

बैंक ऑफ महाराष्ट्र

(भारत सरकार का उपक्रम)

मानव संसाधन विकास विभाग

प्रधान कार्यालय, लोकमंगल, 1501 शिवाजीनगर, पुणे 5



BANK OF MAHARASHTRA

(A GOVERNMENT OF INDIA UNDERTAKING)
HUMAN RESOURCES MGT DEPTT.

Central Office, "Lokmangal",

1501 Shivajinagar, Pune - 411 005.

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APPOINTMENT OF CHIEF FINANCIAL OFFICER, CHIEF TECHNOLOGY OFFICER AND PRINCIPAL OF STAFF TRAINING COLLEGE ON CONTRACT BASIS - 2017-18

NOTIFICATION

BANK OF MAHARASHTRA, Leading Listed Public Sector Bank with Head Office in Pune and all India network of branches invites ON-LINE Applications, from candidates for appointment of Chief **Financial Officer**, **Chief Technology Officer** and **Principal Staff Training College on Contract basis**.

Bank of Maharashtra, with a network of more than 1897 branches in India enjoys the presence in all states and 4 Union Territories. The total business of the Bank is over Rs. 2,40,000 Crores. The Bank is committed to augmenting stakeholder value through concern, care and competence. The Bank believes that its manpower, process and mechanism are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are the most valuable asset and the HR Mission of the Bank is "Creating Competence and Passion for Business Excellence".

Having completed 80 years of our purposeful existence, we are architecting and laying a strong foundation for creating "A Bank of the Future for the Next Century and for emerging as a Financial Conglomerate and as a One-Stop Shop for Financial Services", to deliver mass and class banking experience to our customers

We are looking for talented individuals with winning attitude to be partners in the growth journey of the Bank through shouldering responsibility, as Chief Financial Officer, Chief Technology Officer and Principal Staff Training College on Contract basis.

There is no reservation for SC/ST/OBC candidates. However they can apply as General Candidates without being eligible for any concession / relaxation.

(1) Chief Financial Officer (CFO) – No of Post – 1 (One only)

Minimum Qualification: He / She should be a qualified Chartered Accountant.

Experience : 15 years in overseeing financial operations, preferably accounting and taxation matters, in banks / large corporate / PSUs / FIs / Financial services organization, of which 10 years should be in Banks / FIs (of which 5 years should be at Senior Management level).

Additionally terms –

01. Age: - The applicant should be between 40 to 55 years as on the date of application.

02. Qualifications :-

a. Essential : He/she should be a qualified Chartered Accountant.

- b. *Desirable*: Additional Degrees viz. CFA / MBA (Finance) / Certificate in Financial Risk Management from internationally acclaimed University /Associations like GARP.

03. Experience :- A minimum of 15 years in overseeing financial operations in Banks /FIs/large financial companies/financial services organizations post acquiring CA qualification of which a minimum of 5 years should be as a full time Chief Financial Officer or an equivalent position in a regular capacity – and not in a contractual / adhoc capacity

04. Job Profile :-

- a) Responsible for accurate and timely presentation and reporting of financial information of the Bank.
- b) Establish accounting policies and procedures wherever required.
- c) Compliance with financial regulations and standards wherever applicable.
- d) Communicate both the Bank's expected and actual financial performance.
- e) Overseeing the budget process, collecting of inputs and comparing the Bank's actual performance vis-à-vis the budget estimates.
- f) Flagging risks to the finances – operational, market etc. And developing strategies to counter / mitigate the same.
- g) Formulating the accounting policy of the Bank, maintaining the internal accounts and reporting of financial results through various statements of accounts, Balance Sheet and Profit & loss Account (performing financial controller type function).
- h) Policy work relating to Budget, including consolidation of budget for the Bank as a whole, notes to Board / Top Management, sanction of additional budget, review and amendment of Expenditure Rules.
- i) Prepare the policy and broad guidelines regarding Business Continuity Planning (BCP); however, the same would be implemented by departments concerned. Strategy for BCP would be framed by Risk Monitoring Department.

(2) Chief Technology Officer (CTO) – No of Post – 1 (One only)

Minimum Qualification : Engineering Graduate or MCA or equivalent qualification from a recognized University / Institution.

Experience: 15 years in relevant areas is mandatory. He / She should have worked in Banking-IT related areas / projects involving IT Policy and Planning / Financial Networks and Applications / Financial Information Systems / Cyber Security Technologies / Payment Technologies, etc. of which 5 years should be at Senior Management Level.

Additionally terms -

01. Age: - The applicant should be between 40 to 55 years as on the date of application.

02. Qualifications:-

Engineering Graduate or MCA or equivalent qualification from a recognized University / Institution.

03. Experience: - 15 years in relevant areas is mandatory. He / She should have worked in Banking-IT related areas / projects involving IT Policy and Planning / Financial Networks and Applications / Financial Information Systems / Cyber Security Technologies / Payment Technologies, etc. of which 5 years should be at Senior Management Level.

04. Job Profile:-

- a) The CTO will be key resource person providing in-depth technical expertise to the GM, IT and will be responsible for identifying and implementing new technologies and technology products.
- b) Responsible for preparation of Technology Vision Document for the Bank involving Technology architecture of the bank to meet its present and future needs and making the institution technologically competitive in the market.
- c) To develop stress testing mechanism to mitigate risk arising out of cyber- attacks and responsible for taking corrective measures / prudent response in case of cyber- attacks at Bank / partner agencies.
- d) Enhancing capacity building at Bank / partner agencies with respect to Information Technology.
- e) To appraise the management about global developments and necessary action points in the area of cyber security
- f) Responsible for digitizing most of the operations of the bank wherever feasible and possible and in the process reduce the cost of operations by leveraging the digital shift.
- g) Will be heading the Technical & Operations Team besides the technical team of client institutions to coordinate with IT Vendors of the Bank to effectively influence decision and ensure technical delivery. He/she should be able to bring in the Industry Expertise for the digital initiatives of the Bank.
- h) Maintaining competitive advantage over peers in Digital Banking and leveraging the Digital Ecosystem.
- i) Optimizing and managing the technology network in a manner it delivers high efficiency with sufficient resilience and yet managing costs effectively.
- j) Identifying needs and ensuring ideal software solutions are developed in a timely manner to help increase operational efficiency and also leading edge products.
- k) Develop and maintain overall framework of IT policies, standards and strategies that will empower business and people to deliver on their commitments to the strategy and budgets.
- l) Define the priorities, objectives and targets that underpin what contributes to delivery of value to business aligned with best practices and standards.
- m) Ensure efficiency in process / operations across the Bank.
- n) Identify security threats, formulate strategies and methods to mitigate the threats.
- o) As part of Business Continuity Plan, lend support to the business operations and appropriate DR plans are in place and regularly tested for readiness for unforeseen and unexpected events which can impact the business continuity.
- p) Will have a pivotal role in supporting the business departments and meeting their needs in a time bound manner.
- q) Developing long term plans to sustain and support the business, anticipating the future trends.
- r) Lead strategic insight and overview of business case justifications and ROI analysis for IT spending and initiatives.
- s) Ensure total quality management through uniform processes and procedures.
- t) Mitigation of Operational Risk in coordination with CISO and any other work entrusted from time to time by the Bank.
- u) Any other work entrusted by the bank from time to time

Other (Common for CFO and CTO)

- I. Compensation :-** Rs. 25.00 lac p.a. on CTC basis.
- II. Tenure :-** The period of contract will be for 3 years subject to satisfactory performance. Annual review of performance will be taken for continuation of the contract, the decision of which shall rest with Bank.
- III. Career Progression:** CFO and CTO will not be eligible for being considered /shortlisted for any career progression.
- IV. Place of Posting: -** The position / place of posting of candidate will ordinarily be in Head Office, Pune.
- V. Selection procedure: -** Selection will be through personal interview. A preliminary screening of application may be carried out by the Bank, to shortlist eligible candidates to be called for interview. While short listing the candidates, we may consider additional qualification, greater experience and level of responsibilities handled. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview.

(3) Principal Staff Training College – No of Post – 1 (One only)

Appointment of principal of Staff Training College will be on contract basis by inviting online application from the candidates possessing required experience with commensurate qualification in Economics, Finance & Banking.

- I. Compensation: -** Rs. 15.00 lac p.a. on CTC basis.
- II. Tenure: -** The period of contract will be for 1 year subject to satisfactory performance. After one year review of performance will be taken for continuation of the contract for a period of further 1 year, the decision of which shall rest with the bank at its discretion to continue or not.
- III. Career Progression:** Principal appointed on contract basis will not be eligible for being considered /shortlisted for any career progression.
We may stipulate following criteria
 - 01. Age: -** The applicant should be between the age of 40 to 55 years as on the date of application.
 - 02. Qualifications: -** Post Graduate Degree in Economics / Commerce from a recognized University / Engineering Graduate.

MBA Finance or Ph. D. shall carry due weightage.

- 03. Experience :-** 10 years of experience in PSBs / reputed Private Banks / reputed Academic Institutes. Experience as faculty in Training establishment of Banks would be preferable.
- 04. Job Profile :-** He will be incharge of Staff Training College, Pune and will be the head of all other training establishments of the Bank. He will be reporting to General Manager, HRM, H.O. Pune. The duties / job profile of the post are as under.
- a) Ensure smooth functioning of the college and other training establishments.
 - b) Perform administrative and operational responsibilities of training institutions.
 - c) Ensure preparation of annual training calendar based on the guidelines/ goals and objectives of the Bank and also keeping the expectations of the committee vetting the programmes and contents of the course.
 - d) Convene the Training Advisory Committee (TAC) meeting for finalization of Training Calendar and also the Committee of DGMs to approve the Course Contents.
 - e) Design and conduct specific programmes depending upon the special needs of the organization.
 - f) Proper distribution of different training programmes/sessions amongst the faculties for coordination and conduct of the programmes.
 - g) Proper accounting of expenses of training institutions and for expenses based on the set norms and guidelines.
 - h) Proper job allocation amongst the staff members working in training college.
 - i) Visit training centers to assess their performance and hold meetings with respective Zonal Heads of feeder Zones of respective training center.
 - j) Periodical review of performance of all the training establishments.
 - k) Holding of faculty meet at least once a year to discuss the training activities and other relevant issues.
 - l) Assess the infrastructure available at Training establishments and make efforts to fill the gap if any.
 - m) Ensure harmonious and conducive atmosphere in the college/ institution.
 - n) Arrange to submit necessary statements/information as required periodically.
 - o) Guide the faculty members in improving their knowledge, skill and awareness levels as required to perform corporate objectives.
- (5) Selection procedure: -** Selection will be through personal interview. A preliminary screening of application may be carried out by the Bank, to shortlist eligible candidates to be called for interview. While short listing the candidates, we may consider additional qualification, greater experience and level of responsibilities handled. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview.

(6) 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 Jan.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 of a candidates belong to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to examination/Group discussions/interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India is submitted to the Bank.

(7) PROCEDURE FOR APPLICATION :

HOW TO APPLY:

(A) DETAILED GUIDELINES/PROCEDURES FOR APPLICATION REGISTRATION

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should:

(i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

(ii) Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Appointment Process. Bank may send call letters for the Examination/Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that e-mail account and mobile number.

(iii) APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

CATEGORY	AMOUNT (Rs)
ALL	Rs. 600 (Application fee + Intimation charges)

Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate. Application once submitted will not be allowed to be withdrawn and fees once paid will NOT be refunded on any ground nor can it be held in reserve for any other examination or selection

Eligible candidate has to apply online through the Bank's website (www.bankofmaharashtra.in only). No other means/ mode of application are acceptable.

A. Application Procedure

(i) Candidates are advised to go to the Bank's website www.bankofmaharashtra.in and click on the 'RECRUITMENT' to open the link "Online application for appointment of "CFO/CTO/Principal" and then click on the option "APPLY ONLINE" which will open a new screen.

(ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and e-mail id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

(iii) Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct prior to final submission.

(iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible / entertained after clicking the SUBMIT BUTTON.

(v) The Name of the candidate or his / her Father / husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets. Any change/alteration found may disqualify the candidature.

(vi) Validate your details and Save your application by clicking the Validate your details' and 'Proceed' button.

(vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

(viii) Candidates can proceed to fill other details of the Application Form.

(ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

(x) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

a. The Duly signed print out of application form should be sent to the undersigned at the address given at point No (conditions o) by Ordinary Post only.

b. Candidates are requested to apply on-line between 12.08.2017 to 02.09.2017

Particulars	Date
Commence of date of on-line application	12.08.2017
Last Date of online application	02.09.2017
Last Date for receipt of hard copy of online application with enclosures.	12.09.2017
Date of GD/Interview	Will be informed separately.

c. Self attested copies of the following documents are to be submitted along with hard copy of Application Form

- i. A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidates and be forwarded.
- ii. NOC from the existing employer if employed with any public sector bank.
- iii. Attested copy of School leaving certificate in support of Date of Birth
- iv. Attested copies of certificates and testimonials in proof of Educational Qualification from SSC/SSLC/X STD, PUC/10+2/Intermediate, Graduation and other qualifications.
- v. Appropriate document (s) in support of desirable experience.
- vi. Medical Certificates issued by the competent authority, specifying the extent of disability in case of PWD candidates. **(For details see Annexure -I)**
- vii. Attested copy of community /status certificate in the prescribed format in case of candidates belonging to SC/ST/OBC/PH/EX-Serviceman category issued by competent authority. (For details see **Annexure-II)**
- viii. Any other relevant documents.

B. PAYMENT OF FEES

Modes of Payment of Fees

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

Payment of fees/ intimation charges through the ONLINE MODE from 12.08.2017 to 02.09.2017 and no other mode of payment is acceptable.

8. GUIDELINES FOR SCANNING THE PHOTOGRAPH & 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.

(1) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.

The picture should be 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 is no "red-eye"

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb 50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb 20kb
- Ensure that the size of the scanned image is not more than 20KB

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

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

- Set Color to True Color
- File Size as specified above
- 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).

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.

- Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 50KB & 20KB respectively by using MS Paint 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.

(iv) If the file size and format are not as prescribed, an error message will be displayed.

(v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit / Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(vi) Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph | Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- Candidates are advised to take a printout of their system generated online application forms after registering.
- In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

Mere eligibility / admission to Group Discussions / Interview / pass in GD/ interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of appointment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

Note: i) Candidates should mention all the qualifications and experience in the relevant field over and

above the minimum one suggested herein above and should attach attested copies of the certificates in support thereof. The Bank reserves the right to call only the requisite number of candidates for the Group discussions/interview after preliminary screening /short listing with reference to candidate's qualifications / suitability and experience etc.

ii) The Bank reserves the right to change the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Bank's website / registered e-mail in advance. Bank reserves the right to cancel the entire process without giving any reason/notice/intimation /refund of application fee and Intimation charges.

iii) When called for Interview, candidates have to bring submit original of documents for verifications. Candidates will not be allowed to participate Interview without production of the original documents.

iv) **The candidate called for Interview will be informed through Bank's website/registered e-mail/SMS as per information provided by them in the application.**

CONDITIONS

- (a) The Candidates should ensure that they fulfill all eligibility criteria. Their candidature at all the stages of appointment process will be purely **provisional** subject to satisfying prescribed eligibility criteria mentioned in this advertisement. Bank will verify eligibility once the candidate has qualified for the interview.
- (b) If any false/incorrect information furnished by the candidate is detected at any stage of appointment process, he/she will be disqualified from the selection process.
- (c) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Bank's service without any notice or assigning any reasons whatsoever.
- (d) The decision of the Bank in all matters relating to appointment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Bank is not responsible for any postal delay.**
- (e) The appointment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate.**
- (f) The Bank reserves the right to cancel the Appointment through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.
- (g) Employees working in Government /Semi-Government Undertaking will have to produce " **No Objection Certificate**" at the time of GD/interview.
- (j) The application must be submitted on-line through Bank's website www.bankofmaharashtra.in.
- (k) Date of birth as per Secondary School Certificate (SSC)/School leaving certificate and age **as on 30.06.2017** should be mentioned.
- (l) Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.
- (m) Candidates applying under reserved category should submit the related certificates in the format prescribed by the Government of India. Relaxation in age will be given to the reserved category candidates as per extant guidelines of Government of India.
- (n) Print copy of on line application with attested copies of certificates in support of age, qualifications & experience etc. should be submitted to **The Asstt. General Manager (IR &HRD) Bank of Maharashtra 'Lokmangal' 1501, Shivaji Nagar Pune-411005** so as to reach **on or before 12.09.2017**. Post applied for must be written on the envelope clearly. Applications received after due date (for whatsoever reason) shall not be entertained.

Place: PUNE
Date: 28.07.2017

SD/-
Deputy General Manager
HRM

ANNEXURE -I

For PWD Candidates :

Authorised Certifying Authority will be the Medical Board at the District level. The Medical Board will consist of Chief Medical Officer, Sub-Divisional Medical Officer

01. An Orthopedically

Challenged (OC) person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.

02. Visually Challenged (Blindness or Low Vision) (VC) refers to a person who suffers from either of the following conditions:

- (a)** Total absence of sight,
- (b)** Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses,
- (c)** Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board appointed by the State Government.
- (d)** A person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- (e)** Persons with low vision also are eligible for the vacancies reserved for persons with visual disability. Person with low vision means a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories:
 - (i)** Reduction of fields less than 50 degrees.
 - (ii)** Heminaopia with macular involvement.
 - (iii)** Altitudinal defect involving lower fields.

03. Deaf & Hearing Impaired (HI): The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

- (a) Reserved Category candidates namely SC/ST/OBC candidates should send attested photocopies of their caste certificate, and PWD candidates should send medical certificate issued by Medical Board at District level.
- (b) Candidates belonging to SC/ST/OBC and PWD category should also send an attested copy of their Caste Certificate &/or Medical Certificate of Handicap issued by the Competent Authority as indicated in Para 11 below. The SC/ST Caste Certificate should be in the format prescribed by the Government of India, Dept. of Personnel & Training, Office Memo No. 36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 & No. 36036/8/98-Estt. (Res.) dated 16.03.1999. The Other Backward Class (OBC) Certificate should invariably contain the 'CREAMY / NON-CREAMY LAYER' CLAUSE based on income for the financial year 2004-2005. and should be in the format prescribed vide Government of India, Dept. of Personnel & Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997.
- (c) Candidates will have to produce Original Caste / Certificate, including "Non-Creamy Layer Clause" Certificates at the time of interview, failing which his/her candidature will be cancelled.
- (d) Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'Gen' or 'Gen PWD' as applicable. A candidate who after making an application under the OBC Category and participating in the appointment process is unable to produce the OBC Certificate specifically stating that he/she does not belong to the Socially Advanced Sections, excluded from the benefits of reservations for OBCs in Civil Posts & Services under Government of India, i.e. "Creamy Layer" will have his / her candidature cancelled.
- (e) Relaxation of upper age-limit to Ex-Servicemen is applicable only to the ex-servicemen and commissioned officers including ECOs/SSCOs as have been/are released from Military Service either –
- on completion of assignment otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
 - on account of physical disability attributable to Military Service ; or
 - on invalidment after putting in at least five years Military Service.
- (j) PWD candidates claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability issued by a Competent Authority as indicated in Para 11 below.

11. COMPETENT AUTHORITY FOR ISSUE OF THE CERTIFICATES TO

SC/ST/OBC/PWD CANDIDATES:

For SC/ST/OBC Candidates :

- a) District Magistrate / Additional Distt. Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c) Revenue Officer not below the rank of Tahsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.