

 **Andhra Bank**  
(A Govt. of India Undertaking)  
Head Office :: Hyderabad

**(PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE SUBMITTING THE APPLICATION)**

Andhra Bank, a leading Public Sector Bank invites applications from Indian citizens for the **Post of Security Officers in Middle Management Grade Scale II and III (MMGS-II and III)**

<b>Opening date for Online registration</b>	<b>19.09.2018</b>
<b>Last date for online registration</b>	<b>23.09.2018</b>
<b>Last date for receipt of hard copy of online application with enclosures</b>	<b>04.10.2018</b>
<b>Date of Interview</b>	<b>Will be informed separately</b>

**1.Posts :**

Post Code	Name of the Post	Grade	No. of Vacancies	Age as on 01.09.2018
			TOTAL	Maximum
1	Security Officer	MMGS-II	15	40 yrs
		MMGS III	5	
	TOTAL		20	

**1.1 Pay scale, allowances and perquisites:**

Scale	Scale of Pay
MMGS II	31705-1145/1-32850-1310/10-45950
MMGS III	42020-1310/5-48570-1460/2-51490
Dearness Allowance, HRA, CCA, Medical Aid, Hospitalisation expenses, Leave Fare Concessions, etc and perquisites like Conveyance, Quarters, Furniture etc. shall be applicable as per rules.	

**1.2 Reservation in posts**

Grade	No. of Vacancies				
	SC	ST	OBC	UR	TOTAL
MMGS-II	2	1	4	8	15
MMGS III			1	4	5

**The number of vacancies and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank. Bank reserves the right not to fill up any or all the vacancies.**

**ABBREVIATIONS USED:**

SC - Scheduled Caste  
OBC - Other Backward Classes

ST - Scheduled Tribe  
UR - Unreserved

Candidates belonging to reserved category, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved (general) category without availing relaxations in any manner.

## 2. Eligibility Criteria

### 2.1 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 1<sup>st</sup> Jan. 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Govt. of India.

### 2.2 Gender: Male/Female

### 2.3 Applications from serving employees of Andhra Bank:

Interested and eligible employees of Andhra Bank may also apply through proper channel. Such candidates, if selected shall resign from their present position in the Bank and rejoin the service afresh.

## 3. Educational qualifications and Post-qualification Work Experience (as on 23.09.2018)

Educational qualifications	Experience for MMGS II	Experience for MMGS III
Graduation in any discipline from a Recognized University.	An officer with a minimum of five years commissioned service in the Army / Navy / Air Force <b>OR</b>	An officer with a minimum of <b>Ten</b> years commissioned service in Army / Navy / Air Force <b>OR</b>
	A Police officer not below the rank of an Asst. Superintendent of Police/Dy. Superintendent of Police with minimum Five years of service <b>OR</b>	A police officer not below the rank of an Asst. Superintendent of Police/Dy. Superintendent of Police with minimum Ten years of service <b>OR</b>
	Officers of identical work in Para Military forces [BSF,ITBP,SSB (Seema Suraksha Bal),CRPF,COAST GUARD etc]with a minimum of five years service.	<b>An</b> Officers of equivalent ranks in Para Military forces [BSF,ITBP,SSB (Seema Suraksha Bal ),CRPF,COAST GUARD etc] with a minimum of Ten years of service.

**Note:** \* Preference will be given to Security Officers working in Banks / Public / Reputed Private Sector Organisations.

**The Educational qualifications prescribed for the post are the minimum. Candidates must possess the requisite qualifications as on 23.09.2018.**

### **3.1 Age (As on 01.09.2018)**

**Maximum 40 years .**

### **3.2 Relaxation in Upper Age limit :**

<b>S.No</b>	<b>Category</b>	<b>Age relaxation</b>
1	SC/ST category	5 years
2	OBC (Below Creamy layer) category	3 years
3	Persons domiciled in Kashmir Division in J&K State during the period from 01.01.1980 to 31.12.1989	5 years
4	The children/Family members of those who died in the 1984 riots	5 years

#### **Note:**

- a) The maximum age limit specified in 3(1) above is applicable to General Category candidates.
- b) 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 per 3.2 (3 & 4). OBC candidates in the 'Creamy Layer' will be treated as 'General Category'
- c) All persons eligible for age relaxation under 3.2 (3) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 1<sup>st</sup>Jan.1980 to the 31<sup>st</sup> day of December 1989.
- d) All persons eligible for age relaxation under Sr. No. 3.2 (4) must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of rehabilitation package for 1984 Riots Affected persons sanctioned by Government and communicated by Ministry of Finance, Department of Financial Services communication no. F.No. 9/21/206-IR dated 27.07.2007.
- e) If ex-serviceman, applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment.

## **4. SELECTION PROCEDURE**

Selection procedure will be through Interview.

Bank reserves the right to decide upon the selection procedure depending upon the number of applications received and qualification, experience of the applicants.

Merely satisfying the eligibility norms does not entitle a candidate to be called for selection process. The Bank reserves the right to call only the requisite number of candidates for the selection process after preliminary screening/shortlisting with reference to candidate's qualification, suitability and experience, etc.

## 5. APPLICATION FEE:

**Non-refundable Application fees/Intimation Charges (payable only through online mode):**

Category of Applicant	Application fee	Intimation charges
For GEN & OBC	Rs.500.00	Rs 100
For SC/ST candidates	NIL	Rs 100

**Note:** The Payment of application fees by any other mode except online will not be accepted. Instruments, like Demand Draft / Bankers cheque / Indian postal orders received towards payment of application fees/intimation charges will not be accepted under any circumstance. The application fees/Intimation Charges are non-refundable and once paid will not be refunded nor can be held for in reserve for any other examination or selection.

## 6. GENERAL INSTRUCTIONS

a) **Educational Qualifications:** The qualifications prescribed for the post are the minimum. Candidates must possess the qualifications as on **23.09.2018**.

b) **Probation Period & Service Bond:**

The candidates selected as Security Officers in MMGS II and III will be required to execute a Service Bond undertaking to serve the Bank for a minimum period of 3 years or to pay the Bank a sum of Rs.2,00,000/- in case he/she fails to serve the stipulated period.

Officers recruited as Security Officers in MMGS-II and III will be on probation for a period of **ONE** year.

c) **Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement.** Decision of 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. The Bank in this behalf shall entertain no correspondence or personal enquiries. **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 or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.**

d) **CERTIFICATES TO BE SUBMITTED AT THE TIME OF INTERVIEW:**

Candidates must submit the following certificates in original along with one set of attested copies at the time of appearing for interview, failing which his/her candidature will be cancelled.

(i) Certificates in support of educational qualification, date of birth and caste.

(ii) Experience certificate

(iii) SC/ST Caste Certificate issued by the Competent Authority in the prescribed format.

(iv) OBC certificates in the format as prescribed by the Govt. Of India and issued by the Competent Authority, inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. Of India i.e. carrying 'CREAMY LAYER' Clause, based on income for the financial year 2017-18 should be submitted. **OBC certificate should not be more than one year old as on the date of application.**

Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'General' candidates.

v) An application not accompanied by copies of relevant certificates, where necessary/requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.

vi) A recent, recognizable passport size photograph should be firmly pasted on the application and should be signed across by the candidate. The same photo should be uploaded in online application also. Three copies of the photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification.

vii) Candidates should be willing to serve anywhere in India.

viii) Candidates serving in Government/Public sector undertaking (including banks) should seek prior permission from their employer to apply and produce "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.

ix) Any request for change of address subsequent to the submission of application till completion of final recruitment will not be entertained.

x) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Hyderabad only.

xi) The Bank takes no responsibility to collect any certificate/ remittance sent separately.

xii) In case any dispute arises on account of interpretation in version other than English, English version will prevail.

xiii) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

xiv) The Bank reserves the right to modify/reverse/cancel any or all of the provisions in the process

xv) Publication of this advertisement in full or part by any Agency without Bank's specific permission will be considered as an offence and will be liable for legal action.

xvi) 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 application form.

At the time of Interview, if a candidate is (or has been) found guilty of:

- i. Resorting to any irregular or improper means in connection with his/her candidature by selection or

- ii. Canvassing support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
- a) to be disqualified from the Interview for which he/she is a candidate and
  - b) to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

## **7. HOW TO APPLY**

- a) Candidates can apply online from 19.09.2018 to 23.09.2018 through the link in the Career Page, of the Bank's website ([www.andhrabank.in](http://www.andhrabank.in)) and no other mode of application will be accepted.**

### **Photograph Image:**

Photograph must be a recent passport size colour picture.  
Make sure that the picture is in colour, taken against a light-coloured, preferably white background.

### **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.

### **b) Prerequisite for applying online:**

Before applying online, candidates should:

- Scan their photograph and signature, ensuring that both conform to the required specifications.
- Keep the necessary details of Educational Qualifications and other personal details handy for entering in the online application.
- Create a valid personal email ID, if not already done. The email ID should be kept alive for entire duration of the selection process. Under no circumstances, the applicant should share email ID with any other person. Third party email ID is not permitted.

## **PAYMENT OF APPLICATION FEE:**

**Requisite Application fee / Intimation Charges must be paid through Online mode.**

**The Bank website will remain open from 19.09.2018 to 23.09.2018 both days inclusive.**

**Applications once registered will not be allowed to be withdrawn and/or the application fee, once paid will not be refunded.**

## **8. SUBMISSION OF APPLICATIONS:**

Applicants are required to go to the Bank's website and click on the link "Career" Thereafter, open the Recruitment Notification entitled "RECRUITMENT OF SECURITY OFFICERS IN MMGS II and III."

Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.

After submitting the application form through online, hard copy of the application should be sent along with enclosures in an envelope superscribed "**APPLICATION FOR THE POST OF SECURITY OFFICER (MMGS II/ III) in Andhra Bank**", at the following address:

**ASST. GENERAL MANAGER (HR)  
ANDHRA BANK, HEAD OFFICE  
RECRUITMENT SECTION,  
H R DEPARTMENT  
Dr. PATTABHI BHAVAN,  
SAIFABAD,  
HYDERABAD  
TELANGANA - 500 004.**

**Hard Copy of Online Applications along with enclosures received after the last date will be summarily rejected without assigning any reason. Last date for receipt of hard copies of Online application is 04.10.2018.**

**The bank does not assume any responsibility for the candidates not being able to submit their application within the last date for any reason whatsoever.**

GENERAL MANAGER (HR)  
Date : 14.09.2018

**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 \_\_\_\_\_ Son/Daughter  
of \_\_\_\_\_ of \_\_\_\_\_  
village/Town of \_\_\_\_\_ District/Division in \_\_\_\_\_  
State belongs to \_\_\_\_\_ community which is recognized as a

Backward Class under:

- [i] Resolution No.12011/68/93-BCC[C], dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section-1 No.186, dated the 13<sup>th</sup> September 1993.
- [ii] Resolution No.12011/9/94- BCC [C], dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section-1 No.163 dated the 20<sup>th</sup> October 1994.
- [iii] Resolution No. 12011/7/95-BCC [C], dated the 24<sup>th</sup> May 1995, published in the Gazette of India, Extraordinary, Part-I, Section-I No.88, dated the 25<sup>th</sup> May 1995.
- [iv] Resolution No.12011 / 96 / 94 - BCC, dated 9<sup>th</sup> March 1996.
- [v] Resolution No.12011/44/96- BCC[C], dated the 6<sup>th</sup> December 1996, published in the Gazette of India, Extraordinary Part-I, Section-1 No.210, dated the 11<sup>th</sup> December 1996.
- [vi] Resolution No.12011 / 13 / 97 - BCC, dated 3<sup>rd</sup> December 1997.
- [vii] Resolution No.12011/99/94-BCC, dated 11<sup>th</sup> December 1997.
- [viii] Resolution No.12011/68 /98-BCC, dated 27<sup>th</sup> October 1999.
- [ix] Resolution No.12011/88/98-BCC, dated 6<sup>th</sup> December 1999 published in the gazette of India. Extraordinary Part-I, Section-I, No.270, dated 6<sup>th</sup> December, 1999.
- [x] Resolution No.12011/36/99-BCC, dated 4<sup>th</sup> April 2000, published in the Gazette of India. Extraordinary Part-I, Section-I, No.71, dated 4<sup>th</sup> April, 2000.
- [xi] Resolution No.12011/44/99-BCC, dated 21-9-2000, published in the Gazette of India, Extraordinary Part-I, Section-I, No.210 dated 21-9-2000.

Sri \_\_\_\_\_ and/or his family ordinarily reside[s] in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State. 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 or  
Seal : Deputy Commissioner, etc



NB:

(a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) The authorities competent to issue Caste certificates are indicated below:

i] District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Asstt. Commissioner [not below the rank of First Class stipendiary Magistrate].

ii] Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

iii] Revenue Officer not below the rank of Tehsildar;

iv] Sub-Divisional Officer of the area where the candidate and/or his family resides.

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**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

1. 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 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.

# 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 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.

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