

**RECRUITMENT OF HUMAN RESOURCE ON FIXED TERM ENGAGEMENT ON CONTRACTUAL BASIS
FOR PROJECT MONITORING OFFICE & BPR, SPECIAL PROJECTS, SUBSIDIARIES & JV DEPARTMENT
IN BANK OF BARODA BOB/HRM/REC/ADVT/2025/06**

Online Registration of Application starts from : 04-07-2025

Last date for Submission of Application & Payment of fees: 24-07-2025

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. Short-listing and 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. |
| c) | Candidates are advised to check Bank's website (Current Opportunities) regularly for details and updates. Call letters/advises, wherever required will be sent by e-mail only. All revisions/corrigendum/modifications (if any) will be hosted on the Bank's website only. |
| d) | All correspondence including Call letters/ Interview Dates/advises, 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. |
| e) | Post qualification experience below 6 months in any organization & Experience in Clerical cadre would not be considered. |
| f) | Only Candidates willing to serve anywhere in India, should apply. |

1. Details of Positions & Eligibility Criteria as on 01-07-2025:

Sn	Positions	Vacancies*	Age (in years)	Education Qualification#	Post Qualification Experience
Department : Project Monitoring Office & BPR, Special Projects, Subsidiaries & JV (-08- Positions – 10 Vacancies)					
1	Assistant Vice President I - Data Analyst/ Data Scientist	1	Min.: 27 Max.: 37	Mandatory: B.E/B. Tech/BCA/MCA M.E/ M.Tech in computer science/ IT/ Data Science or Bachelor's / Master's in Statistics/Maths/Economics /any relative Quantitative Field	Minimum -5- Years work Experience in any limited company, with at least -3- years experience in Data Analysis/Project Management/Related Field
2	Assistant Vice President II - Data Analyst/ Data Scientist	1	Min.: 28 Max.: 40	Preferred: Certification: Google Data Analytics, Microsoft Power BI, Tableau Specialist, ML with AI (Diploma / PG Diploma in Data Sciences)	Minimum -8- Years work Experience in any limited company, with at least -5- years experience in Data Analysis/Project Management/Related Field
3	Assistant Vice President I - Agile Transformation Expert	1	Min.: 27 Max.: 37	Mandatory: B.E/B. Tech/ M.E/ M.Tech in computer science/ IT/Electronics/ Electronics & Communication or BCA / MCA	Mandatory: Minimum 5 years of experience in Agile transformation in any limited company Preferred Proven Track Record in successful Agile transformation / CRM implementation projects in BFSI
4	Assistant Vice President II - Agile Transformation Expert	1	Min.: 30 Max.: 40	Preferred: Certification: SAFe Program Consultant (SPC) - Certified Agile Coach (ICP-ACC) - PMI-ACP - Salesforce Architect (CRM)	Mandatory: Minimum 8 years of experience in Agile transformation in any limited company Preferred: Proven Track Record in successful Agile transformation / CRM implementation projects in BFSI
5	Assistant Vice President I - Business Finance Analyst with BFSI Exposure	2	Min.: 27 Max.: 37	Mandatory: Bachelors / Masters in Finance/Economics/Accounting / Business Administration or CA	Minimum 5 years of work experience in Business Finance analysis, with significant exposure to Para Banking activities such as Mutual Funds, insurance, Cards and other financial products Relevant experience in BFSI will be preferred
6	Assistant Vice President II - Business Finance Analyst with BFSI Exposure	2	Min.: 28 Max.: 40	Preferred: A masters degree or relevant certifications (e.g. CFA, CPA, CIMA) is preferred	Minimum 8 years of work experience in Business Finance analysis, with significant exposure to Para Banking activities such as Mutual Funds, insurance, Cards and other financial products Relevant experience in BFSI will be preferred
7	Assistant Vice President I - Project Management Specialist	1	Min.: 27 Max.: 37	Mandatory: B.E./B. Tech in any discipline / MCA / MBA/PGDM	Minimum -5- Years work Experience in any limited company, With minimum -3- years in Project Management. Relevant experience in BFSI will be preferred
8	Assistant Vice President II - Project Management Specialist	1	Min.: 28 Max.: 40	Preferred: Certification: Project Management Professional (PMP) by PMI, / PRINCE2 / Six Sigma	Minimum -8- Years work Experience in any limited company, With minimum -5- years in Project Management. Relevant experience in BFSI will be preferred

* Bank may modify the number of vacancies depending on its requirement

The educational qualifications must be from the college/university recognized by the Government of India/AICTE

2. Credit History:

The candidate applying for the above positions shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 680 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time.

Candidates with record of default in repayment of loans/credit card dues and/or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment. The Bank reserves the right to disqualify candidates with an unsatisfactory credit profile.

3. 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.

4. Reservation in Posts:

S.N.	Position	SC	ST	OBC	EWS	UR	Total	Out of which			
								OC	VI	HI	ID
1	Assistant Vice President I - Data Analyst/ Data Scientist	--	--	--	--	1	1	--	--	--	--
2	Assistant Vice President II - Data Analyst/ Data Scientist	--	--	--	--	1	1	--	--	--	--
3	Assistant Vice President I - Agile Transformation Expert	--	--	--	--	1	1	--	--	--	--
4	Assistant Vice President II - Agile Transformation Expert	--	--	--	--	1	1	--	--	--	--
5	Assistant Vice President I - Business Finance Analyst with BFSI Exposure	--	--	--	--	2	2	--	--	--	--
6	Assistant Vice President II - Business Finance Analyst with BFSI Exposure	--	--	--	--	2	2	--	--	--	--
7	Assistant Vice President I - Project Management Specialist	--	--	--	--	1	1	--	--	--	--
8	Assistant Vice President II - Project Management Specialist	--	--	--	--	1	1	--	--	--	--

A candidate can apply for only one post/position & one location only (wherever vacancies are notified location wise) advertised for one department / vertical and not more than one application should be submitted by any candidate for one department / vertical. In case of multiple Applications for different positions in same department/vertical, 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.

Abbreviations stand for: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Sections, UR- Unreserved, PWD - Persons with Disability, OH-Orthopedically Handicapped, HI - Hearing Impaired, VI- Visually Impaired, ID- Intellectually Disabled.

NOTE:

- Please note that change of category submitted by the applicant will not be permitted at any stage after registration of online application.
- 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.
- 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.
- 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.
- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Reservation for PWD is horizontal and within the overall vacancies for the post.
- Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and/or at any subsequent stage of the recruitment process as and when required by Bank.
- There is no reservation for Ex-Servicemen in Officers' Cadre.
- Maximum age indicated is for General category candidates as on the cut-off date. Relaxation in upper age limit will be available as detailed below.

4.1 Relaxation in Upper Age Limit:

S.N.	Category	Age Relaxation (years)
1	Scheduled Caste	5
2	Scheduled Tribe	5
3	Other Backward Classes (Non-Creamy Layer)	3
4	Persons with Disability	Gen/EWS - 10, OBC - 13, SC/ST - 15
5	Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short 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	Gen/EWS - 5, OBC - 8, SC/ST - 10

6	Persons affected by 1984 riots	5
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The aforesaid Relaxation of Upper Age is applicable as per the Reservation Points available for different positions as mentioned above.

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

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

Location of Posting: 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:**

- Your engagement under the contract as an Officer on Contractual Basis (OCB) is for a period of -05- years effective from date of your joining in the Bank which can be subsequently renewed/extended, subject to your satisfactory performance and at the discretion of the Bank, for an additional maximum period of 5 years. In any case, the total period of contract shall not exceed 10 years.
- Your 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 Fixed Term whichever is earlier.

7. **Application fees:**

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

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.

A. **SELECTION PROCEDURE:**

- Selection will be based on short listing and subsequent round of Personal Interview (PI) and/or any other selection method.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call candidates in a particular ratio, at its sole discretion, as per the Bank's requirement.
- Adequate number of candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection i.e. Personal Interview and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- 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.
- Bank reserves the right to consider the candidature of the candidate to any other position and/or location mentioned in this advertisement other than for which he/she has applied for, subject to the condition that the candidate fulfil the eligibility criteria prescribed for the position for which the candidate is considered for.
- Bank reserves the right to combine two or more similar position/s as one position, if necessitated.

B. **HOW TO APPLY:**

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:**

- 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.
- 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.
- 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.
- 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, Graduation Certificate, Other Certifications, Experience Letter (any document which substantiates relevant experience), Document showing Break up of CTC, Latest Salary Slip (e.g. Apr 2025/ May 2025 / Jun 2025), 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. Candidate's signature and photograph must be clear and visible.

b) PAYMENT OF FEES:

- i. Application fees and Intimation Charges (Non-refundable) of Rs. 850/-for General /EWS and OBC candidates (plus applicable GST & transaction charges) and Rs.175/- (Intimation charges only) for SC/ ST/PWD/Women candidates (plus applicable GST & transaction charges) 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 / UPI 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 and also ensure that the particulars furnished by him/her are correct in all aspects.
- 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 Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, 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 notified on Bank's website and/ or sent by email and/ sms only to the email ID and 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 authorized Bank's 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) A candidate should ensure that the signatures appended by him/her in all correspondence with the bank **should be identical, not in capital letters and there should be no variation of any kind.**
- x) The Bank reserves the right to modify the place of posting as per administrative requirements of the Bank from time to time.

8. 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.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.

If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **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
04.07.2025

Chief General Manager
(HRM & Marketing)



ANNEXURE I

ROLES AND RESPONSIBILITIES

Name of Position - Assistant Vice President I - Data Analyst/ Data Scientist
<p>Role & Responsibilities</p> <ul style="list-style-type: none"> • Conduct comprehensive data analysis and generate reports • Identify trends, patterns, and insights from data • Collaborate with project managers to monitor and evaluate project performance • Develop and implement data-driven strategies for process improvement • Provide actionable insights to support strategic decision-making • Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs <p>Job Specific Skill</p> <ul style="list-style-type: none"> • Proficiency in data analysis tools (e.g., SQL, Python, R) • Advanced Excel skills • Experience with data visualization tools (e.g., Tableau, Power BI) • Strong analytical and problem-solving skills • Excellent communication and presentation skills
Name of Position - Assistant Vice President II - Data Analyst/ Data Scientist
<p>Role & Responsibilities</p> <p><u>Data Analysis and Insights</u></p> <ul style="list-style-type: none"> • Collect, clean, and analyze large datasets to identify trends and actionable insights. • Develop dashboards, reports, and visualizations to communicate findings effectively. • Perform predictive and prescriptive analytics to support business strategy. <p><u>Data Strategy Development</u></p> <ul style="list-style-type: none"> • Design and implement a data-driven strategy aligned with organizational goals. • Define key performance indicators (KPIs) and metrics for monitoring performance. <p><u>Team Leadership</u></p> <ul style="list-style-type: none"> • Lead and mentor a team of data analysts and data scientists. • Oversee the workflow and ensure adherence to project timelines and quality standards. <p><u>Collaboration with Stakeholders</u></p> <ul style="list-style-type: none"> • Partner with cross-functional teams (marketing, sales, finance, IT) to understand data needs. • Translate business problems into analytical solutions. • Present insights and recommendations to senior leadership. <p><u>Data Management and Governance</u></p> <ul style="list-style-type: none"> • Ensure data accuracy, integrity, and security. • Develop and enforce data governance policies and standards. • Work on data integration, warehousing, and retrieval systems to streamline processes. <p><u>Advanced Analytics</u></p> <ul style="list-style-type: none"> • Utilize statistical models, machine learning, and AI for advanced problem-solving. • Identify opportunities for automation and process improvement through analytics. <p><u>Performance Monitoring</u></p> <ul style="list-style-type: none"> • Monitor ongoing business performance using data and provide recommendations for improvement. • Develop and track models for risk management and opportunity identification. <p><u>Tools and Technology</u></p> <ul style="list-style-type: none"> • Stay updated on the latest tools and technologies in data analytics, such as Python, R, SQL, Tableau, Power BI, etc. • Drive the adoption of modern data platforms and technologies to enhance analytical capabilities. <p><u>Compliance and Risk Management</u></p> <ul style="list-style-type: none"> • Ensure compliance with relevant regulations related to data privacy and usage. • Identify and mitigate risks associated with data handling and analysis. <p><u>Innovation and Growth</u></p> <ul style="list-style-type: none"> • Identify emerging trends and opportunities in data analytics. • Drive initiatives to enhance the organization's competitive advantage using data. <p><u>Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs</u></p>

Job Specific Skill

- Proficiency in data analysis tools (e.g., SQL, Python, R)
- Advanced Excel skills
- Experience with data visualization tools (e.g., Tableau, Power BI)
- Strong analytical and problem-solving skills
- Excellent communication and presentation skills

Name of Position - Assistant Vice President I - Agile Transformation Expert

Role & Responsibilities

- Lead agile transformation initiatives across the organization.
- Develop and implement strategies for CRM system deployment and optimization.
- Provide training and support to teams on agile methodologies and CRM usage.
- Collaborate with stakeholders to define project goals, scope, and deliverables.
- Monitor project progress, identify risks, and implement corrective actions as needed.
- Drive continuous improvement and innovation within the banking processes
- Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs

Job Specific Skill

Agile Expertise:

- Deep understanding of agile methodologies (Scrum, Kanban, Lean, SAFe).
- Ability to lead and mentor cross-functional teams in adopting agile practices.
- Experience in setting up and managing agile frameworks and tools

CRM Implementation:

- Extensive knowledge of CRM systems and their implementation in banking environments.
- Ability to customize CRM solutions to meet business requirements.
- Proficiency in CRM software.

Project Management:

- Strong project management skills with the ability to handle multiple projects simultaneously.
- Proficient in project management tools and software.

Innovative Thinking:

- Ability to identify and implement innovative solutions to enhance banking processes.
- Experience in driving digital transformation initiatives.

Technical Proficiency:

- Familiarity with banking systems, software development life cycle (SDLC), and IT infrastructure.
- Knowledge of data analytics and business intelligence tools is a plus.

Name of Position - Assistant Vice President II - Agile Transformation Expert

Role & Responsibilities

Strategic Leadership in Agile Transformation

- Design and execute enterprise-wide agile transformation strategies.
- Collaborate with leadership to define a vision for agile adoption aligned with business goals.
- Build and maintain a roadmap for scaling agile practices across multiple teams and departments.

Agile Coaching and Mentorship

- Act as a coach and mentor to executives, managers, and teams, ensuring they understand and adopt agile principles and frameworks (Scrum, SAFe, Kanban, etc.).
- Train teams on agile tools, techniques, and methodologies to enable self-organization and high performance.
- Lead workshops and training sessions to cultivate an agile mindset.

Cross-Functional Collaboration

- Partner with stakeholders across departments (IT, marketing, sales, HR) to embed agile practices in their workflows.
- Facilitate cross-functional collaboration to improve coordination and delivery outcomes.
- Act as a bridge between technical and non-technical teams to ensure smooth communication.

Driving Continuous Improvement

- Foster a culture of continuous improvement by promoting feedback loops, retrospectives, and iterative delivery.
- Identify and remove organizational bottlenecks impeding agile adoption and execution.
- Develop and implement metrics to track agile maturity, team performance, and business outcomes.

Governance and Compliance

- Establish governance structures for agile processes, ensuring alignment with organizational goals.
- Ensure agile practices comply with relevant policies, standards, and regulations.

Scaled Agile Framework Implementation

- Implement and manage scaled agile frameworks (e.g., SAFe, LeSS, Disciplined Agile) for large, complex initiatives.
- Guide teams on scaling strategies to manage dependencies and deliver value efficiently.

Technology Enablement

- Leverage tools like Jira, Confluence, Azure DevOps, or equivalent platforms to facilitate agile processes.
- Advocate for integrating technology to optimize agile workflows and reporting.

Stakeholder Engagement

- Communicate agile transformation progress and outcomes to C-level executives and key stakeholders.
- Actively engage with stakeholders to address concerns and ensure alignment.

CRM Implementation

- Extensive knowledge of CRM systems and their implementation in banking environments.
- Ability to customize CRM solutions to meet business requirements.
- Proficiency in CRM software.

Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs

Job Specific Skill

Technical Skills

- Agile Frameworks: Deep knowledge of Scrum, SAFe, Kanban, LeSS, or other agile methodologies.
- Project Management Tools: Proficiency in Jira, Azure DevOps, or similar tools.
- Data-Driven Decision Making: Ability to define and interpret agile metrics (velocity, burn-down charts, cycle time, etc.).
- Scaled Agile Practices: Experience implementing frameworks for large organizations.

Leadership and Interpersonal Skills

- Coaching and Facilitation: Skilled in coaching individuals and teams to adopt agile practices.
- Stakeholder Management: Strong ability to communicate and collaborate with diverse stakeholders.
- Change Management: Expertise in leading cultural and operational change to support agile transformation.
- Conflict Resolution: Ability to navigate and resolve conflicts within and across teams.

Analytical and Problem-Solving Skills

- Strategic Thinking: Capability to align agile transformation with long-term business goals.
- Problem Solving: Identify organizational challenges and design agile solutions.
- Process Optimization: Skilled in streamlining processes to improve efficiency and productivity.

Communication Skills

- Executive Communication: Strong ability to present agile concepts and outcomes to senior leadership.
- Team Communication: Facilitate open, effective communication across agile teams.
- Workshop Facilitation: Proven ability to conduct engaging and productive workshops.

Name of Position - Assistant Vice President I - Business Finance Analyst with BFSI Exposure

Role & Responsibilities

- Analyse and optimize para banking operations to enhance profitability.
- Prepare financial reports, presentations, and recommendations for senior management.
- Ensure compliance with banking regulations and internal policies.
- Collaborate with various departments to support financial initiatives and projects.
- Identify and mitigate financial risks through proactive analysis and planning.
- Stay updated with industry trends and best practices in financial analysis and para banking
- Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs

Job Specific Skill

Para Banking Expertise:

- In-depth knowledge of para banking activities and regulations.
- Experience in analysing and optimizing para banking operations.

Data Analysis:

- Proficiency in data analysis tools and software (e.g., Excel, SQL, Tableau, Power BI).
- Ability to extract insights from large datasets to support decision-making.
- Experience in using data to identify trends, opportunities, and risks.

Financial Analysis:

- Strong analytical skills with the ability to interpret complex financial data.

- Proficiency in financial modelling, analysis, and reporting.
 - Experience in creating and managing budgets, forecasts, and financial plans.
- Regulatory Knowledge:**
- Understanding of banking and financial regulations, especially those pertaining to para banking activities.
 - Ability to ensure compliance with relevant laws and regulations

Name of Position - Assistant Vice President II - Business Finance Analyst with BFSI Exposure

Role & Responsibilities

Strategic Financial Leadership

- Oversee financial planning, budgeting, and forecasting processes across the organization.
- Align financial strategies with organizational goals to ensure sustainable growth and profitability.
- Lead the development of long-term financial models and scenario analyses.

Business Performance Analysis

- Analyze financial and operational performance to identify trends, variances, and improvement opportunities.
- Develop key performance indicators (KPIs) and dashboards to monitor business health.
- Provide actionable recommendations to senior leadership based on financial insights.

Investment and Cost Optimization

- Evaluate investment opportunities and prepare detailed business cases.
- Identify and implement cost optimization strategies without compromising quality or output.
- Conduct financial feasibility studies for new initiatives, products, or markets.

Cross-Functional Collaboration

- Act as a strategic partner to business units, offering financial guidance to enhance decision-making.
- Collaborate with teams across sales, marketing, operations, and technology to align financial priorities.
- Facilitate discussions between departments to streamline budgeting and resource allocation.

Risk Management and Compliance

- Monitor financial risks and recommend mitigation strategies.
- Ensure compliance with financial regulations, corporate policies, and reporting standards (GAAP, IFRS).
- Maintain oversight of internal controls to safeguard financial integrity.

Leadership and Team Development

- Lead and mentor a team of financial analysts, fostering a culture of continuous learning and excellence.
- Promote collaboration and innovation within the finance team.
- Drive initiatives to improve team efficiency and analytical capabilities.

Reporting and Communication

- Present financial results, forecasts, and recommendations to the board of directors and executive leadership.
- Simplify complex financial data for non-financial stakeholders to drive alignment and understanding.
- Prepare detailed reports and presentations for investors and external stakeholders.

Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs

Job Specific Skill

Technical Skills

- Financial Analysis and Modeling: Expertise in advanced financial modeling and sensitivity analysis.
- Budgeting and Forecasting: Strong understanding of financial planning and forecasting methodologies.
- Business Intelligence Tools: Proficiency in tools like Power BI, Tableau, and advanced Excel.
- ERP Systems: Experience with SAP, Oracle, or equivalent enterprise systems.
- Accounting Standards: Knowledge of GAAP, IFRS, and regulatory compliance.

Analytical and Problem-Solving Skills

- Data-Driven Decision-Making: Ability to interpret financial data and provide actionable insights.
- Scenario Planning: Expertise in conducting what-if analyses to prepare for contingencies.
- Cost-Benefit Analysis: Ability to evaluate financial trade-offs and recommend optimal solutions.

Leadership and Communication Skills

- Stakeholder Management: Ability to influence and collaborate with senior leadership and cross-functional teams.
- Team Leadership: Proven experience in leading, mentoring, and managing high-performing teams.
- Effective Communication: Strong ability to present financial concepts and insights to diverse audiences.

Strategic Thinking and Business Acumen

- Industry Knowledge: Understanding of industry-specific financial drivers and challenges.
- Strategic Alignment: Ability to align financial goals with broader business objectives.
- Innovation: Capacity to identify and implement innovative financial solutions.

Name of Position - Assistant Vice President I - Project Management Specialist

Role & Responsibilities

- Assist in business process reengineering initiatives.

- Support the planning, execution, and monitoring of strategic projects.
- Help prepare and maintain project documentation, including project plans, status reports, and risk assessments.
- Coordinate meetings and communications with stakeholders to track progress and resolve issues.
- Contribute to the development of project management tools and templates.
- Assist in the analysis of process performance and identification of improvement opportunities.
- Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs

Job Specific Skill

- Basic project management skills with some experience in managing or supporting projects.
- Familiarity with business process reengineering methodologies.
- Good analytical and problem-solving abilities.
- Proficiency in project management tools and software.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with cross-functional teams.

Name of Position - Assistant Vice President II - Project Management Specialist

Role & Responsibilities

- Lead and manage business process reengineering initiatives.
- Oversee the planning, execution, and monitoring of strategic projects.
- Collaborate with various departments to identify areas for improvement and implement solutions.
- Develop and maintain project documentation, including project plans, status reports, and risk assessments.
- Ensure projects are completed on time, within scope, and within budget.
- Conduct regular reviews and updates with stakeholders to track progress and resolve issues.
- Perform any other Duties/Responsibilities as may be assigned by the Bank from time to time including operational or administrative Roles based on Business Needs

Job Specific Skill

- Strong project management skills with a proven track record of managing large-scale projects.
- Expertise in business process reengineering methodologies.
- Excellent analytical and problem-solving abilities.
- Proficiency in project management tools and software.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with cross-functional teams.
- Excellent communication and presentation skills

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 ::

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:

[With seal of Office]

Date :

State/Union Territory

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

* Please delete the words which are not applicable.

Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

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

* - 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 20 of 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.

FORM-I
Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female Registration No. _____ permanent resident of House

No. _____ Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose photograph is affixed above,

and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/She has _____ % (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

FORM - II
Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Sh
_____ Date of Birth (DD / MM / YY) _____
Age _____ years, male/female _____ Registration No. _____ permanent resident
House No. _____ Ward/Village/Street _____ Po
Office _____ District _____ State _____, whose photograph is affixed
above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows

In figures :- _____ percent

In words :- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

FORM - III
Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
 Attested
 Photograph
 (Showing face
 only) of the
 person with
 disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____ ____

Age _____ years, male/female _____ Registration No. _____ permanent resident of

House No. _____ Ward/Village/Street _____ Post

Office _____ District _____ State _____, whose photograph is affixed

above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage

physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant

disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{ Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

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 CERTIFICATE 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