बैंक ऑफ़ बड़ौदा Bank of Baroda

119th FOUNDATION YEAR LEADING WITH TRUST

**RECRUITMENT OF PROFESSIONALS ON FIXED TERM ENGAGEMENT ON CONTRACTUAL BASIS FOR WEALTH MANAGEMENT SERVICES (WMS) DEPARTMENT IN BANK OF BARODA**

***BOB/HRM/REC/ADVT/2026/20***

| **Online Registration of Application starts from: 04-11-2026** | **Last date for Submission of Application & Payment of fees: 24-11-2026** |
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**IMPORTANT TO NOTE**

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| a) | The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment. Candidates are requested to note down the acknowledgement number and a copy of application form for their future reference. |
| b) | Before applying, candidates should ensure that they fulfill all the eligibility criteria for the post as on the date of eligibility. |
| c) | Short-listing and participation in interview / selection method will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank. |
| d) | Candidates are advised to check Bank's website (Current Opportunities) regularly for details and updates. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's website only. |
| e) | All correspondence including Call letters / Interview Dates / advice, wherever required, will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active till completion of this recruitment process. |
| f) | Only Candidates willing to serve anywhere in India, should apply. |

**1. Details of Positions & Eligibility Criteria as on 01-11-2026 (Cut-Off Date):**

| **Department: Wealth Management Services - (5 Positions – 837 Vacancies)** | | | | | |
|---|---|---|---|---|---|
| **SN** | **Position** | **Vac.** | **Age (in years)** | **Educational Qualification** | **Post Qualification Work Experience** |
| 1 | Group Head:<br>Assistant Vice President II | 8 | Min: 35<br>Max: 50 | **Mandatory qualification**<br>•Graduation in any Discipline from a University Recognized by the Govt. of India/Govt. Bodies/AICTE<br><br>**Preferred qualification**<br>•2 years full time Post Graduate Degree/Diploma in Management, MBA(Finance/Marketing/Banking) from a recognized University or Institution, CFP, CFA or equivalent qualifications.<br>•Certifications: NISM V A, NISM V D, IRDA IC38, NISM XIII and NISM-Series-XXI-A. | Minimum 12 years of post-qualification experience as Relationship Manager in Wealth Management/ Investment Advisory/Portfolio Management with Public Banks / Private Banks / Foreign Banks / Broking Firms / Security Firms/ Asset Management Companies or in Financial Services Sector out of which minimum 5 years as Team Lead for Relationship Managers. |
| 2 | Head Investment:<br>Assistant Vice President II | 1 | Min: 35<br>Max: 50 | **Mandatory qualification**<br>•Graduation in any Discipline from a University Recognized by the Govt. of India/Govt. Bodies/AICTE<br>•Certifications: Any of NISM V A/ NISM V D / NISM XIII/NISM Series XX-I-A<br><br>**Preferred qualification**<br>•2 years full time Post Graduate Degree / Diploma in Management, MBA (Finance/Marketing/Banking) from a recognized University or Institution, CFP, CFA or equivalent qualifications.<br>•Certifications: IRDA IC38 | Minimum 10 years of relevant work experience in Direct investment-related roles, in Wealth Management/ Investment Advisory/Portfolio Management with Public Banks / Private Banks / Foreign Banks / Broking Firms / Security Firms/ Asset Management Companies or in Financial Services Sector out of which minimum 5 years of experience in a Senior leadership role (Handling Product – Mutual Funds, SIF, AIF and PMS, Research and Advisory, Regulatory / SEBI compliance, Business Development etc). |

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|---|---|---|---|---|---|
| 3 | Territory Head:<br>Assistant Vice President I | 35 | Min: 28<br>Max: 42 | **Mandatory qualification**<br>• Graduation in any Discipline from a University Recognized by the Govt. of India/Govt. Bodies/AICTE<br><br>**Preferred qualification**<br>• 2 years full time Post Graduate Degree / Diploma in Management, MBA (Finance/Marketing/Banking) from a recognized University or Institution, CFP, CFA or equivalent qualifications.<br>• Certifications: NISM V A, NISM V D, IRDA IC38, NISM XIII and NISM Series-XXI-A. | Minimum 8 years of post-qualification experience as Relationship Manager in Wealth Management/ Investment Advisory/Portfolio Management with Public Banks / Private Banks / Foreign Banks / Broking Firms / Security Firms/ Asset Management Companies or in Financial Services Sector. |
| 4 | Investment Product Manager:<br>Assistant Vice President I | 2 | Min:26<br>Max:45 | **Mandatory qualification**<br>• Graduation in any Discipline from a University Recognized by the Govt. of India/Govt. Bodies/AICTE<br>•Certifications: Any of NISM V A/ NISM V D /NISM XIII/NISM Series XX-I-A<br><br>**Preferred qualification**<br>•2 years full time Post Graduate Degree / Diploma in Management, MBA (Finance/Marketing/Banking) from a recognised University or Institution, CFP, CFA or equivalent qualifications.<br>•Certifications: IRDA IC38. | Minimum 5 years of post-qualification experience as Relationship Manager in Wealth Management/Investment Advisory/Portfolio Management with Public Banks / Private Banks / Foreign Banks / Broking Firms / Security Firms/Asset Management Companies or in Financial Services Sector out of which minimum 3 years of experience as an Investment Counsellor in Wealth Management. |
| 5 | Senior Relationship Manager:<br>Deputy Manager | 791 | Min:24<br>Max:35 | **Mandatory qualification**<br>•Graduation in any Discipline from a University Recognized by the Govt. of India/Govt. Bodies/AICTE<br>•Certifications: NISM V A / NISM V D and /or IRDA IC38.<br><br>**Preferred qualification**<br>•2 years full time Post Graduate Degree/Diploma in Management, MBA (Finance/Marketing/Banking) from a recognised University or Institution, CFP, CFA or equivalent qualifications.<br>•Certifications: NISM XIII and NISM-Series-XXI-A | Minimum 3 years of post-qualification experience as Relationship Manager in Wealth Management/Investment Advisory/Portfolio Management with Public Banks /Private Banks / Foreign Banks/Broking Firms/Security Firms/Asset Management Companies or in Financial Services Sector. |

**Note:**

- The educational qualifications must be from the college/institution/university recognized by the Government of India/Govt. bodies/AICTE.
- A candidate shall apply for only one position under this advertisement. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration (s) will stand forfeited.
- The Bank reserves the right to select only such number of candidates as it may deem fit against the advertised vacancies, based on the eligibility criteria and suitability of the candidates for the respective position, at the sole discretion of the Bank. The Bank also reserves the right to modify/vary the number of vacancies indicated herein, depending upon the requirements of the Bank.
- Post-qualification experience of less than six months in any organization as on 01.11.2026 shall not be considered for determining eligibility.
- Experience in Clerical cadre would not be considered for determining eligibility.
- Teaching & Training experience would not be considered for determining eligibility.

**2. Roles & Responsibilities:**

The detailed roles and responsibilities are appended herewith as **Annexure-I**. However, Bank reserves the right to modify and/or include any of the KRA(s) for any of the positions from time to time.

**3. Reservation in Posts (Wherever applicable):**

| S N | Position Name | Total | SC | ST | OBC | EWS | UR | Out of Which PwD | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | LD | HI | VI | d&e* | Total |
| 1 | Group Head: Assistant Vice President II | 8 | 1 | 0 | 2 | 0 | 5 | 1 | 0 | 0 | 0 | 1 |
| 2 | Head Investment: Assistant Vice President II | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| 3 | Territory Head: Assistant Vice President I | 35 | 5 | 2 | 9 | 3 | 16 | 1 | 1 | 0 | 0 | 2 |
| 4 | Investment Product Manager: Assistant Vice President I | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| 5 | Senior Relationship Manager: Deputy Manager | 791 | 118 | 59 | 213 | 79 | 322 | 8 | 8 | 8 | 8 | 32 |
| **Total Vacancies** | | **837** | **124** | **61** | **224** | **82** | **346** | **10** | **9** | **8** | **8** | **35** |

***Abbreviations stand for:*** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Sections, UR- Unreserved, PWD - Persons with Disability, LD – Locomotor Disability, HI – Hearing Impaired, VI- Visually Impaired.
d&e – The PwBD categories under clause "d&e" of Section 34 (i) of the Rights of Persons with Disabilities Act, 2016 (RPWBD Act, 2016) suitable for the post are autism, intellectual disability, specific learning disability and mental illness and multiple disabilities amongst VI, HI & LD.

**NOTE**:

1. Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
2. Candidates belonging to OBC category but coming in the 'creamy layer' and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI/ID) as applicable.
3. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC category, while submitting their application/s.
4. Benefit of reservation under EWS category is permissible only upon production of an 'Income and Asset Certificate' issued by a Competent Authority in the format prescribed.
5. Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates applying under SC/ST/OBC/EWS/PWD category, while submitting their application/s.
6. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
7. Candidates seeking age relaxation must submit copies of the relevant certificate(s) at the time of the interview, or at any subsequent stage of the recruitment process, or as and when called upon by the Bank, including after completion of the recruitment process.
8. There is no reservation for Ex-Servicemen in Officers' Cadre.
9. Maximum age indicated is for General category candidates as on 01.11.2026. Relaxation in upper age limit will be available as detailed below.

**3.1 Relaxation in Upper Age Limit (Wherever applicable):**

| S.N. | Category | Age Relaxation (yrs.) |
|---|---|---|
| 1. | Scheduled Caste / Scheduled Tribe | 5 |
| 2. | Other Backward Classes (Non-Creamy Layer) | 3 |
| 3. | Persons with Disability | Gen/EWS – 10,<br>OBC – 13,<br>SC/ST - 15 |
| 4. | Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short | Gen/EWS – 5, |

| | | |
|---|---|---|
| | Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment. | OBC – 8<br>SC/ST – 10 |

Relaxation of upper age limit shall be applicable only for those posts where reservation roster points are available, as indicated in Para 3.

**4. Application fees**:

- Rs.850/- (Inclusive of GST) + Payment Gateway Charges for UR, EWS & OBC candidates
- Rs.175/- (Inclusive of GST) + Payment Gateway Charges for SC, ST, PWD, ESM/DESM & Women candidates.

The candidate is required to pay the non-refundable application fee/Intimation charges irrespective of whether online test is conducted or not and even if the candidate is shortlisted or not for the interview.

**5. Remuneration & Location of Posting:**

Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark for the respective positions.

The place of posting will be depending upon the Bank's requirement from time to time. Selected Candidates shall be placed at any of its Offices/ Branches in India.

**6. Nature of Employment:**

The engagement under the contract as an Officer on Contractual Basis (OCB1 to OCB4) is for an initial period of -05- years effective from date of candidate's joining in the Bank which can be subsequently renewed/extended, subject to satisfactory performance and at the discretion of the Bank, for an additional maximum period of 5 years.

The engagement will automatically end on the expiry date of the contract unless renewed/ extended for a further period. However, the engagement is valid till maximum age of 60 years or end of the term of the contract, whichever is earlier.

**7. Eligibility Criteria:**

Candidates intending to apply for the above-mentioned positions should ensure that they fulfill the minimum eligibility criteria specified:

**Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form at the time of interview and/or any subsequent stage of the recruitment process as required by the Bank. 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 the said post/ appearing for and being shortlisted in the Online examination and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.**

**Note:**

a. All the educational qualifications mentioned should be from a recognized University/ Institute/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies. **Proper document from Board/ University / Regulatory Body has to be submitted at the time of application / interview / as and when called for by the Bank.** The date of passing the examination which is reckoned for eligibility will be the date of passing, appearing on the mark-sheet/ provisional certificate, issued by the 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 a certificate **in original** issued by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and for further process.

b. Candidates should indicate the percentage obtained in Graduation/Post Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicate the same in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

c. Calculation of Percentage: The percentage of marks, unless mentioned by the University/ Board, 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 the 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%.

**8. Nationality / Citizenship: (as on 01.11.2026):**

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) 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. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection, the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him.

**9. SELECTION PROCEDURE:**

- The selection process may comprise Application Scrutiny, online test, psychometric test or any other test deemed suitable for further selection process followed by Interview of candidates.
- Psychometric Test &/or PI shall be conducted to assess the candidate's personality, level of communication, clarity & problem-solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc.
- Bank reserves the right to change (cancel/ modify/ add) any of the selection criteria, method / process of selection and provisional allotment etc.
- The Bank reserves the right, at its sole discretion, to call candidates for personal interview in a ratio as deemed appropriate. Shortlisting of applications for interviews or any subsequent stage of the selection process shall be undertaken on the basis of qualifications, relevant work experience, domain expertise skill set, suitability, and any other criteria as may be determined by the Bank in line with its requirements. The shortlisting criteria adopted by the Bank are internal and confidential and will not be shared with candidates. Meeting the minimum eligibility conditions will not automatically entitle a candidate to be called for interview or further stages of selection. The Bank's decision regarding shortlisting and selection shall be final and binding, and no correspondence or communication will be entertained from candidates who are not shortlisted or not selected at any stage.
- Merely satisfying the eligibility norms does not entitle a candidate to be called for Interview. Bank reserves the right to call only the requisite number of candidates for the interview after online test/ preliminary screening/ shortlisting with reference to the candidate's qualification, suitability, experience etc.
- Bank reserves the right to consider the candidature of the candidate to any other position other than for which he/she has applied for, subject to the condition that the candidate fulfils the eligibility criteria prescribed for the position for which the candidate is considered for.
- Candidates are advised to regularly keep in touch with the Bank's official website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of center, venue, date and time for examination and interview shall not be entertained.

**9.1 Action Against Candidates Found Guilty of Misconduct/ Use Of Unfair Means**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and **should not suppress any material information while submitting online application.**

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i. Using unfair means or
ii. Impersonating or procuring impersonation by any person or
iii. Misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
iv. Resorting to any irregular or improper means in connection with his/ her candidature or
v. Obtaining support for his/ her candidature by unfair means, or

vi. Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

a. To be disqualified from the examination for which he/ she is a candidate
b. To be debarred either permanently or for a specified period from any examination conducted by Bank
c. For termination of service, if he/ she has already joined the Bank.

**9.2 Personal Interview (PI)/Psychometric Test or any other test/assessment as part of selection process:**

i. The Bank reserves its right to call for the PI, candidates in a ratio, at its sole discretion. Wherever online test is conducted, candidates shall be called for PI on the basis of their performance in the online test.
ii. In case written test(s) is/are conducted, candidates shall be required to obtain a minimum score in each test/section and also a minimum total score in the Online Test to be shortlisted for Psychometric Assessment and/or Personal Interview. Candidates shall be shortlisted for Psychometric Assessment and/or Personal Interview depending on the number of vacancies, cut-off marks in each test/section and the total marks secured in the Online Test, qualifications, relevant work experience, domain expertise, skill set, suitability, and/or such other criteria as may be determined by the Bank. Prior to completion of the selection process, the scores obtained in the Online Test shall not be shared with candidates shortlisted for interview.
iii. In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
iv. Psychometric Test/&/or PI shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc.
v. **The minimum qualifying marks in the Personal Interview (PI) shall be 60% for General and EWS Category candidates and 55% for candidates belonging to other Reserved Categories.** However, the Bank reserves the right to vary the minimum qualifying marks/criteria for the PI at its sole discretion. Candidates securing marks below the prescribed minimum qualifying marks in the PI applicable to their respective category shall not be considered for preparation of the Rank List/Merit List or for final selection. The Bank may also, if considered necessary, conduct a Preliminary/Screening Round for screening/shortlisting of candidates at any stage of the selection process, the nature and method of assessment of which shall be as decided by the Bank.
vi. Candidates who do not secure the prescribed minimum qualifying marks in the PI applicable to their respective category shall not be considered for preparation of the Rank List/Merit List. Only candidates qualifying in the PI shall be considered for computation of the final merit score. The marks secured in the Online Test/Written Examination and/or PI by candidates who do not qualify the PI shall not be taken into account for preparation of the Rank List/Merit List or for final selection.
vii. In case of Online test, the combined final scores of candidates shall be arrived at on the basis of scores obtained by the candidates in Online test and/or PI (Single round and/or multiple rounds as decised by the Bank) and /or any other method of selection adopted in the said selection process.
viii. PI score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.
ix. A candidate should qualify in all the processes of selection, i.e. Online Examination and/or PI (as the case may be) and sufficiently high in the merit to be shortlisted for subsequent allotment process.
x. Subject to the vacancies available under the respective category, only those candidates who pass the online test/PI will be shortlisted for further selection

***While appearing for PI, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ connect any certificate/remittance/ document sent separately.***

**9.3 Call Letters for Interview/ Any Other Selection Process**

i. The Centre, venue address, post applied for, date and time for examination, GD and interview shall be intimated in the respective Call Letter.
ii. An eligible candidate should download his/her call letter from the link given on Bank's website **www.bankofbaroda.bank.in** from time to time under **Career section/web page → Current Opportunities** by entering his/ her details and Password. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.
iii. Intimations will be sent through Notification on Bank's website and /or by email to the email ID registered in the online application form for this project. Bank will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via e-mail to the candidate due to change in email address, technical fault or otherwise beyond the control of the Bank.
iv. Candidates are hence advised to regularly keep in touch with the authorised Bank website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of center, venue, date and time for examination, GD and interview shall not be entertained.

**9.4 Identity Verification**

**Documents to be produced:**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing the same name as it appears on the call letter**) such as PAN Card/Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card

issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID 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 the Examination/ interview. Ration Card <u>will not be</u> accepted as valid id proof for this project.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original, mentioning the changed name.

**9.5 List of Documents to be produced at various stages of the selection process (as applicable):**

**The following documents in original together with a self-attested photocopy** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview or as and when called by the Bank will debar his candidature from further participation in the recruitment process.**

i. Printout of the valid Interview Call Letter.
ii. Valid system generated printout of the online application form.
iii. Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authority or SSLC/ Std. X Marksheet or Certificate with DOB)
iv. Photo Identify Proof as indicated above.
v. Individual Semester/Year wise Mark sheets & certificates for educational qualifications including the final degree/diploma certificate. Proper document from Board/ University for having declared the result has to be submitted.
vi. Caste Certificate issued by competent authority, strictly in the prescribed format as stipulated by Government of India, in case of SC/ ST/OBC/EWS category candidates. (***As enclosed in the Annexures).***
vii. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year as on the date of advertisement).
viii. **<u>Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.</u>**
ix. Disability certificate in prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online examination, then the duly filled in details of the scribe in the prescribed format.
x. An Ex-serviceman candidate has to produce a copy of the Service or Discharge Book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
xi. Candidates serving in Government / Quasi Govt offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
xii. Persons falling in categories (ii), (iii), (iv) and (v) of Point 8 should produce a certificate of eligibility issued by the Govt. of India.
xiii. Relevant documents in support of the work experience declared, including appointment letter, salary slip, relieving letter (wherever applicable), etc.
xiv. Any other relevant documents in support of eligibility.

**Note: Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.**

**Nonproduction of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):**

**<u>For Scheduled Castes / Scheduled Tribes / Other Backward Classes</u>**: (i) District Magistrate / Additional District Magistrate / 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) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (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 normally resides.

**<u>For Persons with Benchmark Disabilities</u>**: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

**10. HOW TO APPLY:**

i. **Candidates are required to apply Online through website www.bankofbaroda.bank.in** from time to time under **Career section/web page → Current Opportunities. No other means/ mode of application will be accepted.**

ii. **Candidates are required to have a valid personal email ID and Contact Number.** It should be kept active till completion of this recruitment project. Bank may send call letters for Personal interview and/or Selection Process on the registered Email ID. In case,

a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

**a) Guidelines For Filling Online Application:**

i. Candidates should visit Bank's website **www.bankofbaroda.in/Career.htm** and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking / UPI etc.
ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure II regarding scanning of photograph & signature and upload of documents.
iii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.
iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof (10th Marksheet or Certificate or Dob certificate), Graduation/Mandatory Qualification Certificate/s, Other Certifications, Experience Letter, Document showing Break up of CTC, Latest Salary Slips, etc. at the time of submitting the online application form.
vii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam
viii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.
ix. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
x. Whether any First Information Report (FIR) has been lodged/registered, or any prosecution, detention, fine, conviction, or sentence has been awarded against you by any court of law for any offence? OR Whether any departmental inquiry, disciplinary proceedings, or vigilance investigation is pending, contemplated, or has been concluded against you, or any major/minor penalty has been imposed upon you by your present or past employer including any Government, Semi-Government, Public Sector Undertaking (PSU), or Autonomous Body?
xi. If 'Yes', please provide details of the FIR, prosecution/detention, fine, conviction or sentence, departmental enquiry, disciplinary procedure, vigilance investigation including the nature of the offence, major and minor penalty, date, and outcome

**b) Payment of Fees:**

i. Application fees and Intimation Charges (Non-refundable) of Rs.850/- (Inclusive of GST) + Payment Gateway Charges UR /EWS /OBC candidates and Rs.175/- (Intimation charges only) (Inclusive of GST) + Payment Gateway Charges for SC/ ST/PWD/ESM/ DESM/ Women candidates will be applicable. Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.
ii. Fee payment will have to be made online through payment gateway available thereat.
iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
vi. If the online transaction is not successfully completed, please register again and make payment online.
vii. There is also a provision to reprint the application form containing fee details, at later stage.

**c) GENERAL INFORMATION:**

i. The selected candidate will be required to sign an employment contract.
ii. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date as mentioned above and also ensure that the particulars furnished by him/her are correct in all respects.
iii. In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
iv. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview or as and when required by the Bank, failing which their candidature may not be considered. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.
v. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated without notice.
vi. Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
vii. Intimations, wherever required will be sent through website notification and/or email and/or SMS only to the email ID and/or mobile number registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the Bank's official website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities** for latest updates.
viii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
ix. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
x. Any request for change of date, time and venue for online examination and interview will not be entertained.
xi. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the bank in future should be identical and **there should be no variation of any kind**.
xii. **Disclosure of Criminal Cases and Departmental Proceedings:**

a) Every candidate must give full and correct details, to the best of his/her knowledge, of:
   - any criminal case against him/her, in India or abroad, whether pending or closed. This includes any FIR or criminal complaint, arrest, preventive detention or detention, charge-sheet, trial, or proceedings for keeping the peace / furnishing security, along with its result (such as conviction, sentence, fine imposed by a court, release on probation, acquittal, discharge, quashing, compromise / compounding, or closure); and
   - any departmental enquiry, disciplinary proceeding or vigilance proceeding against him/her by any present or past employer (Government, Semi-Government, Public Sector Undertaking, bank, autonomous body or private employer), whether pending or concluded. This includes any proceeding proposed against him/her and informed to him/her in writing, any penalty imposed (by whatever name called), and any dismissal, removal, termination, compulsory retirement, or resignation given while such a proceeding was pending.

b) The candidate must give this information in the online application form and must confirm it again at the time of interview / document verification (if shortlisted), in the attestation form at the time of joining, and at any other stage when advised by the Bank. If the status of any case changes, or any new case arises, before the date of joining, the candidate must inform the Bank in writing immediately.
c) Disclosure of a case will not by itself make the candidate ineligible. The Bank will verify the information and will decide each case on its own facts, taking into account the nature and seriousness of the offence or misconduct, its relevance to service in a bank, its present stage or result, and the applicable law, rules and policy of the Bank.
d) If a candidate conceals any material information, or gives false or incomplete information, his/her candidature may be treated as cancelled at any stage of the recruitment. If this comes to notice after the appointment, his/her services may be liable to be terminated, or other action may be taken under the Bank's service regulations and rules as deemed fit.
e) The information given will be used only for recruitment, verification and service-related purposes.

**11. ANNOUNCEMENTS:**

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorized Bank's website www.bankofbaroda.bank.in from time to time under **Career section/web page → Current Opportunities.** No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment processes 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. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of interview/ any other selection process or increase/decrease the vacancies for any of the positions, as per the requirement of the Bank or to cancel the Recruitment Process entirely at any stage without assigning any reason.

**Mumbai**
**04.11.2026**

**Chief General Manager**
**(HRM & Marketing)**

## ANNEXURE I

## ROLES AND RESPONSIBILITIES

| Name of Position – Group Head: AVP II |
|---|

**Business Leadership**

- Design & implement sales strategy for the area of jurisdiction, covering Wealth Management business, HNI client acquisition, Relationship Deeping of the mapped client base, AUM growth.
- Monitor key business metrics and productivity & drive overall performance.
- Achieve business, revenue and profitability business objectives.
- Promote investment and insurance product penetration.
- Conduct client events, seminars and awareness programs.
- Build strategic partnerships for business growth.
- Identify new market opportunities and business initiatives.
- Achieve business profitability by maintaining cost to revenue matrix of the team.
- Any other work assigned from time to time.

**Team Management**

- Lead, coach and mentor Territory Heads in achieving their KRA's and outperforming on the decided benchmarks.
- Tracking and reporting sales performance, including business pipeline.
- Conduct data-driven Individual and Joint Performance reviews and ensure periodic KRA assessment, coaching and timely course correction.
- Ensure high levels of employee engagement and productivity & foster a performance led and ethical culture.
- Increasing Digital Wealth adoption.
- Any other work assigned from time to time.

**Client Acquisition & Relationship Management**

- Drive acquisition of Affluent, HNI and UHNI clients & support teams in managing high-value customer portfolios.
- Engage with key clients (Individual and corporates) and help in driving business by strengthening relationships.
- Build internal and external relationships to help create business development opportunities.
- Focusing on customer retention through portfolio management.
- Any other work assigned from time to time.

**Governance & Compliance**

- Ensure compliance with regulatory and internal guidelines.
- Keeping up to date on products, competition in the financial services space.
- Monitor risk and audit requirements.
- Ensure effective complaint resolution and customer satisfaction.
- Responsible for legal and compliance requirements.
- Ensuring compliance with various regulatory guidelines issued by financial sector regulators including RBI Responsible Business Conduct Directions with regards to documenting customer needs, informed consent and product suitability.
- Any other work assigned from time to time.

| Name of Position - Head Investment – AVP II |
|---|

**Strategic Leadership, Product Strategy & Development**

- Develop and execute the Bank's investment products strategy aligned with business growth, customer acquisition, and profitability objectives.
- Drive sustainable Assets Under Management (AUM) growth through structured business strategy formulation and execution.
- Lead the overall Investment Products & Research function across the Bank.
- Support IFSC-linked and offshore investment propositions for NRI and global clientele.
- Develop, evaluate, and launch innovative investment products across Mutual Funds, PMS, AIFs, Structured Products, Bonds, Alternate Investments, SIFs, and other emerging asset classes.
- Define product strategy, product roadmap, pricing, positioning, and lifecycle management.
- Perform competitive benchmarking and SWOT analysis to ensure best-in-class product offerings.
- Establish a robust product approval and governance framework.
- Conduct due diligence on investment products prior to onboarding.
- Review product performance periodically and recommend enhancement, repositioning, or discontinuation.
- Evaluate portfolio performance, customer outcomes, KPIs, and product profitability.
- Refine pricing, product features, marketing strategies, and portfolio mix based on market dynamics.
- Drive continuous improvement through post-launch reviews and product audits.
- Engage with Asset Management Companies, PMS providers, AIF managers, Insurance Companies, Research Agencies, Custodians, and other ecosystem partners.
- Collaborate with Business, Operations, Technology, Compliance, Legal, Risk, Treasury, and Marketing teams for product implementation.
- Develop proposals and customized investment solutions for key HNI/UHNI and institutional relationships.
- Ensure superior customer experience through research-backed and need-based investment solutions.
- Develop dashboards and MIS for senior management covering AUM, revenue, product penetration, profitability, and customer behavior.
- Any other work assigned from time to time.

**Investment Research**

- Lead the Investment Research team to produce high-quality market research, investment reports, sector outlooks, and economic

commentaries.
- Monitor domestic and global financial markets, macroeconomic developments, regulatory changes, and sector trends.
- Develop investment themes and model portfolios for various customer segments.
- Analyze equity, debt, mutual funds, PMS, AIFs, structured products, and other investment opportunities.
- Support complex investment proposals and cross-border client engagements for HNI/UHNI and institutional clients.
- Conduct portfolio reviews and provide strategic investment recommendations.
- Any other work assigned from time to time.

**Innovation & Digital Transformation**
- Drive digital investment initiatives and technology-enabled wealth solution capabilities.
- Identify opportunities to enhance customer experience through automation and digital investment platforms.
- Work with Technology teams for product digitization, process improvements, and platform enhancements.
- Any other work assigned from time to time.

**Business Enablement & Sales Support**
- Conduct training programme, certification sessions, and investment workshops for all staff members involved in sales of wealth management products.
- Support sales teams in complex client pitches, portfolio reviews, and investment discussions.
- Develop sales enablement material, investment presentations, product brochures, and client communication.
- Assist in achieving investment business objectives through strategic product campaigns.
- Lead and mentor Product, Research, and Investment teams.
- Build a high-performance culture focused on innovation, customer centricity, and research excellence.
- Facilitate continuous knowledge sharing and capability development across the investment ecosystem.
- Promote collaboration across business functions to achieve strategic objectives.
- Any other work assigned from time to time.

**Compliance, Risk & Regulatory Management**
- Ensure compliance with RBI, SEBI, IRDAI, IFSC, and other applicable regulatory guidelines.
- Ensure all investment products, processes and practices adhere to internal governance standards and regulatory requirements.
- Maintain necessary regulatory certifications for the Investment function.
- Monitor regulatory developments and implement timely changes to products and processes.
- Any other work assigned from time to time.

## Name of Position – Territory Head – AVP I

**Business Leadership**
- Design & implement sales strategy for the area of jurisdiction, covering Wealth Management business, HNI client acquisition, Relationship deepening of the mapped client base, AUM growth.
- Monitor key business metrics and productivity & drive overall performance.
- Achieve business, revenue, and profitability business objectives.
- Promote investment and insurance product penetration.
- Conduct client events, seminars, and awareness programs.
- Build strategic partnerships for business growth.
- Identify new market opportunities and business initiatives.
- Building internal and external relationships and creating business development opportunities through referrals.
- Achieve business profitability by maintaining cost to revenue matrix of the team.
- Any other work assigned from time to time.

**Team Management**
- Lead, coach and mentor Relationship Managers in achieving their KRA's and outperforming on the decided benchmarks.
- Tracking and reporting sales performance, including business pipeline.
- Conduct data-driven Individual and Joint Performance reviews and ensure periodic KRA assessment, coaching and timely course correction.
- Ensure high levels of employee engagement and productivity.
- Foster performance led and ethical culture.
- Increasing Digital Wealth adoption.
- Any other work assigned from time to time.

**Client Acquisition & Relationship Management**
- Drive acquisition of Affluent, HNI and UHNI clients & support teams in managing high-value customer portfolios.
- Support team in sourcing and onboarding clients.
- Ensure superior client experience.
- Conduct investor awareness programs and seminars.
- Conduct portfolio reviews and customer meetings.
- Guiding clients on investment and insurance products through risk profiling and financial planning.
- Build internal and external relationships to help create business development opportunities.
- Ensuring timely resolution of service requests and customer complaints within defined turnaround times.
- Any other work assigned from time to time.

**Governance & Compliance**
- Ensure compliance with regulatory and internal guidelines.
- Keeping up to date on products, competition in the financial services space
- Maintain documentation and audit readiness.
- Ensure effective complaint resolution and customer satisfaction.

- Responsible for legal and compliance requirements.
- Ensuring compliance with various regulatory guidelines issued by financial sector regulators including RBI Responsible Business Conduct Directions with regards to documenting customer needs, informed consent, and product suitability.
- Any other work assigned from time to time.

**Name of Position – Investment Product Manager – AVP I**

**Product Strategy & Development**

- Support the Head – Investment Products in formulating and executing the Bank's investment product strategy.
- Develop, evaluate and manage investment products including Mutual Funds, PMS, AIF, SIF, Offshore Funds, Structured Products, Bonds and other investment solutions.
- Identify market opportunities through research, competitor analysis and customer insights, and recommend new products and enhancements.
- Drive product lifecycle management including product launches, reviews, rationalization and performance monitoring.
- Work with Technology teams for product digitization, process improvements, and platform enhancements.
- Drive digital investment initiatives and technology-enabled wealth solution capabilities.
- Identify opportunities to enhance customer experience through automation and digital investment platforms.
- Any other work assigned from time to time.

**Investment Research**

- As a part of the Central Investment Research Team prepare market outlooks, investment research, portfolio strategies and asset allocation models.
- Prepare investment notes, product papers, portfolio review templates and management presentations.
- Support complex investment pitches, portfolio reviews and customized investment solutions for key clients.
- Monitor market developments, macroeconomic trends and regulatory changes impacting investment products.
- Any other work assigned from time to time.

**Business Development & Sales Support**

- Drive investment product adoption through sales enablement initiatives, product campaigns and business development activities.
- Conduct product training programme, workshops and knowledge sessions for Relationship Managers, Wealth Managers and field teams.
- Develop product brochures, investment presentations, customer communication and sales collateral and support field teams in portfolio reviews, customer meetings and cross-border investment engagements.
- Monitor business performance including AUM, revenue, product penetration and RM productivity, and recommend growth strategies.
- Coordinate with Asset Management Companies (AMCs), Insurance Companies, PMS Providers, AIF Managers, Custodians and other product partners.
- Build and maintain strategic relationships with internal and external stakeholders to enhance product offerings and customer experience.
- Promote collaboration across business functions to achieve strategic objectives.
- Any other work assigned from time to time.

**Compliance, Governance & Risk Management**

- Ensure compliance with RBI, IFSCA, SEBI, AMFI, FEMA, PMLA, IRDAI and other applicable regulatory guidelines.
- Maintain product governance standards, approvals, documentation and audit readiness.
- Promote compliant and risk-aware investment advisory practices across all investment products.
- Monitor regulatory developments and support timely implementation of changes impacting investment products and processes.
- Any other work assigned from time to time.

**Name of Position – Senior Relationship Manager – Deputy Manager**

**Business Development**

- Achieve business and revenue business objectives.
- Cross-sell banking and wealth management products.
- Conduct Financial Need Analysis and Risk Profiling before assisting clients with suitable investment and insurance solutions.
- Increase CASA and investment penetration within portfolio.
- Drive growth in AUM, TRV and investment revenue.
- Ensure periodic client portfolio review and rebalancing.
- Ensure end-to-end assistance to clients on all loans and cross-sale referrals.
- Identify and acquire New to Wealth customers (NTW) while deepening existing relationships.
- Any other work assigned from time to time.

**Relationship Management**

- Manage assigned portfolio of Affluent/HNI clients.
- Review customer wealth needs and proactively engage with the customer to validate the understanding of his needs.
- Review product penetration for the assigned client base, identify potential customers who can be sold tailored products to enhance product penetration.
- Ensure coverage of all relationships through customer engagements, risk profiling and financial planning.
- Conducting regular client meetings, tracking customer attrition & Implementing portfolio retention strategies.
- Ensuring timely resolution of service requests and customer complaints within defined TAT.
- Increasing Digital Wealth adoption among Clients.
- Any other work assigned from time to time.

**Acquire HNI and Affluent Clients**

- Identify and acquire new Affluent and HNI customers.
- Ensure that KYC/AML and other compliance norms are strictly adhered to.
- Build and maintain long-term client relationships.
- Generate referrals and expand customer base.
- Any other work assigned from time to time.

**Compliance & Governance**

- Ensure adherence to regulatory and internal policies.
- Maintain complete and accurate documentation.
- Ensure timely execution of customer instructions.
- Provide complete and comprehensive information on products, services, charges etc. proactively to the customer and ensure best services are provided to them.
- Maintaining product suitability assessment and ensuring prevention of mis selling.
- Ensuring compliance with various regulatory guidelines issued by financial sector regulators including RBI Responsible Business Conduct Directions with regards to documenting customer needs, informed consent and product suitability.
- Ensure that necessary certifications / licenses are valid during the period of engagement with the bank.
- Ensure to be self-updated on changes in products, processes, and compliance / regulatory norms.
- Any other work assigned from time to time.

**ANNEXURE II**

**GUIDELINES FOR UPLOADING THE PHOTOGRAPH, SIGNATURE & OTHER DOCUMENTS**

The following documents are required to be uploaded by the candidate:

- Resume (PDF)
- DOB Proof: 10th marksheet/ certificate (PDF)
- Educational Certificates: Relevant Mark-Sheets/Certificate (PDF) (All Educational Certificates should be scanned in a single PDF file)
- Work experience certificates (PDF) if applicable (PDF)
- Caste/ Category Certificate (PDF) if applicable (PDF)
- PWD certificate, if applicable (PDF)

Before applying online, a candidate will be required to have scanned (digital) image of the above documents as per the specifications given below:-

- All Documents must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

**GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE:**

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

**(i) Photograph Image :-**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the file should be between 20kb – 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 Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

**(iii) Guidelines for scanning of photograph, signature & documents :-**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. 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).
4. 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.
5. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
6. Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb

respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 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.

7. If the file size and format are not as prescribed, an error message will be displayed.
8. 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, SIGNATURE & DOCUMENTS :-**

(i) There will be separate links for uploading Photograph, Signature & Documents.
(ii) Click on the respective link 'Upload'.
(iii) Browse and select the location where the scanned photograph, signature or document files has been saved.
(iv) Select the file by clicking on it & click the 'Upload' button.
(v) Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed.
(vi) Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
(vii) After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

**Your Online Application will not be registered unless you upload your photograph, signature & documents as specified.**

***Note :-***

1. *In case the face in the photograph or signature or documents 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.*

*In case, the photograph or signature or documents is/ are not prominently visible, the candidate may edit his/her application and re-load his/ her photograph or signature or documents, prior to submitting the form.*

**ANNEXURES - FORMS**

**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 State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.],:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

.....2

**# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.**

**This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____Father /Mother* of Sri / Smt / Kumari*_____ _____of village / town_____in District/Division*_____of the State/Union Territory*_____ who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.**

**3.Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of_____ District / Division* of the State / Union Territory* of _____**

**Signature _____**

**Designation _____**

**Place:**
**Date :**

**[With seal of Office]**
**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.

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* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

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FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari_____son/daughter of _____ of village/Town _____District/Division _____ in the State/ Union Territory_____ belongs to the _____community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____dated _____*. Shri/Smt./Kumari _____and/or his/her family ordinarily reside(s) in the _____District/Division of the _____State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated :

District Magistrate

Deputy Commissioner etc.

Seal

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* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

| Logo of Government of India | Logo of Department of Empowerment of Persons with Disabilities, GoI | Logo of Respective State or Union Territory |
|---|---|---|
| | | |

**Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India**

**Form-V**

Disability Certificate

(In case of Single Disability) [See rule 18(1)]

(Name and Address of the Medical Authority Issuing the Certificate)

Recent passport size photograph (Showing face only) of the person with disability

Certificate/UDID No. Date of Issue :

This is to certify that I/we have carefully examined <Name of the applicant>, Son/Daughter/Care of < name of father/mother/guardian> , Date of Birth (DD/MM/YYYY), Gender < Male/Female/Transgender> , Registration No. <UDID Enrolment No.> Resident of < address of PwD> whose photograph is affixed above, and I am /we are satisfied that:

(A) He/She is a case of (Any one of the following disabilities):

i. Locomotor Disability
ii. Muscular Dystrophy
iii. Leprosy Cured
iv. Dwarfism
v. Cerebral Palsy
vi. Acid Attack Victim
vii. Low Vision
viii. Blindness
ix. Hearing Impairment
x. Speech and Language Disability
xi. Intellectual Disability
xii. Specific Learning Disabilities
xiii. Autism Spectrum Disorder
xiv. Mental Illness
xv. Chronic Neurological Conditions
xvi. Multiple Sclerosis
xvii. Parkinson's Diseases
xviii. Haemophilia
xix. Thalassemia
xx. Sickle Cell Disease

(B) Name of affected body part:

(C) The diagnosis in his/her case is

(D) He/She has ____% (in figure) _____ percent (in words) disability and the nature of certificate is {Permanent / temporary and valid till (DD/MM/YYYY) } as per the guidelines for the purpose of assessing the extent of specified disability in a

person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide <Notification No> dated (DD/MM/YYY).

Signature / Thumb impression of the Person with Disability:

Signature of notified Medical Authority Member(s):

Signature:

Name and Address of the Medical Authority Issuing the Certificate:

| Logo of Government of India | Logo of Department of Empowerment of Persons with Disabilities, GoI | Logo of Respective State or Union Territory |
|---|---|---|
| | | |

**Department of Empowerment of Persons with Disabilities,**
**Ministry of Social Justice and Empowerment, Government of India**
**Form-VI**
Disability Certificate
(In case of Multiple Disabilities) [See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size photograph (Showing face only) of the person with disability

Certificate/UDID No. Date of Issue:

This is to certify that we have carefully examined <Name of the applicant>, Son/Daughter/Care of <write name of father/mother/guardian> , Date of Birth (DD/MM/YYYY) , Gender< Male/Female/Transgender > , Registration No. <UDID Enrolment No.> Resident of < address of PwD> whose photograph is affixed above, and we are satisfied that:

(A) He/She is a case of **Multiple Disabilities**. His/her extent of physical impairments/ disabilities have been evaluated as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide <Notification No> dated (DD/MM/YYY) for the disabilities below:

| S. No. | Disability | Name of Affected Body Part | Diagnosis | Disability Percentage |
|---|---|---|---|---|
| 1. | Locomotor Disability | | | |
| 2. | Muscular Dystrophy | | | |
| 3. | Leprosy Cured | | | |
| 4. | Dwarfism | | | |
| 5. | Cerebral Palsy | | | |
| 6. | Acid Attack Victim | | | |
| 7. | Low Vision | | | |
| 8. | Blindness | | | |
| 9. | Hearing Impairment | | | |
| 10. | Speech and Language Disability | | | |
| 11. | Intellectual Disability | | | |
| 12. | Specific Learning Disabilities | | | |
| 13. | Autism Spectrum Disorder | | | |
| 14. | Mental Illness | | | |
| 15. | Chronic Neurological Conditions | | | |
| 16. | Multiple Sclerosis | | | |

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|---|---|---|---|---|
| 17. | Parkinson's Diseases | | | |
| 18. | Haemophilia | | | |
| 19. | Thalassemia | | | |
| 20. | Sickle Cell Disease | | | |

(Note: Only the disabilities diagnosed will be listed)

(B) He/She has _____% (in figure) _____percent (in words) overall disability and the nature of certificate is { permanent/ temporary and valid till (DD/MM/YYYY) }

Signature / Thumb impression of the Person with Disability:
Signature of notified Medical Authority Members:

Signature:
Name and Address of the Medical Authority Issuing the Certificate:

FORM OF CERTIFICATE TO BE PRODUCED BY CANDIDATE APPLYING UNDER ECONOMINCALLY WEAKER SECTION

Government of ……
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date:_____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____permanent resident of _____, Village, Street _____Post Office _____ District in the State / Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of Office _____
Name_____
Designation_____

Recent Passport size attested photograph of the applicant

*Note1: Income covered from all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property hold test to determine the EWS status