPE) is completed one year from the last date for receipt of online application i.e. on or before 23.05.2026 are eligible to apply.
  - If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman.

### C. Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

#### a. "OC" category:

A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological / limb dysfunction. Orthopedically challenged persons are covered under locomotor disability:

- "**Leprosy cured person**" means a person who has been cured of leprosy but is suffering from:
  - Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
  - Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- "**Cerebral palsy**" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- "**Dwarfism**" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;
- "**Muscular dystrophy**" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- "**Acid attack victims**" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

#### b. Visual Impairment ("VI" Category):

Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

- Blindness:**
  - Total absence of sight; OR
  - Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
  - Limitation of the field of vision subtending an angle of less than 10 degree. OR
- Low Vision:**
  - Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
  - Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

#### c. Hearing Impaired ("HI" Category):

- Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.
- Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears

#### d. "ID" Category:

Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

- Intellectual disability.**

- a. **Autism Spectrum disorder (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
- b. **"Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
- c. **"Mental Illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.
2. **"Multiple Disabilities"** means multiple disabilities amongst clause "a"; "b"; "c"; "d (1)".

Note: Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. **No relaxation/ reservation will be applicable to the candidate having temporary disability.**

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per actual vacancies.

i. **Guidelines for Persons with Benchmark Disabilities/Specified Disabilities using 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-DDIII dated 10.08.2022. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- 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 scribe may be from any academic stream. Also, the qualification of the scribe should be one step below the qualification of the candidate taking examination. Letter of undertaking as per Appendix II should be submitted by such candidates at the time of examination.
- 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 of the online test.
- Deliberate Wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for examinations.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- In view of the importance of the time element, the examination being of a competitive nature, the candidate must fully satisfy the Medical Officer of the Bank that there was necessity for use of a scribe as he/ she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding Persons with Benchmark/Specified Disability using the services of a scribe.
- The scribe arranged by the candidate should **not** be a candidate for the same online examination. If violation of the above is detected at any stage of the process, candidature for the current post 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.
- A Scribe can act as Scribe only for one candidate for the mentioned process for Office Assistant. If violation of the same is detected at any stage of the process, candidature of the candidates for the post of Office Assistant will be cancelled and the scribe shall be debarred from future Bank's examinations.
- Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency 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 exam, at any stage if it is found that scribe is independently answering the questions, the exam session 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. In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all Bank's – examinations.
- Bank reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.
- Banks may also conduct online Aadhaar verification of the candidate/ scribe.

ii. **Guidelines for candidates with locomotor disability and cerebral palsy**

A Compensatory time of twenty 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).



iii. **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.

iv. **Guidelines for Candidates with Intellectual Disability (ID)**

- A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

v. **Guidelines for persons with specified disability having less than 40 % disability and having difficulty in writing.**

- Compensatory time not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

**Note:**

- (i) **These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**
- (ii) **Bank reserves the right to conduct re-exam if there is doubt about the genuineness/validity of candidate's score/ performance.**

**D. Definition of Ex-Servicemen (EXSM)**

- (i) **Ex-Servicemen (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No. 36034/5/85 Estt. (SCT) dated 27.10.1986 as amended from time to time.
- (ii) **Disabled Ex-Servicemen (DISXS):** Ex-servicemen who while serving in Armed Forces of the Union were disabled during war or in peace time but their disability being attributable to Military service, shall be treated as Disabled Ex-Servicemen.
- (iii) **Dependents Of Servicemen Killed In Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz: Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka. For the purpose of availing the concession of reservation for Dependents of Servicemen killed in action the member of the family would include his widow, son, daughter or his near relations who agree to support his family and an affidavit stating that the relaxation is availed by one dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action will have to be submitted at the time of joining. The relaxation in upper age limit and in educational qualifications is not available to Dependents of Servicemen killed in action.

NOTE: 1) (i) Candidates, who are released/retired from Armed Forces are required to submit a certificate as per Proforma 'A' attached to this notification if they do not possess discharge certificate/booklet, (ii) The candidates, who are still serving in Armed Forces and desirous of applying under Ex-Servicemen category will be required to submit a certificate (Proforma 'B') from the competent authority showing his/her date of completion of the specific period of engagement (SPE) along with declaration (Proforma 'C'). Such candidates whose SPE is completed on or before 23.05.2026 only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining the Bank that he/she is entitled to the benefits admissible to Ex-Servicemen in terms of Govt. of India rules, (iii) Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificate as per Proforma 'D'. If selected, such candidates mentioned in (ii) and (iii) above, should get released and join the Bank on or before 23.05.2026. These certificates are required to be submitted at the time of joining invariably.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

**Important: Government guidelines regarding definitions, relaxation etc. are subject to change from time to time. It is expressly clarified that any person who is employed by any branch of the armed services at the time of submission of his/ her application cannot be considered as an Ex-Serviceman unless he/ she fulfils the prescribed conditions in the notification.**

**E. EWS (Economically Weaker Section)**

- Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - 5 acres of Agricultural Land and above;
  - Residential flat of 1000 sq. ft. and above;
  - Residential plot of 100 sq. yards and above in notified municipalities;
  - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
4. The term "Family" for this purpose will include the person who seeks 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.
5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

#### **F. Educational Qualifications:**

The minimum educational qualification shall 10th standard pass /SSC/ Matriculation pass or its equivalent examination pass.

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

Proficiency in the Official Language of the State/UT (candidates should know how to read/ write and speak the Official Language of the State/UT) for which vacancies a candidate wishes to apply is preferable.

#### **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 and the final result should have been declared on or before 01.05.2025.
- b. **Proper document from Board/ University / Regulatory Body has to be submitted at the time of application / 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 Board/ University/Institute.  
In case the result of a particular examination is posted on the website of the Board/ University/ Institute and web based certificate is issued then a certificate **in original** issued by the appropriate authority of the Board/ University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and for further process.
- c. Candidates should indicate the percentage obtained in education qualification 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 joining, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the Board/ University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- d. **Calculation of Percentage:** The percentage of marks, unless mentioned by the Board/ University, 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 honors/ 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 Honors 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%.

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 document verification 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 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.

#### **G. 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 650 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time.

Those candidates whose CIBIL status has not been updated before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer may be withdrawn / cancelled. The final discretion in this regard remains with the Bank.

NOTE: Candidates with no bank account shall not be required to produce the CIBIL status. CIBIL Score requirement is not a pre-condition to apply.

#### **6. Application fees & Intimation Charges:**

Application Fees & Intimation Charges (only online payment) shall be as follows:

- Rs.600/- + Applicable Taxes + Payment Gateway Charges for General, EWS & OBC candidates
- Rs.100/- + Applicable Taxes + Payment Gateway Charges for SC, ST, PwBD, EXS, DISXS & Women candidates

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate

#### **7. Pre-Examination/ Recruitment Training:**

The Bank arranges pre-examination training for SC/ST/OBC/PWD candidates, free of cost, in online mode. Candidates belonging to SC/ST/OBC/PWD, who desire to avail of the pre-examination training, should invariably fill in the details in the relevant column while filling the ON-LINE application. Any subsequent request shall not be entertained. Further, no other mode of request shall be entertained. The pre-examination training would be held prior to

Online Examination. The exact date, time, etc., would be informed to the candidates in advance on their email given in the application. The training will be held subject to receipt of adequate number of requests. By merely attending the pre-examination training, no candidate acquires any right to be selected in the Bank.

#### 8. Location of Posting:

The place of posting will be depending upon the Bank's requirement from time to time. Candidates shall be placed at any of its Offices/Branches in the State/ UT for which the candidate has applied.

#### 9. Probation Period:

The selected candidate will be on probation for a period of 06 months of active service from the date of his/ her joining the Bank and will be confirmed after successful completion of the same.

#### 10. Selection Procedure:

- The selection process may comprises **online test followed by Local Vernacular Language Test (Language Proficiency Test) of candidates, qualifying/ passing 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. Bank may, at its discretion, consider conducting of Multiple Choice/Descriptive/ Psychometric Test / Group Discussion or any other selection/shortlisting methodologies for the above position.

#### 10.1 Structure of Online Test:

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

Section	Name of the Tests	No. of Questions	Total Marks	Medium of test	Duration
1	Knowledge of English Language	25	25	English	20 minutes
2	General Awareness	25	25	English/ Hindi/ Official Language of State/ UT	20 minutes
3	Elementary Arithmetic	25	25		20 minutes
4	Psychometric Test (Reasoning)	25	25		20 minutes
<b>Total</b>		<b>100</b>	<b>100</b>		<b>80 minutes</b>

- Each candidate will be required to obtain a minimum score (cut-off) in each section of written (online) test as well as a minimum score (cut-Off) in the total score of 100 for participation in further selection process and drawing the rank list. However, the Bank reserves the right to change the minimum/ waive off qualifying criteria at its sole discretion.

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 shortly. 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.

**List of Version of tests (Medium of examination) and Local Language for Office Assistant (Peon) on regular basis in subordinate cadre according to State Applied for:**

Sn	Name of State	Medium of Examination	Local Language
1	Andhra Pradesh	English, Hindi and Telugu	Telugu, Urdu
2	Assam	English, Hindi and Assamese	Assamese, Bengali, Bodo
3	Bihar	English and Hindi	Hindi, Urdu
4	Chandigarh	English & Hindi	Hindi, Punjabi
5	Chhattisgarh	English and Hindi	Hindi
6	Dadra & Nagar Haveli and Daman & Diu	English, Hindi, Gujarati, Marathi and Konkani	Gujarati, Marathi and Konkani
7	Delhi (NCT)	English and Hindi	Hindi
8	Goa	English, Hindi and Konkani	Konkani
9	Gujarat	English, Hindi and Gujarati	Gujarati
10	Haryana	English and Hindi	Hindi, Punjabi
11	Himachal Pradesh	English and Hindi	Hindi
12	Jammu & Kashmir	English, Hindi and Urdu	Urdu, Hindi
13	Jharkhand	English and Hindi	Hindi, Santhali
14	Karnataka	English, Hindi, Kannada and Konkani	Kannada
15	Kerala	English, Hindi and Malayalam	Malayalam

16	Madhya Pradesh	English and Hindi	Hindi
17	Maharashtra	English, Hindi, Marathi and Konkani	Marathi
18	Manipur	English, Hindi and Manipuri	Manipuri, English
19	Nagaland	English and Hindi	English
20	Odisha	English, Hindi and Odia	Odia
21	Punjab	English, Hindi and Punjabi	Punjabi, Hindi
22	Rajasthan	English and Hindi	Hindi
23	Tamil Nadu	English, Hindi and Tamil	Tamil
24	Telangana	English, Hindi, Telugu and Urdu	Telugu, Urdu
25	Uttar Pradesh	English, Hindi and Urdu	Hindi, Urdu
26	Uttarakhand	English and Hindi	Hindi
27	West Bengal	English, Hindi and Bengali	Bengali, Nepali

In the Online Application, candidates will be provided the option to indicate the Version of Tests (Medium of Examination) as applicable above. Candidates should be careful in exercising this option of indicating the Medium of Examination.

**Please note that candidates will not be permitted to appear for the Online Test without the following documents:**

1. Valid Call Letter for the respective date and session of Examination.
2. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form
3. One additional photograph (same as uploaded in online application by the candidate)

**Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.**

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the Online Test is 80 minutes the candidates may be required to be at the venue for more hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

PLEASE NOTE:

Call letter for Online Test will be collected at the examination venue. It will be duly authenticated/stamped by the exam centre staff.

Scribe form (wherever applicable) will also be collected during the Online Test.

## 10.2 Penalty for Wrong Answers:

There will be penalty for wrong answers in all the 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.

## 10.3 Examination Centres for Online Test or any other method of selection:

- The examination will be conducted online in venues across many centers in India. The tentative list of Examination centers for the Online Exams are mentioned below:

Center of Examination					
Agartala	Dehradun	Indore	Leh	Puducherry	Udaipur (Rajasthan)
Ahmedabad/ Gandhinagar	Dhanbad	Jabalpur	Lucknow	Pune	Vadodara/ Anand
Aizwal	Hubbali/ Dharwad	Jaipur	Ludhiana	Raipur	Vellor
Ambala	Dimapur	Jalandhar	Madurai	Rajkot	Virudhunagar
Amritsar	Faridabad	Jammu	Mangalore	Ranchi	Vishakhapatnam
Asansol	Fatehgarh Sahib	Jamshedpur	Meerut	Salem	
Aurangabad (Chhatrapati Sambhaji Nagar)	Gangtok	Jodhpur	Mohali	Shilong	
Baddi	Ghaziabad	Kalyani	Mumbai/ Navi Mumbai/ Thane/ MMR	Shimla	



Bengaluru	Greater Noida	Kanpur	Muzzafarpur	Silchar
Bhagalpur	Guntur/ Vijayawada	Kargil	Nagpur	Siliguri
Bhopal	Gurugram	Karimnagar	Naharlagun	Solan
Bhubaneshwar	Guwahati	Kochi	New Delhi/ Delhi NCR	Srinagar
Bilaspur (CG)	Gwalior	Kohima	Patiala	Surat
Bilaspur (HP)	Hamirpur (HP)	Kolkatta	Patna	Thiruvananthapuram
Chennai	Hyderabad	Kozhikode	Port Blair	Tiruchirappalli
Darbhanga	Imphal	Kurnool	Prayagraj	Tirunelveli

- ii. No request for change of center for Examination shall be entertained.
- iii. Bank, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.
- iv. Bank also reserves the right to allot the candidate to any center other than the one he/she has opted for and a candidate may be allocated center of exam outside the State/UT for which vacancies he/she is applying.
- v. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- vi. Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from the future exams conducted by Bank.

#### 10.4 Cut-Off Scores:

Candidates are required to obtain a **minimum score in each section** and also a **minimum total score in the online test**. Candidates will be shortlisted depending on the number of vacancies in State/ UT applied for, marks secured by him/her in online test and cut-off in each section and total marks as decided by the Bank. State wise and Category wise merit list will be prepared for final selection. The marks obtained in the online test will be considered for the final merit list.

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.

Decision of the Bank in shortlisting and provisional selection shall be final.

#### 11. Provisional Selection

The total marks allotted for Online Examination are 100 and Local language test is qualifying in nature. A candidate should qualify in the Online Examination and be sufficiently high in the merit to be considered for subsequent provisional selection process as well as qualify the local language test., details of which will be made available subsequently on Bank's official website i.e. [www.bankofbaroda.co.in](http://www.bankofbaroda.co.in).

Guidelines on reservation policy, various guidelines issued by the Government of India/Others from time to time, administrative exigency, etc. shall be treated as valid. Vacancies given in this notification are indicative. Provisional selection shall be done on the basis of actual vacancies to be reported at the end of process. Candidates should not claim indicative vacancies as final for the provisional selection. It may be noted that no further change in the data already provided or registered by the candidate in the online application form is possible.

A candidate belonging to reserved category, selected on the basis of norms as applicable to General Category, will be treated at par with a General Category candidate. Such own merit candidates belonging to reserved categories who are provisionally selected under unreserved (General) category will not be adjusted against a reserved post. However their original category as registered in the online registration will remain unchanged and they shall be required to produce their caste certificate as applicable to them irrespective of their selection under unreserved category. Failure to provide the same shall debar the candidate from further process.

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

The provisional selection is subject to the candidate fulfilling the criteria for the Bank and identity verification to the satisfaction of the Bank. This does not constitute an offer of employment. Verification of documents with regard to eligibility criteria will be carried out by the Bank. The Bank will also ascertain Proficiency of local language (reading, writing and speaking) of the State/UT for the provisionally allotted candidates. The Bank reserves the right to cancel the candidature on account of deficiency of the same. Decision of the Bank here shall be final and binding upon the candidates. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria, his/her candidature/ chance in the process shall stand forfeited.

Prescribed Formats of SC, ST, OBC, EWS, PwBD certificates, Proforma A, B, C, D as applicable for Ex-Servicemen is attached with this advertisement. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

While reporting for the Joining/ Document Verification, the candidate should produce valid prescribed documents given below in addition to the documents requested by the Bank to which candidate is provisionally selected. In the absence of valid documents, the candidature of the candidates shall be cancelled. All the documents/ certificates stated below must be submitted to the bank as per the given directions.

## 12. 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 joining verification. **Non submission of requisite documents by the candidate at the time of joining/ document verification as and when called by the bank will lead to the cancellation of his/ her candidature.**

- i. Printout of the Offer Letter/ e-mail/ call letter for document verification
- 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 Identity Proof as indicated in point 13.
- v. Individual Semester/Year wise Marksheets & 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)**
- 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 joining 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. 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). Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 23.05.2026.
- ix. Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- x. Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category.
- xi. Certificate in case of persons with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2 (r) of the said Act, i.e. persons having less than 40 % disability and having difficulty in writing, 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.
- xii. If the candidate has used the services of a Scribe at the time of Online Examination the duly filled in details of the scribe in the prescribed format.
- xiii. Ex-Servicemen candidates to submit the required documents as prescribed in the relevant paragraphs mentioned earlier in this advertisement.
- xiv. Candidates serving in Government / Quasi Govt offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- xv. Persons eligible for age relaxation under – "Widows, divorced women and women legally separated from their husbands who have not remarried" clause must produce the Death certificate of husband/ documents in support of Divorce or judicial separation and an affidavit/ declaration that they are not remarried.
- xvi. Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
- xvii. Any other relevant documents in support of eligibility.

**Note: Candidates will not be allowed to join the Bank if he/ she fails to produce the relevant eligibility documents as mentioned above.**

**Non production of relevant eligibility documents at the time of joining/ document verification shall make the candidate ineligible for further process of recruitment.**

**No documents should be directly sent to the Bank by candidates.**

## 13. Identity Verification

### 13.1 Documents to be produced:

In the examination hall, 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 Licence/ 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/ E-Aadhar Card with a photograph/ Employee ID should be submitted to the invigilator for verification. One additional photograph (same as uploaded in online application by the candidate) is also to be submitted. 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.**

- Ration Card and Learner's Driving License will not be accepted as valid id proof for this process.
- 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.
- Signature in CAPITAL LETTERS will not be accepted.

### 13.2 IRIS Scan/Biometric Verification :

- At different stages of the process: Photograph and Biometric data (Right thumb impression or otherwise) may be captured/ verified. The photo captured will be matched with the photo uploaded by the candidate in the application. Candidate must NOT change his/her appearance from the photo uploaded in the application. Refusal to participate in the process of Biometric Thumb Impression capture/verification on any occasion may lead to cancellation of candidature.
- With regards to the biometric data capture, please note the following:

- If fingers are coated (stamped ink/mehndi/coloured..etc.), ensure to thoroughly wash them so that coating is completely removed before the exam 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
  - Decision of the Biometric verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

#### **Biometric Data – Capturing and Verification:**

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 time of Local Language Test / Document Verification/ at the time of joining etc.

#### **13.3 Bank may also conduct Online Aadhaar verification of the candidates/scribes at different stages of the process.**

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. To avoid any dispute, name recorded at the time of application should be identical to authorized/valid identity proof.**

#### **13.4 Social Distancing Mode conduct of Exam Related Instructions**

- Candidate is required to report at the exam venue strictly as per the time mentioned in the call letter.
- Items permitted into the venue for Candidates  
Candidates will be permitted to carry only certain items with them into the venue.
  - Mask (WEARING A MASK is COMPULSORY)
  - Gloves
  - Personal transparent water bottle
  - Personal hand sanitizer (50 ml)
  - A simple pen and blue ink stamp pad
  - Exam related documents (Photograph, Call Letter, ID card in Original, Photocopy of ID Card, etc.)
  - Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
  - In case of Scribe Candidates – Scribe form duly filled and signed with Photograph affixed.

No other Items are permitted inside the venue.

\*Candidates are advised to bring their own water bottle.
- Candidate should not share any of their personal belonging/material with anyone
- Candidate should maintain safe social distance with one another.
- Candidate should stand in the row as per the instructions provided at venue.
- If candidate is availing the services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- Candidate registration:
  - Candidate registration will be done through photo capture.
  - Photograph will be taken while candidate is standing.
  - Seat number will be given to the candidate.
- Rough sheet, call letter and ID proof management Rough sheet(s) kept at each candidate desk will be used by candidate. After the end of examination candidates need to submit the rough sheets as instructed at the venue.

#### **13.5 Call letter:**

Candidates need to bring one additional photograph (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per the information provided in the –information hand-out and call letter. These documents along-with other requisite documents need to be submitted during the Exam. Candidates need to bring the call letter and other requisite documents as per information provided in the –information hand-out and call letter. Candidates reporting without photograph pasted on the call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the exam. (It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process).

Post Examination Controls On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff. (Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam).

#### **13.6 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 or in a subsequent 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 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 hall, 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

**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.**

### 13.7 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.

### 14. How to Apply:

- i. **Candidates are required to apply Online through website [www.bankofbaroda.co.in](http://www.bankofbaroda.co.in). 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 Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

#### a) Guidelines For Filling Online Application:

- i. Candidates should visit Bank's website [www.bankofbaroda.in/Career.htm](http://www.bankofbaroda.in/Career.htm) and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking etc.
- ii. Candidates are required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure I 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 lead to cancellation of his/ her candidature.
- v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof, Mandatory Qualification Certificate/s, Other Certifications, Experience Letter, 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, Post Applied for, 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. Fee payment will have to be made online through payment gateway available thereat.
- ii. 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.
- iii. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- iv. 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.
- v. If the online transaction is **not** successfully completed then candidates are advised to **login again** with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- vi. Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.



Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- Bank does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

**c) General Information:**

- i. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given for submitting online application. In case of multiple applications, only the last valid (complete) application will be retained.
- ii. 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 joining/document verification, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
- iii. Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Bank and subject to service and conduct rules of the Bank.
- iv. 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.
- v. Decisions of bank in all matters regarding eligibility, conduct of online test, 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.
- vi. Intimations, wherever required will be sent through website notification and/or email and/ SMS only to the email ID and mobile number registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website [www.bankofbaroda.in](http://www.bankofbaroda.in) for latest updates.
- vii. 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.
- viii. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- ix. Any request for change of date, time and venue for online examination and joining will not be entertained.
- x. A candidate 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 correspondence with the bank in future should be identical and **there should be no variation of any kind.**
- xi. **In cases of multiple attendance/ appearances in the online examination the candidature will be summarily rejected/ cancelled.**

**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](http://www.bankofbaroda.in) from time to time under **Career section/web page → Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project.

**Disclaimer:** - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

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

Mumbai  
02.05.2025

Chief General Manager  
(HRM & MARKETING)

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

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

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

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

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

**GUIDELINES FOR PHOTOGRAPH CAPTURE**

- 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.

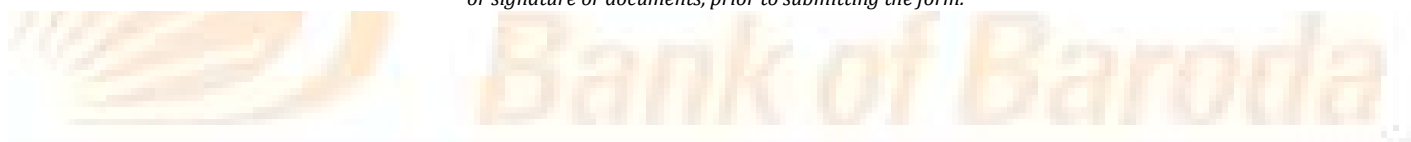
**PROCEDURE FOR UPLOADING THE PHOTOGRAPH, SIGNATURE & DOCUMENTS:-**

- (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.*



## ANNEXURES - FORMS

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

I, This is to certify that Sri / Smt / Kum\* \_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village / town\* \_\_\_\_\_ in  
District / Division\* \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under :

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

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

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- \* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- \* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\*  
 \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_  
 \_\_\_\_\_ of \_\_\_\_\_ village / \_\_\_\_\_ town \_\_\_\_\_ in  
 District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to  
 the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union  
 Territory\* Issued by the \_\_\_\_\_ [Name of the authority] vide their order No.  
 \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place:

[With seal of Office]

Date :

State/Union Territory

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

\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

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

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

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

This is to certify that Sri / Smt. / Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*, Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993\*\*.

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

Deputy Commissioner etc.

Seal

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

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

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

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

**FORM-I**
**Disability Certificate**

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

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

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

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_ permanent resident of House

No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above,

and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

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

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

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Sh

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident

House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Po

Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affix

above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and 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		

(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 CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

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

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

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

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

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

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

Signature with Seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph  
of the applicant

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

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

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



## PROFORMA - A

### Form of Certificate applicable for Released/Retired Personnel (Prescribed proforma subject to amendment from time to time)

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
whose date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in  
Army/Navy/Air Force.

2. He has been released from military services :

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place:  
Authority\*\*

Signature, Name and Designation of the Competent

Date:

SEAL

*% Delete the paragraph which is not applicable.*

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army HQrs., New Delhi; Navy : Directorate of Personnel, Naval HQrs., New Delhi; Air Force : Directorate of Personnel Officers, Air HQrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : CABS, Mumbai; Air Force : Air Force Records, New Delhi.

## PROFORMA - B

**Form of Certificate for Serving Personnel**  
(Applicable for serving personnel who are due to be released within one year)  
(Prescribed proforma subject to amendment from time to time)

It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
\_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_.

2. He is due for release/retirement on completion of his specific period of assignment on or before 20.07.2025.
3. No disciplinary case is pending against him

Place: \_\_\_\_\_ Signature, Name and Designation of the  
Competent Authority \*\*

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

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army HQrs., New Delhi; Navy : Directorate of Personnel, Naval HQrs., New Delhi; Air Force : Directorate of Personnel Officers, Air HQrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : CABS, Mumbai; Air Force : Air Force Records, New Delhi.

## **PROFORMA - C**

**Undertaking to be given by serving Armed Force personnel who are due  
to be released within one year  
(Prescribed proforma subject to amendment from time to time)**

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.**
  
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.**

**Place :**

**Date : Signature and Name of Candidate**

## PROFORMA - D

**Form of Certificate applicable for Serving Armed Force Personnel who have already  
completed their initial assignment and are on extended assignment  
(Prescribed proforma subject to amendment from time to time)**

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name  
\_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the  
Army/Navy/Air Force from \_\_\_\_\_

2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the  
Competent Authority \*\*

Date :

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows :**

- (a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army HQrs., New Delhi; Navy : Directorate of Personnel, Naval HQrs., New Delhi; Air Force : Directorate of Personnel Officers, Air HQrs., New Delhi.
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force : Army : By various Regimental Record Offices; Navy : CABS, Mumbai; Air Force : Air Force Records, New Delhi.



## APPENDIX- I

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o / D/o ....., a resident of ..... (Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer ..... Chairperson				

Name of Government Hospital / Health Care Centre with Seal

Place :

Date :

## APPENDIX II

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I, \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

**2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.**

**3. I do hereby undertake that his/her qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.**

(Signature of the candidate)

Place:

Date:

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