



NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
(Fully owned by Govt. of India and Reserve Bank of India)
(Advertisement No.7 /Gr.A-RB-P&SO/2015-16)
Recruitment to the post of Officers in Grade 'A'
(Rajbhasha) and Assistant Manager (Protocol and Security)

Applications are invited from Indian citizens for the post of **Assistant Manager** (Grade 'A') in the Rajbhasha Service and Assistant Manager (Grade 'A') in the Protocol & Security Service in National Bank for Agriculture and Rural Development (NABARD). Candidates must apply only **ON-LINE** on NABARD website www.nabard.org **between 23 March 2016 and 13 April 2016** after carefully going through all the instructions given in this advertisement.

IMPORTANT

Before applying, candidates should ensure that they fulfil the eligibility criteria for the post. NABARD would admit to the Examinations all the candidates applying for the relevant post/s with the requisite fee (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the final stage. If at that stage, it is found that any information furnished in the ON LINE application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled.

Help Facility: In case of any problem in filling up the form, payment of fee/intimation charges, or in downloading of Admission Letter, complaints may be made at "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrs.ibps.in/>. Do not forget to mention "NABARD Officer - Assistant Manager (Rajbhasha)/(Protocol & Security) - Grade 'A' - DR" in the subject of the email.

IMPORTANT DATES

Online Application Registration and Payment of Online Fees/ Intimation Charges	From 23 March 2016 To 13 April 2016*
*NABARD reserves the right to make any change in these dates Written Examination for Asst. Manager (Rajbhasha) will be conducted tentatively in May/June 2016 on any convenient day. Candidates are advised to regularly check Bank's website, www.nabard.org for details and updates. Interview for Asst. Manager (Protocol & Security) will be conducted tentatively in May/June 2016. The time, date and venue of interview for the post of Asst. Manager (P&SS) will be advised to the shortlisted candidates in due course.	

I. No. OF VACANCIES :

POSTS ADVERTISED	SC	ST	OBC*	Unreserved i.e. (GEN)	Total
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Assistant Managers (Rajbhasha) in Grade 'A'	01	01	02	04	08
Assistant Manager (Protocol and Security) in Grade 'A'	01	--	02	03	06

*Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate the category as 'General' (Gen).

- a) The Reservations for SC/ST/OBC/PWD categories will be as per the instructions of Government of India
- b) The Bank reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies, as per its requirement.

For the post of Assistant Manager (Security): This post is not identified for reservation under PWD category. Thus PWD candidates are not eligible to apply for this post.

Note (I) - For SC/ST/OBC/PWD candidates - AM (Rajbhasha):

Wherever there is no vacancy reserved for SC/ST/OBC/PWD category candidates, they can also apply. They will be eligible for fee / age concession/ relaxation. However they will have to pay the intimation charges.

Note (II) – For Persons With Disability (PWD) candidates – AM (Rajbhasha) :

No vacancy is reserved for the PWD category in this recruitment exercise. However, PWD candidates may apply for the post, within the overall notified total vacancies. PWD candidates belonging to any of the three categories of the disability (subject to their suitability for the post as mentioned in following paragraphs) are allowed to apply for the posts and they will be considered for selection, subject to their suitability. The details of eligible categories of PWD are as under:

Post	Category	Nature of disability
Asst. Manager (Rajbhasha)	Orthopaedically Challenged	1. O.L – One leg affected (R or L) a. Impaired reach b. Weakness of grip c. Ataxia 2. B.L.A. - Both legs and arms affected
	Hearing Impaired	1. P.D. – Partially Deaf 2. D - Deaf
	Visually Impaired	1. B – Blind 2. L.V. – Low Vision

PWD candidates should possess a latest certificate to this effect issued by Competent Authority authorized by Government of India/ State Government Department.

Instructions pertaining to engaging scribe for PWD applicants:

a) 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, subject to limits as in (ii) and (iii) below. 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 arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature 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.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe should be from an academic stream different from that prescribed for the post of Asst. Manager (Rajbhasha).
- 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 online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- 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.

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).

i. 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.
- Applicants having low vision as defined in Chapter I, Para 2(u) of The Persons with Disabilities (Equal Opportunities, protection of rights and full participation) Act, 1995. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

II. Eligibility Criteria (as on 31 January 2016)

A) Age (as on 31 January 2016):

- i) For Asst. Manager in Grade 'A' (Rajbhasha) :** Between 21 and 33 years (candidates must have been born not earlier than 01.02.1983 and not later than 31.01.1995). The maximum age relaxation applicable to SC/ST and OBC category candidates, will be 5 years and 3 years respectively.

ii) For Asst. Manager in Grade 'A' in Protocol and Security Service : Between 25 and 40 Years (no relaxation for any category). The candidates born not earlier than 01.02.1976 and not later than 31.01.1991 are eligible to apply)

RELAXATION IN UPPER AGE LIMIT (For Asst. Manager (Rajbhasha)) : Upper age limit is relaxable by:-

- (a) 03 years in case of eligible OBC applicants and
- (b) a maximum of 05 years in case of : (i) Applicants belonging to SC/ST, (ii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided that the applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment, (iii) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case, on selection, the Ministry of Defence issues certificates that they would be released within 03 months from the date of receipt of offer of appointment, (iv) Applicants who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01st January, 1980 to 31st December, 1989.
- (c) 10 years for PWD (UR); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) applicants.

NOTE: NO CUMULATIVE AGE RELAXATION WILL BE AVAILABLE TO ANY APPLICANT.

B) Educational Qualification and Experience (as on 31 January 2016)

Asst. Manager in Grade 'A' (Rajbhasha)
<p>Job requirements: (i) Implementation of Government of India instructions regarding use of Hindi. (ii) Translation from English into Hindi and vice-versa of various references, documents, manuals and other publications of the Bank and arranging for printing thereof.</p> <p>Educational Qualification (as on 31 January 2016): Second Class Master's Degree in Hindi/Hindi Translation, with English as one of the subjects at Bachelor's Degree level; OR (ii) Second Class Master's Degree in English with Hindi as one of the subjects at Bachelor's Degree level; OR (iii) Second Class Master's Degree in Sanskrit / Economics / Commerce with English and Hindi as subjects at Bachelor's Degree level. (In lieu of a subject of Hindi at Bachelor's Degree level, one may have recognized Hindi qualification equivalent to a Bachelor's Degree); OR (iv) Master's Degree in both English and Hindi/Hindi Translation, of which one must be Second Class.</p> <p>Experience (as on 31 January 2016):</p> <p>Essential: At least three years' experience (02 years for SC/ST) in coining of Glossary or English to Hindi translation and vice versa in any National or State Level Weekly/ Newspaper or any Government/Semi-Government Office or any autonomous</p>

body/undertaking/ Bank/ Financial Institution, etc.

Desirable: (i) Study of Sanskrit/any other modern Indian Language/Linguistics at Bachelor's Degree level (ii) Published literary work. Knowledge of bi-lingual word processing.

Note: Experience as on 31 January 2016, after acquiring the prescribed educational qualification will only be reckoned.

Asst. Manager in Grade 'A' (Protocol & Security Service)

Job Requirements: He / She will be responsible for (i) Watch and Ward arrangements as to internal security, passages, entry and exit points, surveillance through CCTV, monitoring, recording etc. in the Bank's Office Buildings, (ii) Protocol duties, (iii) Maintenance/Security of Bank's properties and (iv) Control over the staff deployed for the purpose.

Eligibility Criteria:

(i) Experience (as on 31 January 2016): (i) He/She should be an Officer with a minimum of five years' of Commissioned Service in the Army/Navy/Air Force.

(ii) Age (as on 31 January 2016): Between 25 and 40 years (**no relaxation for any category**) (candidates born not earlier than 01.02.1976 and not later than 31.01.1991 are eligible to apply).

Scheme of Selection: Selection will be through Interview. The place and date of interview will be advised to the short listed candidates in due course.

(i) Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the undefined parameter(s) would be worked out as under:

Equivalent CGPA/ OGPA/ CPI or similar terminologies allotted on a 10-point scale	Class / Division	Aggregate % of Marks
6.75	I (First)	60%
6.25	II (Second)	55%
5.75	II (Second)	50%

(ii) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

(iii) Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (i) above.

(iv) Note: All educational qualifications should have been obtained from Universities / institutions incorporated by an Act of Central or State legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section - 3 of UGC Act 1956 or possess an equivalent qualification.

III) SELECTION PROCEDURE

a) ASSISTANT MANAGER (RAJBHASHA)

PAPER-I (Descriptive) General English:

The paper will have descriptive questions carrying 100 marks.

Duration: 3 hrs

The analytical and drafting ability of the candidate shall be assessed from the Descriptive English paper through essay writing, comprehension, report writing, paragraph writing & Letter writing. - 100 marks

Paper-II (Descriptive) Hindi Language for AM (Rajbhasha) only

The paper will have descriptive questions carrying 100 marks.

Duration: 3 hrs.

Proficiency in Hindi including translation from English to Hindi and vice-versa. The analytical and drafting ability of the candidate shall also be assessed from the descriptive paper.

Interview: Applicants qualifying in the Written Examination and securing sufficiently high rank in merit shall be short-listed for interview. The final selection will be on the basis of performance in the Written Examination and Interview taken together. Marks for Interview : 25 Marks

b) ASSISTANT MANAGER (Protocol & Security Service)

Selection will be through Interview. The Bank reserves the right to raise the minimum experience in order to restrict the number of candidates in each category to be called for Interview, commensurate with the number of vacancies. The time, date and venue of interview will be advised to the shortlisted candidates in due course. Marks for Interview : 100 Marks

NOTE: With a view to overcoming the possibility of applicants seeking help of other applicants during the written exam, wherever applicable, the Bank would be analysing the responses of applicants in the main examination with other appeared applicants to detect patterns of similarity of right and wrong answers. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel the candidature of the suspected applicants. Hence the applicants are advised in their own interest not to indulge in any unfair practice in the exams.

IV. SYLLABUS - WRITTEN EXAMINATION)

Paper I - English: Essay, Precis Writing, Comprehension and Business/ Office Correspondence.

Paper II – Rajbhasha :

1. सामान्य ज्ञान :

- क) (1) भाषा, विभाषा, उपभाषा, बोली, राष्ट्रभाषा, राज्यभाषा, क्षेत्रीय भाषा से अभिप्राय, (2) राजभाषा अधिनियम विषयक जानकारी , (3) हिन्दी का क्षेत्र तथा उसकी विभिन्न उपभाषाएँ और बोलियाँ, (4) हिन्दी भाषा के विकास की संक्षिप्त रूपरेखा.
ख) हिन्दी की ध्वनियाँ, शब्दभंडार और वाक्यरचना, देवनागरी लिपि.

2. व्यावहारिक हिन्दी :

- (i) शब्द - प्रयोग - समानार्थक / पर्यायवाची शब्द , विपरितार्थक शब्द , शब्दों में पारस्परिक अंतर , वर्तनी-शुद्धि. (ii) लोकोक्तियाँ और मुहावरे : अर्थ और वाक्यों में प्रयोग. (iii) वाक्य-शुद्धि. (iv) विरामचिह्नों का प्रयोग. (v) प्रारूपण , टिप्पण , व्याख्या, संक्षेपण, पल्लवन. (vi) पत्र लेखन. (vii) निबन्ध लेखन.

3. अँग्रेजी का व्यावहारिक ज्ञान :

- (i) Synonyms, antonyms, idioms, similar words, use of articles and prepositions, transformation of sentences, direct and indirect speech. (ii) Correction of sentences. (iii) Punctuation. (iv) Expansion and comprehension. (v) letter writing. (vii) Essay writing.

4. पारिभाषिक शब्दावली :

प्रशासन, बैंक तथा ग्रामीण बैंकों संबंधी अँग्रेजी हिन्दी - पारिभाषिक शब्दावली.

5. अनुवाद :

- क) अँग्रेजी से हिन्दी
ख) हिन्दी से अँग्रेजी

Note : The above syllabus is only indicative and not exhaustive.

V. PRE-RECRUITMENT TRAINING FOR SC/ST/OBC/PWD CANDIDATES (Only for AM (Rajbhasha)

The Bank arranges pre-recruitment training to SC/ST/OBC/PWD candidates, free of cost. Candidates who desire to avail of the training may apply **SEPARATELY** to the Chief General Manager, NABARD at any one of the centres marked below(**), in the format furnished below on or before 20 April 2016. The cover containing the application should be superscribed "APPLICATION FOR PRE-RECRUITMENT TRAINING FOR SC/ST/OBC/PWD CANDIDATES FOR ASST. MANAGER IN Rajbhasha Service" **Outstation Candidates should not send their application for training to NABARD, HRMD, HO, MUMBAI as it will not entertain such applications. However, candidates opting for Mumbai Centre may forward their application for training to NABARD, HRMD, HO, Mumbai.**

The pre-recruitment training would be held tentatively 15 days prior to the Written Examination in the following centres. **The training will be held subject to adequate number of requests being received.**

FORM OF APPLICATION FOR TRAINING

The Chief General Manager
National Bank for Agriculture and Rural Development
Human Resources Management Department/Regional Office

Place:
Date:

** _____

Dear Sir,

Pre-recruitment Training – Asst. Manager (Rajbhasha) in Grade 'A'

I have applied for the above post. My Registration No. / Roll Number is _____. You are requested to register my name for the captioned training. I enclose an attested copy of the caste / physically challenged certificate and copy of fee receipt in respect of payment made by me. I note that I will have to make my own arrangement for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the examination or for recruitment in the Bank's service.

Yours faithfully,

(Signature)

Name and Address

Email ID

Mobile No.

Encl : Attested Copy of Caste/Physically Challenged certificate/fee receipt

\$ Delete inapplicable.

(Note: Training in Hindi will be held only if sufficient number of candidates are registered).

(**) **ADDRESSES OF THE CENTRE:** ONE CENTRE TO BE CHOSEN FROM THE LIST GIVEN BELOW:

(1) NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad 380 013, (2) NABARD Towers, 46, K.G. Road, Bangalore 560 009, (3) E-5, Arera Colony, Bittan Market, P.O. Ravishankar Nagar, Bhopal 462 016, (4) "Ankur", 2/1 Nayapalli, Civic Centre, Bhubaneswar 751 015, (5) Plot No.3, Sector 34-A, Chandigarh 160 022, (6) 48 Mahatma Gandhi Road, Nungambakkam, Chennai 600034, (7) Hotel Sunrise Building, 113/3, Rajpur Road, Dehradun 248 001, (8) G.S. Road, Opp. Assam Secretariat, Dispur, Guwahati 781001, (9) 1-1-61, R.T.C. Cross Roads, Musheerabad, Hyderabad 500 020 (10) 3, Nehru Place, Tonk Road, Jaipur 302015, (11) B-II, 4th Floor, South Block, Bahu Plaza, Jammu 180 012, (12) Abhilasha, II Floor, 6 Royd Street Kolkata 700016, (13) 11, Vipin Khand, Gomtinagar, Lucknow 226 010, (14) C-24/G Block, Bandra Kurla Complex, Bandra East, Mumbai 400051, (15) 24 Rajendar Place, New Delhi 110125. (16) Maurya Lok Complex, Block B, 4&5 Floors, Dak Bungalow Road, Patna 800 001 (17) 54 Wellesley Road, Shivaji Nagar, Pune 411 005 (18) 1st Floor, Pithalia Complex, Fafadih Chowk, Opp. Trunk Exchange, K.K. Road, Raipur 492 009 (19) Opp. Adivasi College Hostel, Karamptoli Road, Ranchi 834 001 (20) U PHEIT KHARMIHPEN Bldg, 2nd & 3rd Floor, Plot No.28(2), Dhanketi, Ner Law College, Shillong 793 003 and (21) Punnen Road, Statue, Thiruvananthapuram 695 039.

VI. EXAMINATION CENTRES

i)Assistant Manager (Rajbhasha)

'Written Examination' (WE) may be held at the following centres:

Sr.No	Name of the Centre	Code No.
1	Mumbai	(11)
2	New Delhi	(12)
3	Kolkata	(13)
4	Chennai	(14)
5	Guwahati	(15)
6	Lucknow	(16)
7	Bhopal	(17)

Candidates can select only one centre and must indicate its name and code No. in the On-Line application. The Centre and date(s) of Written Examination ('WE') are liable to be changed for administrative reasons at Bank's discretion. In the event of cancellation of 'WE' at any centre, the Bank may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the 'WE' will be intimated dates, time table and venue of 'WE' through Admission Letters (AL). **Request for change of centre will not be entertained.**

ii)Assistant Manager (Protocol & Security Service)

Scheme of Selection: Selection will be through Interview. The place and date of interview will be advised to the short listed candidates in due course.

VII. APPLICATION FEE (NON-REFUNDABLE) (For all the above posts)

Application fee for each post will be as under:

Category of	Application Fee	Intimation charges etc.	Total
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applicant			
For SC/ ST/ PWD	NIL	Rs.100/-	Rs.100/-
For Others	Rs.650/-	Rs.100/-	Rs.750/-
Staff @	NIL	NIL	NIL

@The fee/intimation charges waiver is only for those employees of NABARD (Staff Candidates) who satisfy the eligibility criteria separately stipulated by the Bank internally. The status as staff candidate will be verified at the time of interview. In case they are not eligible to be treated as staff candidates, they are advised to indicate themselves as non-staff candidates and pay fees/intimation charges as applicable to non-staff candidates.

VIII) EMOLUMENTS AND SERVICE CONDITIONS

Pay Scale:

Assistant Manager (Rajbhasha & P&SS) in Grade 'A': They will draw a starting basic pay of Rs.17,100/-p.m. in the scale of Rs.17,100-1000(11)-28100-EB-1000(4)-32100-1100(1)-33200 applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Allowance, House Rent Allowance, Family Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs. 43,183/-. The pay scales are due for an upward revision.

b. **Perquisites** : Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalisation as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents) Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer articles, Personal computer etc.

c. Candidates selected for the posts will be governed by **the defined contribution to New Pension Scheme (NPS)' in addition to the benefits of Gratuity and Optional Group Term Insurance Plan.**

d. At certain centres, limited number of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.

e. Initial appointment of a selected applicant will be on probation for a period of 02 years, which may, at the Bank's discretion, be extended for a further maximum period of 01 year.

f. All candidates selected for appointment by the Bank are liable to be posted and transferred anywhere in India.

IX. HOW TO APPLY:

Eligible applicants are required to apply online through website **www.nabard.org**. No other means/ mode of application will be acceptable. The application form should be filled in English only. Option for the use of Hindi language will be available for the Written Examination/ Interview.

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES

C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply online only from 23 March 2016 to 13 April 2016 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- iii. **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

PAYMENT OF FEE ON LINE:

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Procedure

1. Candidates to go to the Bank's website www.nabard.org click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets as well as valid ID Proof brought for the examination. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. Payment can be made by using only Master/Visa/Rupay Debit or Credit Cards or Internet Banking, IMPS, Cash cards/Mobile Wallets by providing information as asked on the screen.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, **an e-Receipt** will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to **take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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 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.

SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the attendance sheet at the time of examination should match the uploaded signature.
- In case of mismatch, the candidate may be disqualified. Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office 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

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.

- Click the 'Upload' button

Your Online Application will not be registered unless you upload your photo and signature as specified.

X. GUIDELINES FOR FILLING APPLICATION ARE AS UNDER:

- i.) Applicants should have a valid e-mail id. In case candidate does not have a valid e-mail, he/ she can create a new e-mail id. This e-mail should be valid for the duration of the recruitment period. This will help him/ her in getting Admission letter/ interview advices, etc., by e-mail.
- ii) An 'Information Handout' booklet will be made available to the applicants on the NABARD website which may be downloaded along with the call letter for Written Examination.
- iii) Applicants serving in Government/ Quasi Government Offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will be required to submit 'No Objection Certificate' from the employer at the time of interview, failing which their candidature may not be considered.
- iv) Applicants under the reserved category will have to produce his/her original caste certificate/ relevant certificates at the time of Written Examination and Interview, failing which his/ her candidature shall be cancelled and he/ she will not be admitted for interview. OBC applicants, availing reservation will have to produce OBC certificate at the time of interview with Non-creamy layer clause issued by Govt. of India on or after 31 March 2016
- v) **In case of any difficulty experienced in submission of ONLINE application and/or payment of fees, the candidates may make complaints at "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrs.ibps.in/>.**

XI. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT:

Applicants are warned against furnishing any false/tampered/fabricated particulars suppressing any material information while filling up the on-line application form.

At the time of Written examination/ interview, if an applicant is (or has been) found guilty of using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by any unfair means, such an applicant may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
to be **disqualified** from the examination for which he/ she is an applicant.
to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by NABARD, and
for **termination** of service, if he/ she has already joined the Bank.

XII. GENERAL INSTRUCTIONS

1. DOWNLOAD OF CALL LETTER

Candidates will have to visit the NABARD's website for downloading call letters for the Written Examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause 3 below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original. No candidate shall be allowed to appear in the Written Examination without Call Letter.

2. CANDIDATES REPORTING LATE

The reporting time mentioned on the call letter is prior to the start time of the test. Candidates may be required to be at the venue for approximately one hour more than the duration of the test including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

3. IDENTITY VERIFICATION

In the examination hall for, as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for these Examination.

4. E-Aadhar Card and Ration Card are **not** valid id proofs for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending each shift, as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. The name must fully and exactly match. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

5. Admission to the Written Examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD) etc., of the applicants with reference to documents. **Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in applications are complete/correct in all respects.** In case it is detected at any stage an applicant does not fulfill the eligibility criteria and/or he/she furnished incorrect information or suppressed any material

information, his/her candidature will be cancelled and, if already appointed, his/her services may be summarily terminated without giving any notice

6. Before appointment in the Bank, a proper discharge certificate from the employer will have to be produced by the applicant.

7. No applicant is permitted to use or have possession of Calculators, Mobile Phones, Pagers or any other instrument/ device in the Examination Hall.

8. The applicants will have to reach the exam venue and appear for the written examination, at their own cost.

9. Only one online application should be submitted by the candidate. In case of more than one application only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited.

10. In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and Interview, in relation to number of vacancies and communication of result, the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

11. 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 & exclusive jurisdiction to try any clause/ dispute.

12. The possibility for occurrence of some problems in the administration of the examinations cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of NABARD/test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

13. The **Competent Authority** for the issue of certificates to SC/ST/OBC/PWD are as under:

(a) For SC/ ST/ OBC:

District Magistrates/ Additional District Magistrates/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.

Revenue Officer not below the rank of Tehsildar.

Sub Divisional Officer of the area where the applicant and/ or his/ her family normally resides.

Note: For OBC applicants, only the castes/ sub-castes figuring in the Central List will be considered. Accordingly, OBC Caste/Sub-caste figuring in the concerned State list but not in Central List (Govt. of India) will not be considered under OBC category.

The OBC Certificate shall be in the format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the applicant does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in the civil posts and services under the GOI with '**CREAMY LAYER**' clause should be produced at the

time of interview based on the income of the financial year preceding the date of online application made.

The Caste Certificate should be for the financial year 2015-2016, issued on or after 31 March 2016.

Applicants belonging to OBC category but coming in the 'CREAMY LAYER', hence not entitled to OBC reservation and age relaxation should indicate their category as 'UR' or 'UR (OC)' or 'UR (VC)' or 'UR(HI)' (as applicable).

Attested copy (ies) of relevant SC/ST/OBC/OC/VC/HI certificates should be submitted in the prescribed format at the time of Interview.

(b) For PWD: Medical Board at the District level

14. Only those applicants who are willing to serve anywhere in India, including rural areas, need apply.

15. The applicants must ensure that they fulfill all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects.

16. Mere admission to the written examination for an applicant does not imply that the bank has been satisfied beyond doubt about the applicant's eligibility. In case it is detected at any stage that an applicant does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information 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 will be summarily terminated.

17. Appointment of selected applicants is subject to his/ her being declared medically fit by Medical Officer(s) appointed/ approved by the Bank.

18. Decision of the Bank in all matters relating to recruitment will be final and binding on the applicants and no correspondence or personal enquiries will be entertained in this regard by NABARD.

19. No applicant will be appointed in the Bank's service, who, (a) after such enquiry, as may be considered necessary, is not found suitable for the Bank's service and (b) after such medical examination, as the Bank may prescribe, is not found to be in good mental or physical health and free from any mental and/or physical defect likely to interfere with efficient discharge of duties.

20. In case any dispute arises on account of interpretation in versions other than English, the English version will prevail.

21. The applicants will appear for the Written Examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/ loss, etc. of any nature to him/ her.

22. Print out of the completed On-line application should not be sent.

23. 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 candidates from the selection process and he / she will not be allowed to appear in any NABARD 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 effect.

24. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

25. The Bank does not furnish the mark sheet of the selection process to candidates. The marks obtained in written examination and interview will be made available on the Bank's website in an interactive mode only after declaration of final results.

Mumbai
Date: 22 March 2016

(M.K. Mudgal)
Chief General Manager
HRMD