

BANK OF BARODA – RECRUITMENT OF CHARTERED ACCOUNTANTS – PROJECT 2011-12

Bank of Baroda is positioning itself to offer a world-class banking experience to its customers around the globe through its innovations in products, services and advanced technology. Towards this end, the Bank is transforming itself into a ‘Technology-enabled Customer-centric Financial Services Organisation’.

As part of its expansion drive and to augment its Business Transformation Program, the Bank is looking for experienced Chartered Accountants in **Senior Management Grade/Scale - IV & Middle Management Grade/Scale - III** with proven track record who are qualified Chartered Accountants with experience in Banking Industry. The details are as under:-

Post Code	Post	Scale	No. of vacancies*	Age (As on 01.01.2012)
01	Chief Manager (Finance) - Chartered Accountant	IV	15	Min. 21 yrs & Max. 40 yrs
02	Senior Manager (Finance) - Chartered Accountant	III	25	

****No. of openings and/or disciplines are provisional and are subject to change according to the actual requirements of the Bank.***

Educational Qualification: - Any Graduate being an Associate/ Fellow of the Institute of Chartered Accountants of India.

Experience:-

- 8 years & above working experience in a Private/ Public Sector/ Foreign/ Reputed Investment Bank preferably in Processing Corporate Credit Proposals required for Senior Management Grade/ Scale-IV.
- 5 years & above working experience in a Private/ Public Sector/ Foreign/ Reputed Investment Bank preferably in Processing Corporate Credit Proposals required for Middle Management Grade/ Scale-III.

Reservation in Posts:-

Sr. No.	Grade/ Scale	SC	ST	OBC	UR	Total
1.	IV	02	01	04	08	15
2.	III	04	02	06	13	25

Job Profile:-

Would be responsible for:-

1. Processing & Appraisal of Corporate credit proposals, project financing proposals,
2. Designing new products,

3. Preparation of Industry profiles/ studies
4. Conducting TEV Studies, Project Reports.

Skill sets required:-

1. High level of conceptual and analytical skill to evaluate corporate credit proposals, understand/ interpret financial statements.
2. Ability to build, motivate and lead a team for effective supervision/ monitoring and follow up in credit operations.
3. Good understanding of the business climate in India and abroad and capability to develop industry profiles.
4. Conversant with methodology and tools for large project appraisal.
5. Mobility and flexibility to take up challenging assignments.
6. Proficiency in computer application.
7. Marketing skills.

The candidates can apply for one post only, in one Grade/ Scale only. Registration for more than one post will be treated as invalid for all the posts. More than one registration for the same post will also be treated as invalid.

Abbreviations stand for: SMG/S IV – Senior Management Grade/ Scale IV, MMG/S III – Middle Management Grade / Scale III, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, PWD - Persons With Disability, OH- Orthopaedically Handicapped , HI – Hearing Impaired, VH- Visually Handicapped.

Details regarding Reserved Vacancies as per Government guidelines and Nationality/Citizenship are mentioned in Annexure A.

Candidates are advised to apply only 'online' & requested to carefully go through the detailed advertisement in Bank's website www.bankofbaroda.com before applying online. **No other means/ mode of application will be acceptable.**

IMPORTANT DATES: -

WEBSITE LINK OPEN (for online application)	24.01.2012 to 14.02.2012
PAYMENT OF FEES (On-line)	24.01.2012 to 14.02.2012
LAST DATE FOR RECEIPT OF APPLICATION PRINT OUT WITH COPIES OF CERTIFICATES.	21.02.2012
LAST DATE FOR RECEIPT OF APPLICATION PRINT OUT WITH COPIES OF CERTIFICATES FROM FAR FLUNG AREAS.	28.02.2012
FEES DEPOSITED AFTER THE LAST DATE i.e. 14.02.2012 WILL NOT BE ENTERTAINED.	

HOW TO APPLY:-

1. Candidates are required to apply Online through website www.bankofbaroda.com. No other means/ mode of application will be accepted.

2. **Candidates are required to have a valid personal email ID.** It should be kept active during the currency of this recruitment project. Bank may send call letters for Group Discussion and/or interview etc. through the registered email ID. **Under no circumstances, he/she should share/ mention email ID to/ or of any other person.**
3. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
4. Applicants are first required to go to the Bank's website www.bankofbaroda.com and open the link 'Recruitment'. Thereafter, open the Recruitment Notification entitled Bank of Baroda '**RECRUITMENT OF CHARTERED ACCOUNTANTS - PROJECT – 2011-12**'

AMOUNT OF FEES:-

The amount of fee to be paid is indicated below:

Category of Applicant	Amount of Fees/ Postage (Non-refundable)
SC/ ST/ Persons with Disability (PWD)	₹. 50/-
GEN/ OBC	₹. 300/-

MODE OF PAYMENT:-

Candidates are required to remit fees by **ONLINE MODE.**

Under the **On-line mode**, the application form is integrated with the payment gateway and the payment process can be completed by following the instructions. The payment can be made using only Master/ Visa Debit or Credit Card by providing information as asked on the screen. **On successful completion of the transaction, an e-receipt would be generated.** Candidates are required to take a print of the e-receipt and keep copies of the receipt to be sent along with the print out of the application.

After applying on-line, the registered candidates should obtain a system-generated print out of the application. This system generated print out of the application should be signed by the candidate and sent along with:

- Copies of certificates **pertaining to age, educational qualifications, experience etc & caste certificates** in case of the SC/ST/OBC candidates.
- Medical certificate in case of Persons with Disabilities.
- The print out of the application should be sent by Speed/ordinary post only and should reach the following address by **21.02.2012 (in case of Far flung areas by 28.02.2012) super scribing "Application for the post of Chartered Accountants in Grade Scale IV/III" :**

The Deputy General Manager (HRM & Admin)
Bank of Baroda, Baroda Corporate Centre,
C-26/ G Block, Bandra - Kurla Complex, Bandra (East),
Mumbai 400 051

Note:

1. The candidates can apply for one post only. In other words, you can apply only for one Grade/Scale. The registration for more than one post will be treated as invalid for all the posts. More than one registration for the same post will also be treated as invalid.

2. Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
3. The candidate must possess a valid email ID for filling the application. In case, candidate is not having a valid email ID, he/she can create a new email ID. This email ID should be valid for the entire duration of the project.
4. The candidate must **retain** the photocopy of the application print out, sent at the above address for further reference.
5. Only those registered applications, the printout of which is received duly signed along with Receipt of Fee Payment, copies of certificates & photograph pasted and other details only will be treated as valid. The bank will not be responsible for any postal delay or loss in transit.

GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE:

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:-

(i) Photograph Image :-

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the file should be between 20kb – 50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii) Signature Imaging :-

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the 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 the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

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 MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

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.

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.

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.

EMOLUMENTS: - Selected Candidates will be on probation for a period of one year.

The emoluments will be as under:-

Middle Management Grade/ Scale III:-

An Officer in MMG/S III will draw salary in the scale of ₹ **25700-800(5)-29700-900(2)-31500**. He/ She will also be eligible for DA, HRA & CCA, as per rules in force from time to time. At present, initial monthly emoluments of Middle Management Grade/ Scale III Officer, including DA, HRA, CCA are approximately ₹ **44000/-** (in a Metropolitan Centre) apart from other monthly, quarterly and yearly reimbursements.

Senior Management Grade/ Scale IV:-

An Officer in SMG/S IV will draw salary in the scale of ₹ **30600-900(4)-34200-1000(2)-36200**. He/ She will also be eligible for DA, HRA & CCA, as per rules in force from time to time. At

present, initial monthly emoluments of Senior Management Grade/ Scale IV Officer, including DA, HRA, CCA are approximately ₹ 53000/- (in a Metropolitan Centre) apart from other monthly, quarterly and yearly reimbursements.

SELECTION PROCEDURE:- There will be no written test. Eligible shortlisted candidates would be required to appear for a Group Discussion and/ or Personal Interview. The Bank shall shortlist candidates on the basis of relevant experience, years of experience and other criteria.

7. GENERAL INSTRUCTIONS :-

1. Candidates are required to apply only 'ONLINE'. Any other form of application shall be rejected.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this behalf.
3. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.
4. All candidates will have to produce original as well as attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
5. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate should not be more than one year old as on the date of application.
6. The candidates will have to appear for Group Discussion/ Interview at their own expense. However, eligible SC/ST/PWD outstation candidates **attending the Interview** will be reimbursed to and fro train/bus fare by the shortest route on production of evidence of travel, strictly as per Govt. rules.
7. Only candidates willing to serve anywhere in India should apply.
8. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai. The Bank takes no responsibility to connect any Certificate/Remittance sent separately.
9. Candidates serving in Government/ Public Sector Undertaking (including Bank) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/ her candidature may not be considered.
10. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.

11. Canvassing in any form will be a disqualification.
12. Action against candidates found guilty of misconduct:-Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'Online' application.
13. Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
14. Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.
15. All Government Guidelines in respect of reservation etc shall be applicable and will be adhered to.

CALL LETTERS FOR INTERVIEW:-

Please note that the **call letters for Group Discussion and / or interview will be sent by post/ email. Details regarding shortlisting and interview schedule will be displayed on Bank's website. Candidates are advised to keep visiting Bank's website for updates on the recruitment exercise. Phone calls are not solicited from candidates in matters related to the same**

The Bank reserves the right to call only the requisite number of candidates for the selection process i.e. Group Discussion and/ or interview based on the preliminary screening/ short-listing with reference to candidates' qualifications, age, relevant experience etc.

Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for written test/ interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening/ short-listing with reference to the candidate's qualification, experience, suitability etc.

Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

GENERAL MANAGER (HRM)

Date: 05.01.2012