NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
(Fully owned by Government of India)
Advertisement No 3/Grade A (P & SS)/2022-23

Recruitment to the post of Officers in Grade 'A' (P & SS)

Applications are invited from Indian citizens for the post of **Assistant Manager** (Protocol & Security Service) in Grade 'A' in National Bank for Agriculture and Rural Development (NABARD). Candidates must apply only **ON-LINE** on NABARD website www.nabard.org **between 18 July 2022 and 07 August 2022** after going through all the instructions, carefully, given in this advertisement. NABARD is an all India Apex Organization, wholly owned by Government of India and is equal opportunity employer.

IMPORTANT

Before applying, candidates should ensure that they fulfil the eligibility criteria for the post. NABARD would consider for shortlisting, all the eligible candidates applying for the post with the requisite application fee (wherever applicable) on the basis of the information furnished in the ONLINE application and shall verify their eligibility only at the Interview stage. If at that stage or subsequently, it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, he/she will not be allowed to appear for the Interview.

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

IMPORTANT DATES

Online Application Registration and Payment of Online Fees/ Intimation Charges	**From 18 July 2022 to 07 August 2022**
Tentative Date for Interview	*

***Candidates are advised to regularly check Bank's website, www.nabard.org for details and updates. The time, date and venue of interview will be advised to the shortlisted candidates in due course.**

I. NUMBER OF VACANCIES :

POSTS ADVERTISED	SC	ST	OBC	UR	Total
Assistant Manager (P&SS)	--	--	01	01	02

- **Guidelines for Reservation :**

    a) The Reservations for SC/ST/OBC categories will be as per the instructions of Government of India
    b) The Bank reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies, as per its requirement.
    c) Candidates with the following disabilities are eligible to apply for the post:

No.	Disability	Eligible Benchmark Disability
B	Category (b)	Deaf (D), Hard of Hearing (HH)
C	Category (c)	One Arm Affected (OA), One Leg Affected (OL), Cerebral Palsy (CP), Leprosy cured (LC), Dwarfism (Dw), Acid Attack Victim (AAV)
D	Category (d)	Specific Learning Disability (SLD)
E	Category (e)	Multiple disabilities from amongst persons under category (b) to (d)

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

II.   ELIGIBILITY CRITERIA (as on 01-07-2022):

A)   **Age (as on 01-07-2022):** Between 25 and 40 Years (**no relaxation for any category).** The candidates born not earlier than 02.07.1982 and not later than 01-07-1997 (Both days inclusive) are eligible to apply.

B)   **Experience (as on 01-07-2022):** He / She should be an Officer with a minimum of five years' of Commissioned Service in the Army/Navy/Air Force holding a valid Ex-Serviceman Identity Card.

Emergency Commissioned Officers/Short Service Commissioned Officers should have rendered at least five years continuous Military Service and should have been released on completion of assignment (including those whose assignment is due to be completed within one year **from the cut-off date (01-07-2022) specified, i.e. on or before 30.06.2023),** otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, may submit a copy of this certificate along with the printed copy of online application for the post.

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

III.   SCHEME OF SELECTION: Selection will be through Interview of shortlisted candidates. The Bank reserves the right to raise the minimum experience in order to restrict the number of candidates to be called for Interview commensurate with the number of vacancies.

Maximum Marks for Interview: 100

A. In case of candidates securing same marks in interview, their ranking will be decided as under:

In case of having equal marks in interview, candidate senior in age will be ranked higher. In case of further tie-up, candidate with higher qualification or in case of similar qualification, candidate with higher marks in graduation will be ranked higher.

IV.   APPLICATION FEE (NON-REFUNDABLE):

Application fee will be as under:

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

* Exclusive of applicable GST

V   EMOLUMENTS AND SERVICE CONDITIONS:

a. Pay Scale: **Assistant Manager (P&SS) in Grade 'A':** They will draw a starting basic pay of Rs.28,150/-p.m. in the scale of Rs.28,150-1550(4)-34350-1750(7) – 46600 - EB-1750 (4) - 53600-2000(1) - 55600 applicable to Officers in Grade 'A'. They will also be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, Special Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs. 70,000/-.

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

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

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

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

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

VI.   HOW TO APPLY:

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

Detailed Guidelines / Procedures for

a) Application Registration
b) Payment of Fees
c) Photograph & Signature Scan and Upload

Candidates can apply online only from 18 July 2022 to 07 August 2022 and no other mode of application will be accepted

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-
Before applying online, candidates should -

i. Scan their:
Photograph (4.5 cm x 3.5 cm)
Signature (with Black ink)
Left Thumb impression (on white paper with black or blue ink)
A hand written declaration (on a white paper with black ink) (text given below)
Ensuring that all these scanned documents adhere to the required specifications as given in the advertisement

ii. Signature in CAPITAL LETTERS will not be accepted

iii. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/her right thumb for applying)

iv. The text for the hand written declaration is as follows –"I.....................(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

v. The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specification.)

vi. Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges.

vii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters/upload bio-data etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID/mobile number, he/she should create/obtain his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

PAYMENT OF FEE ON LINE: Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. APPLICATION REGISTRATION

1. Candidates to visit the Bank's website www.nabard.org and click on the option "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible after clicking the COMPLETE REGISTRATION BUTTON.

5. The name of the candidate or his /her Father/ Husband etc. should be spelt exactly same in the application as it appears in the Certificates / Mark sheets as well as in the valid ID Proof brought at the time of interview. Any change/alteration, if found, may disqualify his / her candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before final submission.

10. Modify details, if required, and click on "COMPLETE REGISTRATION" ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

B.   PAYMENT OF FEES - ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

2. Payment can be made by using only Master/Visa/Rupay Debit or Credit Cards or Internet Banking, IMPS, Cash cards/Mobile Wallets by providing information as asked on the screen.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, **an e-Receipt** will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required **to take a printout of the e-Receipt** and **online Application Form**. <u>**Please note that if the same cannot be generated, online transaction may not have been successful**</u>.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

C.   <u>GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD</u>

o IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.

o CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE:

o Photograph must recent, passport size and colour.

o The picture should be in colour, against a light-coloured, preferably white, background.

o Look straight at the camera with a relaxed face.

o 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.

o If you have to use flash, ensure there's no "red-eye".

o If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

o Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

o Dimensions 200 x 230 pixels (preferred).

o Size of file should be between 20kb-50kb.

o Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE:

o The applicant has to sign on white paper with Black Ink pen.

o The signature must be signed only by the applicant and not by any other person.

o The Applicant's signature obtained on the attendance sheet at the time of interview should match the uploaded signature.

o In case of mismatch, the candidate may be disqualified. Dimensions 140 x 60 pixels (preferred).

o Size of file should be between 10kb —20kb.

o Ensure that the size of the scanned image is not more than 20KB.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - o Dimensions 140 x 60 pixels (preferred)
  - o Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - o Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

CARE - If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature
- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

VII. GUIDELINES FOR FILLING APPLICATION ARE AS UNDER:

i. Applicants should have a valid e-mail id. In case candidate does not have a valid e-mail, he/ she can create a new e-mail id. This e-mail should be valid for the duration of the recruitment period. This will help him/ her in getting interview advices, etc., by e-mail.

ii. Applicants under the reserved category will have to produce his/her original caste certificate/ relevant certificates at the time of Interview, failing which his/ her candidature shall be cancelled and he/ she will not be admitted for interview. OBC applicants, availing reservation will have to produce OBC certificate at the time of interview with Non-creamy layer clause issued by Govt. of India **valid for the financial year 2022-2023, issued on or after 01-04-2022.**

iii. the **Competent Authority** for the issue of certificates to SC/ST/OBC are :

(a) For SC/ ST/ OBC:

District Magistrates/ Additional District Magistrates/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate. Revenue Officer not below the rank of Tehsildar. Sub Divisional Officer of the area where the applicant and/ or his/ her family normally resides or as stipulated by the Govt. of India.

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

The OBC Certificate shall be in the format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the applicant does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in the civil posts and services under the GOI with **'CREAMY LAYER'** clause should be produced at the time of interview based on the income of the financial year preceding the date of online application made. **The Caste Certificate should be issued after 01-04-2022.**

iv) Applicants belonging to OBC category but coming in the **'CREAMY LAYER'**, are not entitled to OBC reservation. Such candidates should indicate their category as Un Reserved **'UR'**. Attested copies of relevant SC/ST/OBC certificates should be submitted in the prescribed format at the time of Interview.

v) Only those applicants who are willing to serve anywhere in India, need apply.

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

vii) Merely, being called for Interview does not imply that the bank has been satisfied beyond doubt about the applicant's eligibility. In case it is detected at any stage that an applicant does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment, his/ her services will be summarily terminated.

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

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

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

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

xii) The applicants will appear for the Interview at the allotted venue at their own risk and the Bank will not be responsible for any injury/ loss, etc. of any nature to him/ her.

xiii) Instances for providing incorrect information and / or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidates from the selection process and he / she will not be allowed to appear in any NABARD recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

xiv) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**.

xv) The Bank does not furnish the marks of the selection process to candidates till the final selection is made. The list of candidates under Select and Wait List will be published on the Bank's website.

xvi) **IMPORTANT DATES**

Online Application Registration and Payment of Online Fees/ Intimation Charges.	From 18 July 2022 to 07 August 2022

                                                     (Nilay D Kapoor)

Mumbai   **Chief General Manager**

Date: 18 July 2022   **HRMD**