AX1/ ST/RP/I.T Officers/2020-21   Date: 10-12-2019

RECRUITMENT NOTIFICATION

RECRUITMENT OF SPECIALIST OFFICERS IN SCALE- II
(INFORMATION TECHNOLOGY DEPARTMENT) - PROJECT 2020-21.

ONLINE REGISTRATION OF APPLICATION & ONLINE PAYMENT OF FEES FROM 16.12.2019 TO 31.12.2019

BANK OF MAHARASHTRA, leading listed Public Sector Bank with Head Office in Pune and all India Network of branches invites online applications from candidates for recruitment of Specialist officers in Scale II (I.T Department) - Project 2020-21.

1) DETAILS OF NUMBER OF POSTS, RESERVATION & AGE: -

Sr.	Name of the Post	Scale	Age* Max (yrs)	No of Vacancies						Of which PWBD			
				SC	ST	OBC	EWS	UR	Total	LD	VI	HI	ID
1	Network & Security Administrators	II	35						11				
2	Database Administrator (MSSQL / Oracle)	II	35						4				
3	System Administrator (Windows/VM	II	35						14				
4	System Administrator (UNIX)	II	35	7	3	13	5	22	7	0	0	0	0
5	Production Support Engineer	II	35						7				
6	E-Mail Administrator	II	35						2				
7	Business Analyst	II	35						5				
	TOTAL			**7**	**3**	**13**	**5**	**22**	**50**	**0**	**0**	**0**	**0**

* Age Relaxation to reserved category is applicable as per Government guidelines.
Abbreviations:- SC:-Scheduled Caste, ST:-Scheduled Tribe, OBC:-Other Backward Classes, EWS: - Economically Weaker Section, UR:- Unreserved, PWBD:-Persons with Benchmark Disabilities, LD: - Locomotors Disabilities, VI: - Visual Impairment, HI: -Hearing Impairment, ID: - Intellectual / Multiple Disabilities.

2) NOTE:

(a) The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.

(b) The selected candidates will be posted to Head Office, Pune or anywhere in India, depending on the requirement of the Bank.

(c) **Applications for multiple posts by a single candidate shall be treated as invalid /cancelled.**

(d) The eligibility criteria, qualification, age, & experience would be counted as on **31-03-2019.**

(e) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.

(f) The process of registration is complete only when fee is deposited with the Bank through online mode on or before the last date of payment of fee.

(g) Candidates are advised to check Bank's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update.

(h) *Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'. # Vacancies for PWD category candidates are reserved horizontally. @ PWBD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 – (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilties" (multiple disabilities amongst LD, VI, HI, SLD & MI).

(i) Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

3) ELIGIBLITY CRITERIA: -

01. NETWORK & SECURITY ADMINISTRATOR IN SCALE II: -

01	Post	**Network & Security Administrator**
02	No. of Post	11 (Eleven Only).
03	Age	Maximum 35 years.
04	Qualification	B. Tech / B.E in Computer Science / Electronics / Electronics & Communications. [Minimum 55% marks in aggregate].
05	Experience	Minimum 3 years' experience preferably in Banking Projects.
06	Certifications (Desirable)	CCNP / CCNA.
07	Skill Set	**Mandatory: -** a) CISCO devices (Router, Switch & Firewall) installation, maintenance, upgrade management and administration. b) Palo Alto firewall, Citric Load balancer installation, maintenance, upgrade management and administration. c) CISCO ACI, Tetration maintenance, upgrade management and administration. d) Proactive management and maintenance of security postures of all the above components. **Desirable: -** a) Knowledge of administration and management of CISCO, Palo Alto and Firewalls. b) Knowledge of administration and management of CISCO ACI & Tetration. c) Knowledge of administration and management of AST Routers, Nexus Switched, Load Balancer. d) Proactive Management and maintenance of security postures of all the above components.
08	Competencies	**Mandatory: -** a) Administering, maintaining and managing CISCO Network Routers and Switched, CISCO ACI, CISCO ASA and FTD Firewalls and related operations management. b) Troubleshooting and analytical skills. **Desirable: -** a) CISCO Router switch and Firewall Installation, Configuration, Administration and Management. b) CISCO ACI & Tetration installation, configuration, administration and management. c) Palo Alto Firewall installation, configuration, administration and management.

02. DATABASE ADMINISTRATORS (MSSQL/ORACLE) IN SCALE II: -

01	Post	**Database Administrator (MSSQL/Oracle).**
02	No. of Post	4 (Four Only).
03	Age	Maximum 35 years.
04	Qualification	B. Tech / B.E in Computer Science / I.T / Electronics / MCA /MSc Computer Science. [Minimum 55% marks in aggregate]. **Oracle / Microsoft certification in Database Administration is essential.**
05	Experience	Minimum 3 years' experience in Oracle / MSSQL Database Administration / Database Operation preferably in Banking Projects.
06	Certifications (Desirable)	Microsoft Certified Professional (MCP) in SQL Server 7.0 / Oracle Certification.
07	Skill Set	**Mandatory: - One or more of the following.** a) ERP Oracle Applications, 11i, R12, 12.2x (ERP) E-Business Suite. b) RDBMS:-Oracle 8i, 9i, 10g, 11g, 12c. c) Operating System: - Oracle Sun Solaris 10/11, Linux AIX, Windows NT,

		UNIX, RHEL.
		d) Tools: - Toad, SQL*Loader, Discoverer 10g/11g, PLSQL developer, BI Publisher, OTM, SOA, FAHRC, Shareplex, Golden Gate Cloud, ASCP, VCP, DR, etc.
		e) OS Administration: -Technical Windows, UNIX, LINUX Administration.
		f) Database Administration :-Technical Leader, Project delivery, Storage, Patching, Oracle Database, OEM, Performance Tuning, Database Security, Database administration, Data guard, infrastructure.
08	Job Profile	01. Responsibility for evaluation of database software purchases. 02. Supervision of modifications to any existing database software to meet the needs of their employer. 03. Responsibility for maintaining the integrity and performance of banks database. 04. Must guarantee that the data is stored securely and optimally. 05. Ensuring security of bank's data.

03. SYSTEM ADMINISTRATOR (WINDOWS / VM) IN SCALE II: -

01	Post	**System Administrator (Windows / VM).**
02	No. of Post	14 (Fourteen Only).
03	Age	Maximum 35 years.
04	Qualification	B. Tech / B.E in Computer Science / I.T / Electronics / MCA / MSc Computer Science. [Minimum 55% marks in aggregate].
05	Experience	Minimum 3 years' experience in System / Server administration preferably in Banking Projects.
06	Certifications (Desirable)	Certification in MCSA / RED HAT / VMWare / Window Server.
07	Skill Set	**Mandatory: - One or more of the following.** 01. Active Directory. 02. DNS Management. 03. Group Policy Management. 04. Windows server administration. 05. VMWare administration, Vcenter Server. 06. CISCO UCS Management. 07. VDI. 08. Vrops. 09. SRM. 10. Hardware Management (IBM Flex, Blades, Storage). 11. Storage Management. 12. Patch Management. 13. VMWare infrastructure management, Vsphere, ESXI Hosts.
08	Job Profile	• System / server installation, configuration and monitoring. • Responsible for the installation, support and maintenance of a computer system / server / storage / network. • VM creation / configuration should have good understanding of virtualization technology, scripting knowledge, performance tuning of VMWare servers and virtual sessions and management of servers resources between virtual machines. • Performance tuning of VMWare servers and Virtual sessions and management of servers resources between virtual machines. • Patch updation / upgradation and migration. • Performing system/ server maintenance. • Avoiding server downtime through scheduled maintenance activities, ensuring server security / hardening. • System performance monitoring and improvement Critical parameters monitoring. • System / server / network security monitoring / capacity planning. • Risk mitigation planning. • DC / DR server configuration set-up and maintenance.

04. SYSTEM ADMINISTRATOR (UNIX) IN SCALE II: -

01	Post	**System Administrator (UNIX).**
02	No. of Post	7 (Seven Only).
03	Age	Maximum 35 years.
04	Qualification	B. Tech / B.E in Computer Science / I.T / Electronics / MCA /MSc Computer Science. [Minimum 55% marks in aggregate].
05	Experience	Minimum 3 years' experience in UNIX System / Server administration preferably in Banking Projects.
06	Certifications (Desirable)	**Specific Skill Required: -** a) Knowledge of UNIX / AIX based servers / systems. b) Certification in AIX based systems will be preferred.
07	Job Profile	a) UNIX System / Server installation, configuration, maintenance and monitoring. b) Analyse and resolve problems associated with UNIX servers, hardware, applications and software. c) Detect, diagnose and report UNIX related problems on servers. d) Develop UNIX administration test plans and perform testing. e) Performance tuning, capacity management and maintenance of UNIX servers. f) Patch update / upgrade and migration. g) Ensuring server security / hardening for UNIX based servers. h) Risk mitigation planning.

05. PRODUCT SUPPORT ENGINEER IN SCALE II: -

01	Post	**Product Support Engineer.**
02	No. of Post	7(Seven Only).
03	Age	Maximum 35 years.
04	Qualification	B. Tech / B.E in Computer Science / I.T / Electronics / MCA /MSc Computer Science. [Minimum 55% marks in aggregate].
05	Experience	Minimum 3 years' experience in UNIX / Oracle Database Operations preferably in Banking Projects.
06	Job Profile	**Database Operator: -** a) Working with Oracle / MSSQL database software to find ways to store, organize and manage data. b) Queries and Development in database environment, Data Extraction, Transformation and Loading. c) Keeping databases up to date. d) Liaising with programmers, applications / operational staff, project managers and other technical staff. **UNIX Operator: -** a) Working with UNIX Systems / Servers. b) Script writing and implementation. c) Data insertion / extraction in UNIX environment.
07	Desirable	• Knowledge of UNIX / AIX based servers / systems. • Certification in AIX based systems will be preferred.

06. E-MAIL ADMINISTRATOR IN SCALE II: -

01	Post	**E-Mail Administrator.**
02	No. of Post	2 (Two Only).
03	Age	Maximum 35 years.
04	Qualification	B. Tech / B.E in Computer Science / I.T / Electronics / MCA /M. Sc Computer Science. [Minimum 55% marks in aggregate].
05	Experience	Minimum 3 years' experience in E-Mail Server administration / configuration on Banking Projects.
06	Job Profile	a) Administration / Configuration Knowledge of E-Mail server in Enterprise environment. b) Develop and apply procedures for Bank's electronic mail network. c) Monitoring the performance of electronic mail system by carrying out various

		qualitative assessments and spot checks on network performance levels.
		d) Management of E-Mail client of Mobile Device Management (MDM) solution / Enterprise Mobility Management (EMM) Solution.
07	Desirable	Administration / Configuration knowledge of E-Mail server in Enterprise environment.

07.BUSINESS ANALYST IN SCALE II: -

01	Post	**Business Analyst.**
02	No. of Post	5 (Five Only).
03	Age	Maximum 35 years.
04	Qualification	B. Tech / B.E in Computer Science / I.T / M. Sc Computer Science, MCA / M. Tech / M.E in Computer Science / IT. [Minimum 55% marks in aggregate].
05	Experience	Minimum 2 year experience as Business Analyst preferably in banking project.
06	Job Profile	a) Requirement Gathering, Design, Development, Testing (QA/UAT), production, Readiness, post-production monitoring. b) Strong job experience with quality assurance and quality control phases of the software testing lifecycle (STLC). c) Building programming logic and are able to do analysis, design, develop, test. Debug, implement and maintain various client –server technology based software and web based software (as per Bank requirements) under UNIX / Window platforms by strictly following SDLC. d) Good working experience in the above said technologies in information technology companies / banks & financial institutions. e) Experience with QA and test management tools (i.e Jira, Test Link etc.) for test case development, test execution and defect management. f) Basic programming knowledge a plus. g) Experience working in a Traditional (Waterfall) or Agile (Scrum) environment. h) Ability to own project assignments and meet deadlines and work independently as well as in a group setting. i) Critical thinking and problem solving skills. j) Flexibility in leaning new products and technologies quickly as well as the versatility to move across platforms and / or applications as needed.

The appointment of officers is on all India basis and selected candidates liable to be posted at Head Office of the Bank or anywhere in India as per Bank's requirement.

Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before 31.03.2019.

NOTE:
The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

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

Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%

4) AGE LIMIT: (AS ON 31.03.2019):-
RELAXATION IN UPPER AGE LIMIT.

Sr.	Category	Age relaxation
01	Scheduled Caste/ Scheduled Tribe	5 Years
02	Other Backward Classes (Non-Creamy Layer)	3 Years
03	Persons With Benchmark Disabilities (PWBD)	10 Years
04	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 Years
05	Persons Ordinarily domiciled of the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 Years

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

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 reserved categories of disabilities mentioned under this Act are namely:
   a. Blindness and low vision;
   b. deaf and hard of hearing;
   c. locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
   d. autism, intellectual disability, specific learning disability and mental illness;
   e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability:
Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

5) OTHER:
Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external agencies is available are not eligible for appointment.

Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post.

6) CATEGORY: -
INSTRUCTIONS FOR WRITING CATEGORY NAME & CODE NO. WHILE APPLYING ONLINE.
PLEASE NOTE THAT CHANGE OF CATEGORY WILL NOT BE PERMITTED AT ANY STAGE AFTER REGISTRATION OF ONLINE APPLICATION.

Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (LD)' or 'GEN (VI)' or GEN (HI) or GEN (d&e) (as applicable).

7) JOINING, TRAINING & CAREER PATH:
The selected candidates will be imparted basic banking knowledge after joining, through an online course and they have to complete the courses before stipulated date. The selected candidates, at the time of joining, will have to execute a Bond for a value of **Rs. 2.00 lakh** (Rs. Two lakh only) to serve the Bank for a minimum period of **one year**. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of **one year** from the date of joining. On joining, the selected candidates will be designated as "Specialist Officers" and will be on probation for **one year**. They will be subjected to continuous assessment during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank. If any candidate fails to achieve minimum standards stipulated, his / her services may be terminated from the Bank in force at the significant time. Bank provides immense opportunities for growth in career, including opportunities for posting in various sections. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

8) EMOLUMENTS: -
Presently, the starting basic pay applicable is as under.

| Scale of Pay – Scale - II | Rs. 31705 -1145/1-32850 -1310/10 – 45950 (Subject to revision). |

The official will also be eligible for D.A, H.R.A / Lease rental, C.C.A, Medical and other allowances etc in a Metropolitan center & perquisites as per rules in force from time to time. Allowances may vary depending upon the place of posting.

9) CONFIRMATION: -
The confirmation of newly recruited officers will be subject to satisfactory completion of stipulated probation.

10) PROBATION PERIOD: -
The selected candidates will be on probation for a period of one year from the date of joining the Bank . There is mandatory provision of executing a service bond by selected candidates.

Probation Period	Bond	
	Amount Rs.	Minimum Service Period
12 Months	02.00 Lakh	1 Year

11) 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.

12) SELECTION PROCEDURE: -

a) The applications received will be screened and deserving candidates shall be shortlisted for Interview process based on their qualification, experience, suitability etc.

b) In case the ratio of number of vacancies to the number of eligible applicants exceeds 1:4, written examination of shortlisted candidates will be conducted through IBPS if deemed fit. The candidates have to secure minimum marks in written examination to qualify for personal interview i.e 50% for UR / OBC / EWS and 45% for SC / ST. The marks obtained in written test will not be added in personal interview and final selection will be based on personal interview. The centre, pattern of examination, shall be informed through Bank's website.

c) **Final Selection will be based on marks secured by the candidates in personal interview**. The total marks in personal interview are 100 in which candidates will have to secure minimum 50 marks for UR / EWS / OBC and 45 for SC / ST. In case group discussion will be conducted then the marks will be in ratio of 20: 80.

d) 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 recruitment 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.

13) 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 address and mobile number which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the examination 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): -

Sr	Category	Total (Inclusive of GST @ 18%)
01	SC / ST (Intimation Charges Only)	118
02	UR / EWS / OBC	1,180
03	PWBD	Fee Exempted.

Fee / Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

Bank Transaction charges for online payment of application fee /intimation fee will have to be borne by the candidate. Applications once submitted will not be allowed to withdraw and fee 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.

B. 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 recruitment of "**SPECIALIST OFFICERS** (IT Department) IN SCALE II" 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.

Candidates are requested to apply on-line between 16-12-2019 to 31-12-2019.

Particulars	Date
Commencement date for online application	16-12-2019
Last Date for online application	31-12-2019
Date of Written Examination (If decided by the Bank).	Will be informed separately.
Date of GD / Interview	Will be informed separately.

PAYMENT OF FEES: -

Modes of Payment of Fees: -
a. 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 16.12.2019 to 31.12.2019 and no other mode of payment is acceptable.

b. After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.

c. The payment can be made by using debit card / credit card / Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

d. On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record. The printout of the application form is NOT to be sent to the Bank.

e. If the online transaction is not successfully completed, please register again and make payment online. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

UPLOADING OF DOCUMENTS: -

Details of Documents to be uploaded: -
a) Brief Resume (PDF).
b) Identity & Address Proof (PDF).
c) Educational Certificates / Mark sheets (PDF).
   1. SSC Mark sheet & Certificate.
   2. HSC Mark sheet & Certificate.
   3. Graduation Certificate & Mark Sheet of each Semester.
   4. Post-Graduation Certificate & Mark sheet of each semester.
   5. Professional Qualification Certificate & Mark sheets i.e. CA / ICWA / MBA etc.
   6. Any other qualification documents.
d) Experience Certificate.
e) Caste Certificate (SC / ST / OBC / EWS) (If applicable).
f) PWD Certificate (If applicable).

GUIDELINES FOR UPLOADING DOCUMENTS: -

- There will be a separate links for uploading each document.
- Click on the respective link to upload the document.
- Browse and select the file location where the file has been saved.
- Select the file by clicking on it and upload the file.
- Click the preview to confirm that document is uploaded. If the file size is not as per prescribed, an error will be displayed.
- Once the document is uploaded, it will neither been edited nor changed.
- Application form will not be completed, if candidate does not upload the necessary documents. The candidates who have not uploading the documents, their application will be rejected / cancelled. No correspondence will be treated in this regards
- All document should be in PDF format and not exceed file size of 500 kb.

14) DOWNLOAD OF CALL LETTERS:

The candidates should download their call letter Examination / Training / GD & Interview and an information handout by entering their registration number and password / date of birth from the Bank's website. NO HARD COPY OF THE CALL LETTER / INFORMATION HANDOUT WILL BE SENT BY POST.

15) PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF INTERVIEW / EXAMINTION: -

The candidates must bring one photo identity proof mentioned in call letter such as passport/ Aadhar/ PAN Card/ Driving License/ Voter's Id Card/ Bank Passbook etc with duly attested Photograph/ Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which, (or if identity of candidates is in doubt) the candidate will not be permitted to appear for the test.

16) BIOMETRIC VERIFICATION: -

The Bank, at various stages, may capture photo and thumb impression of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her/ their correct thumb impression is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

17) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

a. Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.

b. At the time of examination/ interview, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her/ their candidature for selection or (v) obtaining support for his/ her/ their candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself
liable to criminal prosecution, will also be liable to be:

- Disqualified from the examination for which he/ she is a candidate
- Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

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

d. 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/ interview 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 prohibited items including mobile phones/ pagers to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.

iii. Candidates are not permitted to use or have in possession calculators in examination premises.

18) GENERAL INFORMATION: -

i. Candidates are advised to take a printout of their system generated online application form after submitting the application.

ii. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

iii. Candidates are advised in their own interest to apply online well 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.

iv. Bank of Maharashtra 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 Maharashtra.

v. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.

vi. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.

vii. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

viii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

ix. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.

x. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.

xi. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer.

xii. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

xiii. Candidates are advised to keep their e-mail ID alive for receiving advices till completion of recruitment process.

xiv. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.

xv. 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 Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute.

xvi. Bank reserves right to change / modify / cancel the recruitment process at any stage fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.

19) ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will be published/ provided only on https://bankofmaharashtra.in from time to time. No separate advertisement will be issued in this regard.

20) DISCLAIMER:

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/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, conduct of written examinations/ other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

NOTE:-

01. 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.

02. The Bank reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates though Bank's website / registered e-mail in advance.

03. When called for Group Discussions (GD) and / or Interview, candidates have to bring original of documents for verifications. Candidates will not be allowed to participate GD and / or Interview without production of the original documents.

04. **The candidate called for Written Test / GD / Interview will be informed through Bank's website / registered E-mail / SMS as per information provided by them in the application. Though bank puts maximum efforts to send the communication by e-mail/SMS, if any candidate do not receive the same due to technical or any other reasons, bank shall not be responsible for non-receipt of communication by the candidate. The candidates are advised to visit Bank's website frequently for updates.**

For more details, please visit bank's website (https://www.bankofmaharashtra.in). Online applications for submission shall be open from 16.12.2019 to 31.12.2019. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria as per the details on bank's website. Helpdesk: In case of any problem in filling up the form, payment of fee / intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 020-25614321/ 403 /477 (between 11:00 AM to 05:00 PM on working days) or lodge their query on email cmhrm@mahabank.co.in / agmhrm2@mahabank.co.in / bomrpcell@mahabank.co.in. Candidates should mention 'RECRUITMENT OF **SPECIALIST OFFICERS** SCALE II (I. T DEPARTMENT) IN BANK OF MAHARASHTRA-2020-21' in the subject of the email.

Place: Pune
Date: 10.12.2019

Sd/
Dy. General Manager
HRM Department.

CONDITIONS

(a) The Candidates should ensure that they fulfill all eligibility criteria. Their candidature at all the stages of recruitment 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) The above number of vacancies are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for vacancies announced for unreserved categories. However they must fulfil all the eligibility conditions of unreserved category.

(c) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process.

(d) 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.

(e) The decision of the Bank in all matters relating to recruitment 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 technical or other reasons or delay.**

(f) The recruitment in Bank of Maharashtra is done strictly as per merit in a systematic way. **Canvassing in any form will disqualify the candidate**.

(g) The Bank reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Bank will not be notified or intimated to the candidates.

(h) 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) 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.

(l) The selected candidate will be on probation for a period of **one-year** active service from the date of joining. Their confirmation in the Bank`s service will be decided in terms of the provision of the Bank of Maharashtra (Officers) Service Regulations.

(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) The bank will be free to reject any application at any stage of the process. The decision of the Bank in all matters regarding eligibility of the applicant, the stage at which such scrutiny of eligibility is undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the applicants. In case it is detected at any stage of the recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false / incomplete information or has concealed or suppressed any material facts, his / her candidature stands cancelled. If any of these shortcomings is / are detected even after appointment, his / her services shall be summarily terminated without notice.

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.

2) **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

3) **SCANNING THE PHOTOGRAPH & SIGNATURE:**
   - Set the scanner resolution to a minimum of 200 dpi (clots 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 he 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 5OKB(photograph) & 20K13(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.

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

     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 he provided on Page 2 of the online application form to upload his photograph and signature.

4) **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 I 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.

5) **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.
   - Online application will not be registered unless you upload your photograph, signature as specified.