

HOW TO APPLY:

The candidates can apply only online from **19.12.2016 to 09.01.2017** (both days inclusive) and no other mode of application will be accepted.

a) Pre-Requisite for applying online:

Before applying online, candidates should:

- I. Have a valid personal email ID, which should be kept alive for entire duration of the recruitment project. In case a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online and must maintain that email account. Third party email ID is not permitted.
- II. Keep the necessary details of educational Qualification, Post qualification work experience and other personal details ready for entering in the online application.
- III. Scan his/her photograph and signature ensuring that both conform to the required specification given in Annexure-I, which is provided with the notification available on Bank's website.
- IV. Candidates are advised in their own interest not to share with/mention to any other person, their login/user credentials generated specifically for this recruitment project.

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

| Category of Applicant | Amount Payable |
|------------------------------|--|
| For SC/ST/PWD candidates | Rs. 100.00 (Intimation charges) |
| For All others including OBC | Rs.600.00 (application fees & intimation charges) |

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

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

b) Procedure for applying online:

- (1) Candidates are required to go to the Bank's website "www.vijayabank.com" and click on the link under "Career" page to access the "**Recruitment Notification No.01/2016**" - **Link for Notification and Online Application**".
- (2) Eligible candidates are then required to click on the link.
- (3) Candidates will have to enter their basic details in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the 'Guidelines for Scanning and Upload of Photograph and Signature'(Annexure I)
- (4) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

- (5) Candidates should carefully fill the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application for its correctness.
- (6) The application form is integrated with the payment gateway.
- (7) The payment can be made by using only Master/ Visa Debit or Credit Cards or Internet Banking.
- (8) If the online transaction has been successfully completed, a Registration Number & Password will be generated. Candidates should note their Registration Number and Password for future reference and should be kept confidential.
- (9) On successful completion of the transaction, an e-receipt will be generated which should also be preserved for future reference.
- (10) If the online transaction has not been successfully completed then the following message will be displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- (11) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to deposit the fees to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of internet failure/ website jam/congestion/choking.
- (12) The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- (13) After applying Online, candidate should obtain a Computer Generated Online Registered Application Print-Out. The Computer Generated Online Registered Application Print-out complete in all respects should be sent by ordinary post in a closed envelope super scribed "APPLICATION FOR THE POST OF PROB. MANAGER-SECURITY/PROB. MANAGER-RAJBHASHA/PROB.MANAGER-LAW 2016-2017 in Vijaya Bank", to the following address:

Vijaya Bank
P.O. Box No.5136,
G.P.O. BANGALORE - 560 001.

Note:

- After submitting payment information in the online application form, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users, all prices are listed in Indian Rupee. In case of non-Indian credit card, the Bank will convert the amount based on its prevailing exchange rates.
- To ensure the security of the data, please close the browser window once transaction is completed.

- c)** An email / SMS intimation with the Registration Number and password generated on successful registration of the application in the Bank's website will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.

Note:

a) Hard copy of the application pasted with recent photograph besides scanned photograph, signed at appropriate place, must be accompanied by Copies of under mentioned certificates (only attested true copies of certificates) should be sent by candidates along with the application through ORDINARY POST:

1. Birth certificate/Secondary School Certificate/School Leaving Certificate/10th standard or any other documentary proof of age.
2. Marks Sheets (year-wise) showing specifically the subject studied and certificate/s in support of educational qualifications viz.,10th/ SSLC, 12th/PUC. Graduate Degree, Post-graduate Degree, Professional Research, etc if any
3. Experience certificate/s specifying designation, Grade/Scale, job profile, period of service (with specific dates, emoluments, activity profile of previous and present employers, etc.), if any
4. SC/ST/OBC/PWD/Ex-Servicemen certificate/s wherever applicable.

b) In order to ensure that the applications enclosing relevant documents reach well before the closing date, the candidates serving in Government Offices as mentioned earlier are advised to submit their computer generated application printout along with fee payment (e-receipt) in advance.

c) Unless the hard copy of the 'Online Registered Computer Generated Application Print-Out duly signed' is received by Ordinary Post along with the relevant certificates the On-line registration is not valid.