



**NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT  
(Fully owned by Govt. of India)**

**Advertisement No.07/Grade A(P&SS)/2019-20**

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

Applications are invited from Indian citizens for the post of **Assistant Manager (Grade 'A')** in Protocol & Security Service in National Bank for Agriculture and Rural Development (NABARD). Candidates must apply only **ON-LINE** on NABARD website [www.nabard.org](http://www.nabard.org) **between 15-01-2020 and 03-02-2020** NABARD is an all India Apex Organization, wholly owned by Government of India and is equal opportunity employer.

**Before applying, candidates should read all the instructions carefully and ensure that they fulfil all the eligibility criteria for the post. NABARD would consider for shortlisting, all the eligible candidates applying for the post with requisite application fee (wherever applicable) on the basis of the information furnished in the ON-LINE 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 at the Interview.**

**Candidates are requested to apply only ON-LINE through Bank's website [www.nabard.org](http://www.nabard.org). No other mode of submission of application will be accepted by NABARD.**

**Help Facility:** In case of any problem in filling up the application, payment of fee/intimation charges, or in downloading of Call Letter, complaints may be made at "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrrs.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 / Timelines**

<b>Online Application Registration and Payment of Online Fees/Intimation Charges</b>	<b>15-01-2020 to 03-02-2020</b>
<b>Tentative month for Interview</b>	<b>March - 2020</b>

**@ NABARD reserves the right to make change in the above dates. Candidates are advised to regularly check Bank's website, [www.nabard.org](http://www.nabard.org) for details and updates. The time, date and venue of interview will be advised to the shortlisted in due course.**

## I. Number of Vacancies :

POST	SC	ST	OBC	UR	Total
Assistant Manager (P & SS)	1	0	1	2	4

01 OBC and 01 SC Backlog vacancies

### Guidelines for Reservation:

- The Reservation for SC/OBC categories will be as per the instructions of the Government of India.
- The Bank reserves the right to increase / decrease the number of vacancies in any of the disciplines or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- The post is not identified for reservation under PWBD category. PWBD candidates are not eligible to apply for the post.
- Candidates belonging to OBC Category but coming in 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General' (Gen)

## II. ELIGIBILITY CRITERIA: (as on 01-01-2020)

### A) AGE (as on 01-01-2020)

The candidate must be between 25 and 40 years (**no relaxation for any category**) of age as on 01-01-2020, i.e., the candidate must have been born **not earlier than 02-01-1980** and **not later than 01-01-1995**).

### B) EXPERIENCE: (as on 01-01-2020):

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) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or 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.**

**Appointment of the selected candidate would be subject to his/her being declared medically fit as per the rules of the Bank.**

**IV APPLICATION FEE (NON-REFUNDABLE)**

Application fee (exclusive of applicable GST) for the post will be as under:

**(Amt. in Rs.)**

Category	Application Fee	Intimation charges etc.	Total
SC/ ST	NIL	100	100/- *
All others	650	100	750/- *

\* Exclusive of applicable GST

**V EMOLUMENTS AND SERVICE CONDITIONS**

- (a) **Pay Scale: Assistant Manager (P & SS) in Grade 'A'**: Selected candidates will draw a starting basic pay of Rs.28150/- p.m. in the scale of Rs.28150-1550(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 as per Rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs 62,600/-.
- (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 (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc.
- (c) Candidates selected for the post will be governed by the Defined Contribution New Pension Scheme (NPS), in addition to the benefit of Gratuity and Optional Group Term Insurance Plan.
- (d) At certain centres, 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 candidate 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 accepted. The application form should be filled in English only. Option for the use of Hindi language will be available for Interview.

### **Detailed Guidelines / Procedure for**

- A. Application Registration**
- B. Payment of Application Fee**
- C. Documents Scan and Upload**

**Candidates can apply online only from 15-01-2020 to 03-02-2020 and no other mode of application will be accepted.**

### **Important Points to be noted before registration**

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. (In case of 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.

#### **A APPLICATION REGISTRATION**

1. Candidates to go to the Bank's website [www.nabard.org/career](http://www.nabard.org/career), 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 be sent at the given email ID and mobile number.
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 FINAL SUBMIT BUTTON. They should review the details before final submission.
5. The name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets as well as valid ID Proof brought for the interview. Any change/alteration found may disqualify the 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 SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' 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**

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- Payment can be made by using Debit Cards (only Master/Maestro/Visa/Rupay) Credit Cards, Internet Banking, IMPS, Cash cards/Mobile Wallets by providing information as asked on the screen.
- 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
- On successful completion of the transaction, an **e-Receipt** will be generated.
- 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.
- Candidates are required **to take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- **There is a facility to print application form containing fee details after payment of fees**

#### **Application Fee / Intimation Charges (Non Refundable)**

Applicable Fee is Non Refundable and has to be paid Online. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **C. Guidelines for Scanning and Upload of documents**

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:

##### **Photograph Image:**

1. Photograph must be a recent passport size colour picture.
2. The picture should be in colour, against a light-coloured, preferably white, background.
3. Look straight at the camera with a relaxed face.

4. 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.
5. If you have to use flash, ensure there's no "red-eye".
6. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
7. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
8. Dimensions 200 x 230 pixels (preferred).
9. Size of file should be between 20kb-50kb.
10. 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.
11. Candidate should ensure that photo is uploaded at the place of the photo and signature at the place of signature. If photo in the place of photo and signature in the place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
12. Candidate must ensure that Photo to be uploaded is of required size and face should be clearly visible.

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

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink
- The applicant has to write the declaration in English clearly on the white paper with black ink
- The signature, left thumb impression and hand written declaration should be of 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 obtained on the attendance sheet or call letter, signed at the time of interview does not match the signature uploaded, the candidate will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb for signature & 20kb -50 kb for left thumb impression)
- For hand written declaration, size of the file should be 50kb-100kb
- Ensure that the size of the scanned image is not more than 20KB for signature, 50kb for left thumb impression and 100 kb for hand written declaration
- Signature/Hand Written declaration in CAPITAL LETTERS shall not be accepted

### **Scanning the Documents:**

- 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/left thumb impression/hand written declaration, 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. For 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 documents in .jpeg format not exceeding 50KB for Photograph, 100kb for hand written declaration, 20KB for Signature and 50kb left thumb impression by using MS Paint or MS Office Picture Manager. Scanned documents 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 for photograph, 100kb for hand written declaration, 20KB for signature and 50kb for left thumb impression 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.

**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/her photograph, signature, left thumb impression and hand written declaration.

### **Procedure for uploading the documents**

- There will be separate links for uploading Photograph, Signature, left thumb impression and hand written declaration.
- Click on the respective link "Upload Photograph / Signature/left thumb impression/hand written declaration".
- Browse & Select the location where the Scanned Photo/ Signature/ left thumb impression/hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

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

Note :

- 1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear/ smudged the candidate's application may be rejected.
- 2) After uploading the Photograph/signature/left thumb impression/ hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left



thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/her photograph or signature, prior to submitting the form.

- 3) After registering online, candidates are advised to take a printout of their system generated online application forms.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the NABARD's website on account of heavy load on internet/website jam.

NABARD 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 NABARD.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

#### **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 interview or subsequent 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 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 Interview 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.

## 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 – email, 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 reserved category will have to produce his/her original caste certificate/relevant certificates at the time of interview, failing which his/her candidature will 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 **on or after 01-04-2019.**
- iii. The Competent Authority for issue of certificates to SC/ST/OBC are:  
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/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.**
- iv. 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 on or after 01-04-2019.**  
Applicants belonging to OBC category but coming in the '**CREAMY LAYER**', hence not entitled to OBC reservation 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.
- iv) Only those applicants who are willing to serve anywhere in India, need apply.
- v) The applicants must ensure that they fulfil all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects.
- vi) 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.

- vii) Appointment of selected applicants is subject to his/ her being declared medically fit by Medical Officer(s) appointed/ approved by the Bank.
- viii) 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.
- ix) 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.
- x) In case any dispute arises on account of interpretation in versions other than English, the English version will prevail.
- xi) 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.
- xii) 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.
- xiii) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- xiv) 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.
- xv) Any notice/communication meant for the candidates displayed on the Bank's website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.

**Note:**

**In case of any corrigendum issued on the above advertisement and further announcements, it will be published only on Bank's website [www.nabard.org](http://www.nabard.org).**

xvi) **IMPORTANT DATES**

<b>Online Application Registration and Payment of Online Fees/ Intimation Charges.</b>	<b>15-01-2020 to 03-02-2020</b>
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**Mumbai**  
**Date: 15-01-2020**

**Chief General Manager**  
**Human Resource Management Department**