



Institute of Banking Personnel Selection
COMMON RECRUITMENT PROCESS FOR
RECRUITMENT OF PROBATIONARY OFFICERS/ MANAGEMENT TRAINEES
IN PARTICIPATING ORGANISATIONS (CWE PO/MT-VII for Vacancies of 2018-19)

Website: www.ibps.in

In case of queries / complaints please log in to <http://cgrs.ibps.in/>

The online examination (Preliminary and Main) for the next Common Recruitment Process for selection of personnel for Probationary Officer/ Management Trainee posts in the Participating Organisations is tentatively scheduled in October / November 2017.

Any eligible candidate, who aspires to join any of the Participating Organisations listed at (A) as a Probationary Officer/ Management Trainee or in a similar post in that cadre, is required to register for the Common Recruitment Process (CWE PO/MT-VII). The examination will be two tier i.e. the online examination will be held in two phases, Preliminary and Main. Candidates who will qualify in Preliminary examination and shortlisted will have to appear for Main examination and shortlisted candidates in the Main examination will subsequently be called for a Common Interview to be conducted by the Participating Organisations and co-ordinated by the Nodal Bank. **Depending on the final vacancies to be filled in during the financial year 2018-19 based on the business needs of the Participating Organisations and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Participating Organisations keeping in view the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc. The validity for CWE PO/MT-VII will automatically expire at the close of business on 31.03.2019 with or without giving any notice.**

Indicative categorywise vacancies of each of the Participating Organizations are given vide Annexure I. Recruitment in Participating Organizations is a dynamic process which depends upon restriction imposed, business volume, business growth, health of the organizations, branch expansion, internal and external factors, structural changes etc. Vacancies mentioned here are indicative and anticipated as communicated by the participating organisations. However, Provisional allotment will be made based on the actual vacancies reported by the participating organisations.

This system of Common Recruitment Process- CWE (Preliminary & Main Examination), Common Interview and provisional allotment for recruitment of Probationary Officer/ Management Trainee posts in Participating Organisations has the approval of the appropriate authorities.

IBPS, an autonomous body, has received a mandate from the organisations mentioned at (A) below, to conduct the recruitment process as mentioned above, once a year. IBPS will make arrangements for conducting online Preliminary examination, declare result of online Preliminary examination, inform the shortlisted candidates about the online Main examination, declare the results of the Main examination and inform the shortlisted candidates about the interview. Interviews will be conducted by the participating organisations and coordinated by the Nodal Bank in each state/ UT. Prospective candidates will have to apply to IBPS after carefully reading the advertisement regarding the process of examinations, interview and provisional allotment, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

A. PARTICIPATING ORGANISATIONS

Allahabad Bank	Canara Bank	Indian Bank	Syndicate Bank
Andhra Bank	Central Bank of India	Indian Overseas Bank	UCO Bank
Bank of Baroda	Corporation Bank	Oriental Bank of Commerce	Union Bank of India
Bank of India	Dena Bank	Punjab National Bank	United Bank of India
Bank of Maharashtra	IDBI Bank	Punjab & Sind Bank	Vijaya Bank

The tentative schedule of events is as follows:

Activity	Tentative Dates
On-line registration including Edit/Modification of Application by candidates	16.08.2017 to 05.09.2017
Payment of Application Fees/Intimation Charges (Online)	16.08.2017 to 05.09.2017
Download of call letters for Pre- Exam Training	September 2017
Conduct of Pre-Exam Training	23.09.2017 to 29.09.2017
Download of call letters for Online examination – Preliminary	September 2017

Online Examination – Preliminary	07.10.2017, 08.10.2017, 14.10.2017 and 15.10.2017
Result of Online exam – Preliminary	October 2017
Download of Call letter for Online exam – Main	November 2017
Online Examination – Main	26.11.2017
Declaration of Result – Main	December 2017
Download of call letters for interview	January 2018
Conduct of interview	January / February 2018
Provisional Allotment	April 2018

Candidates are advised to regularly keep in touch with the authorised IBPS website www.ibps.in for details and updates.

B. ELIGIBILITY CRITERIA

Candidates, intending to apply for CWE PO/MT-VII should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of interview and any subsequent stage of the recruitment process as required by IBPS/ Participating Organisations. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for CRP/ appearing for and being shortlisted in the online examination (Preliminary and Main) and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in any of the Participating Organisations. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

I. Nationality / Citizenship:

A candidate must be either -

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. Age (As on 01.08.2017):

Minimum: 20 years Maximum: 30 years

i.e. A candidate must have been born not earlier than 02.08.1987 and not later than 01.08.1997 (both dates inclusive)

Relaxation of Upper age limit

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Benchmark Disabilities <u>as defined under “The Rights of Persons with Disabilities Act, 2016”</u>	10 years
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	5 years

	way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	
5	Persons ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

NOTE: (i) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. II (3) to II (6).

(ii) The maximum age limit specified is applicable to General Category candidates.

(iii) **Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by IBPS/ Participating Organisation(s).**

(iv) In case of an Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.

There is no reservation for Ex-servicemen in Officers' Cadre.

III. Educational Qualifications (As on 05.09.2017):

A Degree (Graduation) in any discipline from a University recognised by the Govt. Of India or any equivalent qualification recognized as such by the Central Government.

The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he / she registers and indicate the percentage of marks obtained in Graduation while registering online.

Note: (1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 05.09.2017.

Proper document from Board / University for having declared the result on or before 05.09.2017 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(2) 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 online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) **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 semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. 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% and 54.99% will be treated as less than 55%.

IV. 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 disabilities:**

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the “The Rights of Persons with Disabilities Act, 2016” and as per vacancies reported to IBPS by Participating Organisations.

(i) Guidelines for Persons With Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination (Preliminary and Main). In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the CRP.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- **The scribe arranged by the candidate should not be a candidate for the online examination under (CRP PO/MT-VII). If violation of the above is detected at any stage of the process, candidature for CRP of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.**
- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**

(ii) Guidelines for candidates with locomotor disability and cerebral palsy

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

C. PRE-EXAMINATION TRAINING

Pre-Examination Training may be arranged by the Nodal Banks/ Participating Organisations to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities at certain centres viz. Agartala, Agra, Ahmedabad, Allahabad, Amritsar, Aurangabad, Balasore, Bareilly, Behrampur (Ganjam), Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Dehradun, Dhanbad, Gorakhpur, Gulbarga, Guwahati, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jammu, Jodhpur, Kanpur, Karnal, Kavaratti, Kochi, Kolkata, Lucknow, Ludhiana, Madurai, Mangalore, Mumbai, Muzaffarpur, Mysore, Nagpur, New Delhi, Panaji (Goa), Patiala, Patna, Port Blair, Puducherry, Pune, Raipur, Rajkot, Ranchi, Rohtak, Sambalpur, Shimla, Shillong, Siliguri, Thiruchirapalli, Thiruvananthapuram, Tirupati, Vadodara, Varanasi, Vijaywada and Vishakhapatnam.

All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centres. Depending on the response and administrative

feasibility the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres and/or make alternate arrangements is reserved.

By merely attending the Pre-Examination Training no candidate acquires any right to be selected in any of the Participating Organisations mentioned.

D. CWE – ONLINE EXAMINATIONS

I. The structure of the Examinations which will be conducted online are as follows:

a. Preliminary Examination

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	English Language	30	30	English	Composite time of 1 hour
2	Quantitative Aptitude	35	35	English and Hindi	
3	Reasoning Ability	35	35	English and Hindi	
	Total	100	100		

Candidates have to qualify in each of the three tests by securing minimum cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for Online Main Examination.

b. Main Examination

Sr. No.	Name of Tests (NOT BY SEQUENCE)	No. of Questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1	Reasoning & Computer Aptitude	45	60	English & Hindi	60 minutes
2	General/ Economy/ Banking Awareness	40	40	English & Hindi	35 minutes
3	English Language	35	40	English	40 minutes
4	Data Analysis & Interpretation	35	60	English & Hindi	45 minutes
	TOTAL::::	155	200		3 hours
5	English Language (Letter Writing & Essay)	2	25	English	30 minutes

IBPS reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an **Information Handout**, which will be made available for the candidates to download along with the call letters from the authorised IBPS website www.ibps.in

Please note that candidates will not be permitted to appear for the CWE (Preliminary as well as Main Examination) without the following documents:

- (1) Valid Call Letter for the respective date and session of Examination
- (2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
- (3) Photocopy of photo-identity proof (as mentioned in (2) above)

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

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the Preliminary examination is 1 hour, candidates may be required to be at the venue for about 2 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

For the Main examination the duration of the examination is 3 hours 30 minutes, candidates may be required to be at the venue for about 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

II. Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Indent for PO/MT for the year 2018-19 *
(INDICATIVE)

Sr. No.	Participating Organization	SC	ST	OBC	UR	Total	Out of Which (PWD)			
							HI	OC	VI	ID
1	Allahabad Bank	36	19	64	116	235	16	2	3	2
2	Andhra Bank	93	46	168	318	625	0	8	9	8
3	Bank of Baroda	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
4	Bank of India	30	15	54	101	200	2	2	2	2
5	Bank of Maharashtra	15	7	27	51	100	0	3	1	0
6	Canara Bank	203	108	364	675	1350	18	18	18	17
7	Central Bank of India	15	8	28	49	100	1	1	1	0
8	Corporation Bank	28	22	0	50	100	1	1	1	1
9	Dena Bank	NR	NR	NR	NR	NR	NR	NR	NR	NR
10	IDBI Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
11	Indian Bank	NR	NR	NR	NR	NR	NR	NR	NR	NR
12	Indian Overseas Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
13	Oriental Bank of Commerce	NR	NR	NR	NR	NR	NR	NR	NR	NR
14	Punjab National Bank	NR	NR	NR	NR	NR	NR	NR	NR	NR
15	Punjab & Sind Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
16	Syndicate Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
17	UCO Bank	75	26	178	251	530	40	6	10	5
18	Union Bank of India	83	34	78	127	322	14	3	13	11
19	United Bank of India	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
20	Vijaya Bank	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	Total	578	285	961	1738	3562	92	44	58	46

* updated Data, if any, will be available on IBPS website from Time to Time.