

**RECRUITMENT OF HUMAN RESOURCES FOR VARIOUS POSITIONS ON FIXED TERM ENGAGEMENT
ON CONTRACT BASIS IN MSME & TRACTOR LOAN VERTICAL
(Continuation to Advertisement dated 24.01.2022)**

NOTIFICATION

This has reference to the detailed advertisement dated 24.01.2022 in leading newspapers & notification on our bank's website inviting applications for recruitment for various positions on Fixed Term Engagement on Contract Basis in MSME & Tractor Loan Vertical in Bank of Baroda.

The application window inviting online applications for following positions has been re-opened from **21.04.2023 to 11.05.2023 (23:59 hours)**.

Sr.	Position
1	Zonal Sales Manager - MSME Business
2	Zonal Sales Manager - MSME - CV/CME
3	Regional Sales Manager (Tractor Loan)
4	Assistant Vice President MSME- Sales
5	Assistant Vice President MSME -Sales- LAP/ Unsecured Business Loans
6	Assistant Vice President MSME- -Sales CV/CME Loans
7	Senior Manager MSME- Sales
8	Senior Manager MSME -Sales- LAP/ Unsecured Business Loans
9	Senior Manager MSME- -Sales CV/CME Loans
10	Senior Manager MSME- Sales Forex (Export/Import Business)
11	Manager MSME- Sales

The eligibility criteria as on the cutoff date **01.04.2023** is as under :

Sn	Position	Age (in Years)	Education Qualification	Work Experience
1	Zonal Sales Manager - MSME Business	Min : 32 Max : 48	Mandatory – Graduate in any discipline Preferred –	Minimum 12 Years of experience In sales of assets side preferably in MSME Business. Candidates having leadership experience as under will be preferred: (1) Team handling of more than 20 sales employees (2) As Sales Head / Area Sales Manager etc. covering more than 2 centers
2	Zonal Sales Manager - MSME - CV/CME	Min : 32 Max : 48	Post-Graduation Degree/Diploma in Management in Banking/ Sales / Marketing/ Credit/ Finance	Minimum 12 Years of experience In sales of assets side preferably in commercial Vehicles (CV) / Commercial Mining Equipment (CME) Loans . Candidates having leadership experience as under will be preferred: (1) Team handling of more than 10 sales employees (2) As Sales Head / Area Sales Manager etc. covering more than 2 centers
3	Regional Sales Manager (Tractor Loan)	Min : 28 Max : 45	Mandatory – Graduate in any discipline Preferred – Post-Graduation Degree/Diploma in Management	Minimum 8 years of experience in Sales on Asset side out of which exposure of at least 5 Years in Sales of Tractor Loans with Bank's / NBFC's / Financial Institution's in India.

4	Assistant Vice President MSME- Sales	Min : 28 Max : 40	Mandatory – Graduate in any Preferred – Post-Graduation Degree/Diploma in Management in Banking/ Sales/ Forex/ Marketing/ Credit	Minimum 8 years of experience in Sales of Assets preferably in Sales of MSME Loans with Bank's / NBFC's / Financial Institution's in India.
5	Assistant Vice President MSME -Sales- LAP/ Unsecured Business Loans	Min : 28 Max : 40		Minimum 8 years of experience in Sales of Assets preferably in Sales of Loan Against Property / Unsecured Loans with Bank's / NBFC's / Financial Institution's in India.
6	Assistant Vice President MSME- -sales CV/CME Loans	Min : 28 Max : 40		Minimum 8 years of experience in Sales of Assets preferably in Sales of Commercial Vehicles (CV) / Commercial Mining Equipment (CME) Loans with Bank's / NBFC's / Financial Institution's in India.
7	Senior Manager MSME- Sales	Min : 25 Max : 37		Minimum 5 years of experience in Sales of Assets preferably in Sales of MSME Loans with Bank's / NBFC's / Financial Institution's in India.
8	Senior Manager MSME - Sales- LAP/ Unsecured Business Loans	Min : 25 Max : 37		Minimum 5 years of experience in Sales of Assets preferably in Sales of Loan Against Property / Unsecured Loans with Bank's / NBFC's / Financial Institution's in India.
9	Senior Manager MSME- - Sales CV/CME Loans	Min : 25 Max : 37		Minimum 5 years of experience in Sales of Assets preferably in Sales of Commercial Vehicles (CV) / Commercial Mining Equipment (CME) Loans with Bank's / NBFC's / Financial Institution's in India.
10	Senior Manager MSME- Sales FOREX (Export/Import Business)	Min : 25 Max : 37		Minimum 5 years of experience Sales of Forex / Export Business with any Bank / Financial Institutions in India.
11	Manager MSME- Sales	Min : 22 Max : 35		Minimum 2 years of experience in Sales of Assets preferably in Sales of MSME Loans with Bank's / NBFC's / Financial Institution's in India.

The Roster Points available for filling the requirements are as under:

Positions	Total	SC	ST	OBC	EWS	UR	Out of which Person with			
							OH	VI	HI	ID
For positions at Sn. 1 to 2 above	4	1	0	2	0	1	-	-	-	-
For positions at Sn. 3 to 6 above	30	7	2	9	3	9	-	1	-	-
For positions at Sn. 7 to 10 above	37	3	7	15	8	4	-	2	1	-
For positions at Sn. 11 above	16	0	1	7	3	5	-	1	-	-

Bank reserves the right to add/ modify the requirement/ vacancies at the time of preparation of final merit list as per the requirement of the Bank.

All other Eligibility criteria and other terms & conditions as prescribed in the detailed advertisement dated 24.01.2022 remains the same.

Bank invites applications from the qualified and experienced professionals for the aforesaid position.

Decision of the bank in all matters pertaining to selection process shall be final and binding.

DATE: 21.04.2023

GENERAL MANAGER (HRM)



**RECRUITMENT OF HUMAN RESOURCE ON FIXED TERM ENGAGEMENT ON CONTRACT BASIS FOR
MSME VERTICAL & TRACTOR LOAN VERTICAL IN BANK OF BARODA
*Join India's International Bank for a Challenging Assignment***

Online Registration of Application starts from :24.01.2022 | Last date for Submission of Application & Payment of fees: 14.02.2022

Bank of Baroda, One of the India's Largest Bank is looking for qualified and experienced Sales & Distribution professionals for various positions in its MSME Vertical & Tractor Loan Vertical

PLEASE NOTE THAT

- Candidates are advised to check Bank's website www.bankofbaroda.in/career.htm (Current Opportunities) regularly for details and updates. Call letters/advices, wherever required will be sent by e-mail only. All revisions/corrigendum (if any) will be hosted on the Bank's website only
- 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/Interview Dates/advices etc.
- 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 for their reference.
- Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Short-listing and interview / 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.
- Post qualification experience below 6 months in any organization would not be considered
- Only Candidates willing to serve anywhere in India, should apply.

DETAILS OF THE POSITION (As on 01.01.2022):

Sn	Position / Vertical	Vacancies	Age (in Years)	Education Qualification	Work Experience
1	Zonal Sales Manager - MSME Business MSME Vertical	5	Min : 32 Max : 48	Mandatory - Graduate in any discipline Preferred - Post-Graduation Degree/Diploma in Management in Banking/Sales/Marketing/Credit/Finance	Minimum 12 Years of experience In sales of assets side preferably in MSME Business. Candidates having leadership experience as under will be preferred: (1) Team handling of more than 20 sales employees (2) As Sales Head / Area Sales Manager etc. covering more than 2 centers
2	Zonal Sales Manager - MSME - LAP/ Unsecured Business MSME Vertical	2	Min : 32 Max : 48		Minimum 12 Years of experience In sales of assets side preferably in MSME Loan Against Properties / Unsecured Loan Business. Candidates having leadership experience as under will be preferred: (1) Team handling of more than 10 sales employees (2) As Sales Head / Area Sales Manager etc. covering more than 2 centers
3	Zonal Sales Manager - MSME - CV/CME MSME Vertical	4	Min : 32 Max : 48		Minimum 12 Years of experience In sales of assets side preferably in commercial Vehicles (CV) / Commercial Mining Equipment (CME) Loans . Candidates having leadership experience as under will be preferred: (1) Team handling of more than 10 sales employees (2) As Sales Head / Area Sales Manager etc. covering more than 2 centers
4	Regional Sales Manager (Tractor Loan) Tractor Loan Vertical	9	Min : 28 Max : 45		Minimum 8 years of experience in Sales on Asset side out of which exposure of at least 5 Years in Sales of Tractor Loans with Bank's / NBFC's / Financial Institution's in India.
5	Assistant Vice President MSME-Sales MSME Vertical	40	Min : 28 Max : 40		Minimum 8 years of experience in Sales of Assets preferably in Sales of MSME Loans with Bank's / NBFC's / Financial Institution's in India.
6	Assistant Vice President MSME - Sales- LAP/ Unsecured Business Loans MSME Vertical	2	Min : 28 Max : 40		Minimum 8 years of experience in Sales of Assets preferably in Sales of Loan Against Property / Unsecured Loans with Bank's / NBFC's / Financial Institution's in India.



7	Assistant Vice President MSME- - sales CV/CME Loans MSME Vertical	8	Min : 28 Max : 40	Mandatory - Graduate in any discipline Preferred - Post-Graduation Degree/Diploma in Management in Banking/ Sales/ Forex/ Marketing/ Credit	Minimum 8 years of experience in Sales of Assets preferably in Sales of Commercial Vehicles (CV) / Commercial Mining Equipment (CME) Loans with Bank's / NBFC's / Financial Institution's in India.
8	Senior Manager MSME- Sales MSME Vertical	50	Min : 25 Max : 37		Minimum 5 years of experience in Sales of Assets preferably in Sales of MSME Loans with Bank's / NBFC's / Financial Institution's in India.
9	Senior Manager MSME -Sales- LAP/ Unsecured Business Loans MSME Vertical	15	Min : 25 Max : 37		Minimum 5 years of experience in Sales of Assets preferably in Sales of Loan Against Property / Unsecured Loans with Bank's / NBFC's / Financial Institution's in India.
10	Senior Manager MSME- -Sales CV/CME Loans MSME Vertical	30	Min : 25 Max : 37		Minimum 5 years of experience in Sales of Assets preferably in Sales of Commercial Vehicles (CV) / Commercial Mining Equipment (CME) Loans with Bank's / NBFC's / Financial Institution's in India.
11	Senior Manager MSME- Sales FOREX (Export/Import Business) MSME Vertical	15	Min : 25 Max : 37		Minimum 5 years of experience Sales of Forex / Export Business with any Bank / Financial Institutions in India.
12	Manager MSME- Sales MSME Vertical	40	Min : 22 Max : 35		Minimum 2 years of experience in Sales of Assets preferably in Sales of MSME Loans with Bank's / NBFC's / Financial Institution's in India.

Roles & Responsibilities are appended as Annexure I

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.

RESERVATION IN POSTS:

Position	SC	ST	OBC	EWS	UR	Total	Out of Which PWD			
							OH	VI	HI	ID
For positions at Sn. 1 to 3 above	1	0	2	1	7	11	0	0	0	0
For positions at Sn. 4 to 7 above	7	3	14	3	32	59	0	1	0	0
For positions at Sn. 8 to 11 above	15	7	27	9	52	110	0	2	1	0
For positions at Sn. 12 above	5	3	10	3	19	40	0	1	0	0

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Sections, UR- Unreserved, PWD - Persons with Disability, OH-Orthopedically Handicapped, HI - Hearing Impaired, VI- Visually Impaired, ID- Intellectually Disabled. Vacancies mentioned above includes backlog vacancies.

NOTE:

- Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application
- Candidates belonging to OBC category but coming in the 'creamy layer' and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI/ID) as applicable.
- Benefit of reservation under EWS category is permissible only upon production of an 'Income and Asset Certificate' issued by a Competent Authority in the format prescribed.
- Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC/EWS/PWD category, while submitting their application/s.
- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as detailed below:

Sn	Category	Age Relaxation (years)
1	Scheduled Caste/ Scheduled Tribe	5
2	Other Backward Classes (Non Creamy Layer)	3
3	Persons with Disability (PWD VI (for Sn. 4 to 12) Persons with Disability (PWD HI) (for Sn. 8 to 11)	Gen/EWS - 10, OBC - 13, SC/ST - 15



4	Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	Gen/EWS - 5, OBC - 8, SC/ST - 10
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Application fees: Rs.600/- + Applicable Taxes + Payment Gateway Charges for General, EWS & OBC candidates
Rs.100/- + Applicable Taxes + Payment Gateway Charges for SC, ST, PWD & Women

A. RENUMERATION:

Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark, and shall not be a limiting factor for suitable candidates.

B. NATURE OF EMPLOYMENT:

Contractual Engagement for a period of 5 years, with periodic performance review. The term of engagement may be extended at the option of the Bank.

C. SELECTION PROCEDURE:

Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method.

- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call candidates in a particular ratio, at its sole discretion, as per the Banks requirement.
- Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection i.e. PI and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- 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.

D. HOW TO APPLY:

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 Personal interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

a) GUIDELINES FOR FILLING ONLINE APPLICATION:

- i. Candidates should visit Bank's website www.bankofbaroda.in/Career.htm and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking etc.
- ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure II regarding scanning of photograph & signature and upload of documents.
- iii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.
- iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
- v. An online application 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, Graduation Certificate, Other Certifications, Experience Letter, Document showing Break up of CTC, Latest Salary Slip (e.g. Nov/Dec-2021), 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.

b) PAYMENT OF FEES:

- i. Application fees and Intimation Charges (Non-refundable) of Rs. 600/-for General /EWS and OBC candidates (plus applicable GST & transaction charges) and Rs.100/- (Intimation charges only) for SC/ ST/PWD/Women candidates (plus applicable GST & transaction charges) will be applicable. Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.
- ii. Fee payment will have to be made online through payment gateway available thereat.
- iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
- vi. If the online transaction is not successfully completed, please register again and make payment online.
- vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) GENERAL INFORMATION:

- i) The selected candidate will be required to sign an employment contract.
- ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (01.01.2022) and also ensure that the particulars furnished by him/her are correct in all respects.
- iii) In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- iv) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, 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.
- v) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice.
- vi) Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- vii) **Intimations, wherever required will be sent by 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 for latest updates.
- viii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

E. ANNOUNCEMENTS

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorised Bank's website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said 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 and he/she will not be allowed to appear in any of the recruitment process in the future. 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 cancel the conduct of / interview or increase/decrease the vacancies for any of the positions, as per the requirement of the Bank or to cancel the Recruitment Process entirely at any stage without assigning any reason.

**Mumbai
24.01.2022**

Chief General Manager (HRM)



Annexure I

Roles and responsibilities

1. Zonal Sales Manager - MSME Business

Roles & Responsibilities	<p>To Lead the team of sales Managers/ officers in the allocated area/ zones and ensure following-</p> <ol style="list-style-type: none"> 1. Driving full P&L under MSME segment with responsibility of achieving targets on Volume, Productivity, RAROC & RoA. 2. Source New to Bank Asset relationships within MSMEs 3. Cross Sell of Liability, Trade, Cash and Treasury Product actively. 4. To achieve the individual Budgeted revenues through all product parameters 5. Conduct Proper Due diligence while on-boarding New Asset Relationships. 6. On board clients with a clear account plan highlighting the revenue potential, risks and mitigants. 7. Increase the wallet share with the customer by constantly exploring opportunities to cross sell other products offered by the bank. 8. Constant Monitoring of the Portfolio and ensure Timely Renewals. -Provide regular feedback to the credit. 9. Thorough monitoring of accounts sourced and keep track on customer's business and report any early warning signals. 10. Adherence to strict KYC/AML requirements. 11. Strong Liaison with the various stakeholders, influencers & Industry bodies. 12. Any other work as assigned from time to time.
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2. Zonal Sales Manager - MSME - LAP/ Unsecured Business Loans

Roles & Responsibilities	<p>To Lead the team of sales Managers/ officers in the allocated area/ zones and ensure following-</p> <ol style="list-style-type: none"> 1. Driving full P&L under LAP/Unsecured loan segment with responsibility of achieving targets on Volume, Productivity, RAROC and RoA. 2. Manage profitability by increasing productivity and yield and optimizing the acquisition cost within the budgeted levels 3. Formulate and implement the sales and marketing plan to achieve corporate objectives for LAP & Unsecured SME Lending 4. Manage overall portfolio by monitoring credit risk and collections on a continuous basis. 5. Plan and oversee the various promotional activities. • Strategic Tie-ups with corporate channels 6. Monitor competition products, sales and marketing activities.. 7. Cross Sell of Liability, Trade, Cash and Treasury Product actively. 8. To achieve the individual Budgeted revenues through product parameters 9. Conduct Proper Due diligence while on-boarding New Asset Relationships. 10. On board clients with a clear account plan highlighting the revenue potential, risks and mitigants. 11. Increase the wallet share with the customer by constantly exploring opportunities to cross sell other products offered by the bank. 12. Constant Monitoring of the Portfolio and ensure Timely Renewals. -Provide regular feedback to the credit and portfolio team about various developments in the client's business 13. Thorough monitoring of accounts sourced and keep track on customer's business and report any early warning signals. 14. Adherence to strict KYC/AML requirements. 15. Strong Liaison with the various stakeholders, influencers & Industry bodies. 16. Any other work as assigned from time to time.
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3. Zonal Sales Manager - MSME - CV/CME

Roles & Responsibilities	To Lead the team of sales Managers/ officers in the allocated area/ zones and ensure following- <ol style="list-style-type: none"> 1. Driving full P&L under CV/CME segment with responsibility of achieving targets on Volume, AUM, RAROC, ROE and RoA. 2. Manage profitability by increasing productivity and yield and optimizing the acquisition cost within the budgeted levels 3. Source New to Bank Asset relationships within CV/CME segment, aligned to Bank Lending Policy and also ensure sanction and disbursement of the same, in liaison with Customer, Credit and Operations team. 4. Formulate and implement the sales and marketing plan to achieve corporate objectives for CV & CME finance. 5. Manage overall portfolio by monitoring credit risk and collections on a continuous basis. 6. Meeting with key OEMs for Strategic Tie-ups/ MoUs 7. Monitor competition products, sales and marketing activities. 8. Proactive planning of launching new products and potential areas of proposed client base expansion. Cross Sell of Liability, Trade, Cash and Treasury Product actively. 9. To achieve the individual Budgeted revenues through product parameters 10. Conduct Proper Due diligence while on-boarding New Asset Relationships. 11. On board clients with a clear account plan highlighting the revenue potential, risks and mitigants. 12. Increase the wallet share with the customer by constantly exploring opportunities to cross sell other products offered by the bank. 13. Constant Monitoring of the Portfolio and ensure Timely Renewals. 14. Provide regular feedback to the credit and portfolio team about various developments in the client's business. Work closely with the monitoring team for early warning signals and take appropriate actions as identified. 15. Thorough monitoring of accounts sourced and keep track on customer's business and report any early warning signals. 16. Ensure Timely Renewals of Accounts. 17. Ensure that the covenants and conditions prescribed by the credit team are consistently met. 18. Adherence to strict KYC/AML requirements. 19. MIS to be provided to the central team for further reporting, within the stipulated guidelines. 20. Timely Completion of Learning Programs as assigned time to time 21. To comply with the Bank's process & policies. 22. To be in touch with local business stakeholders including existing, prospective clients, market leaders, CA's, Influencer's and Industry association to be updated on the current market practice and local intelligence. 23. To be responsible for submitting any material information around business Opportunities and Industry/Customer Risk, same shall be reported to the senior functional management at regular interval. 24. Any other work as assigned from time to time.
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4. Regional Sales Manager (Tractor Loan)

Job description	To drive the tractor loan business in the allocated zone
Roles & Responsibilities	<ol style="list-style-type: none"> 1. To achieve the targeted business in the zone. 2. Develop OEM & dealer business relationships in the zone. 3. To ensure the productivity of the team. 4. To suggest required product and process modifications for the zone basis of market feedback. 5. Co-ordinating with branches for faster loan processing & support. 6. To monitor and drive PDD collections. 7. Facilitate the collections of specified DPD bucket cases through team. 8. Regular training/review and monitoring of the team. 9. Any other work as assigned from time to time.



5. Assistant Vice President MSME- Sales

Job description	Fresh MSME Business canvassing and cross sell to ETB
Roles & Responsibilities	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Capturing the lead data through preparation of basic Appraisal note along with KYC and other data. 3. Fixation of target for sales Managers/officers for growth in advances to SMEs as also cross selling and monitoring of their performance. 4. Visits to new Prospective SME customers singly or jointly along with credit team. 5. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 6. Following up with all SMA -2 customers for the repayment of dues in the accounts 7. Coordination and conversion of soft lead generated by branches, if referred. 8. Tie up and coordination with Industry Associations, local Industrial Estates, etc. 9. Guidance to the Sales team. Monitor the performance of Sales team by obtaining details on performance on daily basis as per the set procedure. 10. Target and liaison with niche markets like Auto Dealers, Pharma distributors, dealers of major companies, schools, colleges, hospitals, hotels etc. 11. Coordination for sales/publicity material etc. 12. Exploring new customers and strengthening relations with existing customers. 13. Liaisoning with Dealers of Automobile and other such Mfg. companies with whom bank has tie-up arrangement from time to time. 14. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 15. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 16. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 17. To get reference/lead from vendors/ customers/associates. 18. Submit Performance Report at given periodicity. 19. Provide feedback for product development/ modifications, keeping in view market conditions and bank guidelines. 20. Any other work as assigned from time to time.



6. Assistant Vice President MSME -Sales- LAP/ Unsecured Business Loans

Job description	Fresh MSME LAP/ Unsecured Business loans canvassing and cross sell
Roles & Responsibilities	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Capturing the lead data through preparation of basic Appraisal note along with KYC and other data. 3. Fixation of target for sales Managers/officers for growth in advances to SMEs as also cross selling and monitoring of their performance. 4. Visits to new Prospective SME customers singly or jointly along with credit team. 5. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 6. Following up with all SMA -2 customers for the repayment of dues in the accounts 7. Coordination and conversion of soft lead generated by branches, if referred. 8. Tie up and coordination with DSAs, Property dealers, Industry Associations, local Industrial Estates, etc. 9. Guidance to the Sales team. Monitor the performance of Sales team by obtaining details on performance on daily basis as per the set procedure. 10. Target and liaison with niche markets like Auto Dealers, Pharma distributors, dealers of major companies, schools, colleges, hospitals, hotels etc. 11. Coordination for sales/publicity material etc. 12. Exploring new customers and strengthening relations with existing customers. 13. Liaisoning with Dealers of Automobile and other such Mfg. companies with whom bank has tie-up arrangement from time to time. 14. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 15. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 16. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 17. To get reference/lead from vendors/ customers/associates. 18. Submit Performance Report at given periodicity. 19. Provide feedback for product development/ modifications, keeping in view market conditions and bank guidelines. 20. Any other work as assigned from time to time.

7. Assistant Vice President MSME- -sales CV/CME Loans

Job description	Fresh CV/ CME loans canvassing and cross sell
Roles & Responsibilities	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Drive business with a view to capture high market share in the CV/CME industry. 3. Fixation of target for the Sales team for growth in advances to CV/CME segment and also cross selling and monitoring of their performance. 4. Visits to new Prospective CV/CME customers singly or jointly along with credit team. 5. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 6. Following up with all delinquent customers for the repayment of dues in the accounts 7. Coordination and conversion of soft lead generated by branches, if referred. 8. Guidance to the Sales team. Monitor the performance of Sales team by obtaining details on performance on daily basis as per the set procedure. 9. Target and liaison with CV/CME Dealers/OEMs and Strategic borrowers in this segment. 10. Coordination for sales/publicity material etc. 11. Exploring new customers and strengthening relations with existing customers. 12. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 13. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 14. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 15. To get reference/lead from vendors/ customers/associates. 16. Submit Performance Report at given periodicity. 17. Provide feedback for product development/ modifications, keeping in view market conditions, Competition practice and bank guidelines. 18. Any other work as assigned from time to time.

8. Senior Manager - MSME Sales

Job description	Fresh MSME Business canvassing and cross sell to ETB
Roles & Responsibilities	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Capturing the lead data through preparation of basic Appraisal note along with KYC and other data. 3. Fixation of target for sales Managers/officers for growth in advances to SMEs as also cross selling and monitoring of their performance. 4. Visits to new Prospective SME customers singly or jointly along with credit team. 5. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 6. Following up with all SMA -2 customers for the repayment of dues in the accounts 7. Coordination and conversion of soft lead generated by branches, if referred. 8. Tie up and coordination with Industry Associations, local Industrial Estates, etc. 9. Guidance to the Sales team. Monitor the performance of Sales team by obtaining details on performance on daily basis as per the set procedure. 10. Target and liaison with niche markets like Auto Dealers, Pharma distributors, dealers of major companies, schools, colleges, hospitals, hotels etc. 11. Coordination for sales/publicity material etc. 12. Exploring new customers and strengthening relations with existing customers. 13. Liaisoning with Dealers of Automobile and other such Mfg. companies with whom bank has tie-up arrangement from time to time. 14. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 15. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 16. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 17. To get reference/lead from vendors/ customers/associates. 18. Submit Performance Report at given periodicity. 19. Provide feedback for product development/ modifications, keeping in view market conditions and bank guidelines. 20. Any other work as assigned from time to time.

9. Senior Manager MSME -Sales- LAP/ Unsecured Business Loans

Job description	Fresh MSME LAP/ Unsecured Business loans canvassing and cross sell
Roles & Responsibilities	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Capturing the lead data through preparation of basic Appraisal note along with KYC and other data. 3. Fixation of target for sales Managers/officers for growth in advances to SMEs as also cross selling and monitoring of their performance. 4. Visits to new Prospective SME customers singly or jointly along with credit team. 5. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 6. Following up with all SMA -2 customers for the repayment of dues in the accounts 7. Coordination and conversion of soft lead generated by branches, if referred. 8. Tie up and coordination with DSAs, Property dealers, Industry Associations, local Industrial Estates, etc. 9. Guidance to the Sales team. Monitor the performance of Sales team by obtaining details on performance on daily basis as per the set procedure. 10. Target and liaison with niche markets like Auto Dealers, Pharma distributors, dealers of major companies, schools, colleges, hospitals, hotels etc. 11. Coordination for sales/publicity material etc. 12. Exploring new customers and strengthening relations with existing customers. 13. Liaisoning with Dealers of Automobile and other such Mfg. companies with whom bank has tie-up arrangement from time to time. 14. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 15. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 16. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 17. To get reference/lead from vendors/ customers/associates. 18. Submit Performance Report at given periodicity. 19. Provide feedback for product development/ modifications, keeping in view market conditions and bank guidelines 20. Any other work as assigned from time to time.

10. Senior Manager MSME- -sales CV/CME Loans

Job description	Fresh CV/ CME loans canvassing and cross sell
<p>Roles & Responsibilities</p>	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Drive business with a view to capture high market share in the CV/CME industry. 3. Fixation of target for the Sales team for growth in advances to CV/CME segment and also cross selling and monitoring of their performance. 4. Visits to new Prospective CV/CME customers singly or jointly along with credit team. 5. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 6. Following up with all delinquent customers for the repayment of dues in the accounts 7. Coordination and conversion of soft lead generated by branches, if referred. 8. Guidance to the Sales team. Monitor the performance of Sales team by obtaining details on performance on daily basis as per the set procedure. 9. Target and liaison with CV/CME Dealers/OEMs and Strategic borrowers in this segment. 10. Coordination for sales/publicity material etc. 11. Exploring new customers and strengthening relations with existing customers. 12. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 13. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 14. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 15. To get reference/lead from vendors/ customers/associates. 16. Submit Performance Report at given periodicity. 17. Provide feedback for product development/ modifications, keeping in view market conditions, Competition practice and bank guidelines. 18. Any other work as assigned from time to time.

11. Senior Manager MSME- Sales FOREX (Export/Import Business)

Job description	Fresh MSME Export / Import business canvassing and cross sell to ETB
<p>Roles & Responsibilities</p>	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Capturing the lead data through preparation of basic Appraisal note along with KYC and other data. 3. Fixation of target for sales Managers/officers for growth in advances to SMEs and as also cross selling and monitoring of their performance. 4. Achieve Bank's Target of NFB and Forex related Business and driving P&L in Forex / Export-Import related business 5. Visits to new Prospective customers singly or jointly along with credit team. 6. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 7. Following up with all SMA -2 customers for the repayment of dues in the accounts 8. Coordination and conversion of soft lead generated by branches, if referred. 9. Tie up and coordination with Industry Associations, local Industrial Estates, etc. 10. Guidance to the Sales team. Monitor the performance of Sales team by obtaining details on performance on daily basis as per the set procedure. 11. Target and liaison with niche markets of exporters such as Textile, Pharma etc. 12. Coordination for sales/publicity material etc. 13. Exploring new customers and strengthening relations with existing customers. 14. Liasoning with various Organization / association of Exporters with whom bank has tie-up arrangement from time to time. 15. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 16. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 17. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 18. To get reference/lead from vendors/ customers/associates. 19. Submit Performance Report at given periodicity. 20. Provide feedback for product development/ modifications, keeping in view market conditions and bank guidelines. 21. Any other work as assigned from time to time.

12. Manager - MSME Sales

Job description	Fresh MSME Business canvassing and cross sell to ETB
<p>Roles & Responsibilities</p>	<ol style="list-style-type: none"> 1. Generate Business, team as a whole and in individual capacity as per the productivity Matrix fixed by authority. 2. Capturing the lead data through preparation of basic Appraisal note along with KYC and other data. 3. Visits to new Prospective SME customers singly or jointly along with credit team. 4. Planning for lead generation activities by holding customers' meet, briefing of new products at small gatherings. 5. Following up with all SMA -2 customers for the repayment of dues in the accounts 6. Coordination and conversion of soft lead generated by branches, if referred. 7. Tie up and coordination with Industry Associations, local Industrial Estates, etc. 8. Target and liaison with niche markets like Auto Dealers, Pharma distributors, dealers of major companies, schools, colleges, hospitals, hotels etc. 9. Coordination for sales/publicity material etc. 10. Exploring new customers and strengthening relations with existing customers. 11. Liaisoning with Dealers of Automobile and other such Mfg. companies with whom bank has tie-up arrangement from time to time. 12. Establishing contact and Relationship with bank's existing customers for driving P&L account wise. 13. To get involved into various market intelligence inputs while being into field and utilize the same to generate good quality leads and at the same time provide the intelligence report to relationship managers of respective account. 14. To activate compulsorily the market intelligence activity i.e. getting more and more information about company/ promoters about their activities, assets etc from various market sources in case the account slips into SMA 2 or remains constantly in SMA category (as advised by RMs) and providing the same to Credit hub on regular basis in writing. 15. To get reference/lead from vendors/ customers/associates. 16. Submit Performance Report at given periodicity. 17. Provide feedback for product development/ modifications, keeping in view market conditions and bank guidelines. 18. Any other work as assigned from time to time.

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 – 200kb.
- Ensure that the size of the scanned image is not more than 200kb. If the size of the file is more than 200kb, 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 – 200kb.
- Ensure that the size of the scanned image is not more than 200kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

(iii) Scanning the photograph & signature :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. 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).
5. 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 MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 200kb 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 200kb (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 will be provided with a link to upload his photograph and signature.

(iv) Procedure for uploading the Photograph and Signature :-

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature".
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the upload button.

(v) For Upload of Documents:

- The documents are to be scanned in pdf format
- Click on the respective link 'Choose file".
- Browse and select the location where the scanned document/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 photograph and signature as specified.

Note :-

1. In case the face in the photograph or signature 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.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

NOTE: INSTRUCTIONS FOR UPLOADING OTHER DOCUMENTS AS AND WHEN REQUIRED BY THE BANK IN SUPPORT OF ELIGIBILITY SHALL BE DISPLAYED ON THE RESPECTIVE WEBPAGE

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,

(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. 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 ECONOMICALLY 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 _____



*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