



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

Advt. No. 1/ 2008-09

Date of Examination : 29/03/2009

Only online applications are invited from Indian citizens for the post of Assistant Manager in Grade 'A' in the Rural Development Banking Service (RDDBS), in National Bank for Agriculture and Rural Development (NABARD), at its Head Office/Regional Units. Across the country, the candidates can apply on NABARD website between February 5, 2009 and February 26, 2009 after carefully going through all the instructions given in this advertisement. **No other mode of application will be accepted.**

Opening of Gateway for Online Application Registration 05/02/2009
Closing of Gateway for Online Application Registration 26/02/2009
Date of Examination : 29/03/2009

I. VACANCIES

Name of the Post/ Service	No. of vacancies
Assistant Managers in Grade 'A' (RDDBS)	120

RDDBS -RURAL DEVELOPMENT BANKING SERVICE

RESERVATION

The following number of vacancies are reserved for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), and Persons With Disability (PWD), separately, in each grade.

POSTS ADVERTISED	SC	ST	OBC	UNRESERVED	TOTAL
Assistant Managers in Grade 'A'	17	10	33	60	120*

*Four (04) posts are reserved for PWD applicants of which 02 posts are earmarked for OH and 02 post for Visually Impaired.

Note:

- (i) OBC applicants falling under 'Creamy Layer' will be treated as 'GENERAL' Category applicants.
- (ii) It may not be possible for the Bank to post the PWD applicants in all the offices of the bank.

**Notes for Orthopaedically Handicapped (OH)/
Visually Handicapped (VH) Applicants :**

- a) Only those OH applicants who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply :

BL	-	Both legs affected but not arms	
OA	-	One arm affected (R or L) -	(a) Impaired reach; (b) weakness of grip; (c) ataxia
OL	-	One leg affected (R and or L)	
MW	-	Muscular weakness and limited physical endurance	

- b) Only those Visually handicapped persons who suffer from any one of the following conditions are eligible to apply.
 - i) Total absence of sight.
 - ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
 - iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.
- c) Applicants having low vision as defined in Chapter I, Para 2 (u) of The Persons with Disabilities (Equal opportunities, protections of rights and full participation) Act 1995.

The Bank may allow inter-se exchange between various categories of persons with disabilities if an applicant of a specified category is not available.

Instructions pertaining to engaging scribe for PWD applicants:

- i. The applicant will have to arrange his own scribe at his /her own cost.
- ii. The academic qualification of the scribe should be one grade lower than that required for the post.
- iii. The scribe should be from an academic stream other than that of the applicant. The scribe should possess 50% or lesser marks in his own academic stream.

- iv. Both, the applicant as well as the scribe will have to give a suitable undertaking, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfil any of the laid-down eligibility criteria or he suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- v. Applicants who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

II. ELIGIBILITY CRITERIA

EDUCATIONAL QUALIFICATION (as on 01.01.2009)

(A) RURAL DEVELOPMENT BANKING SERVICE (RDBS)

Grade 'A' (Assistant Manager)

Bachelor's Degree or Master's Degree or equivalent qualification in any subject from any recognised University with a minimum of 55% marks in aggregate (means total marks obtained by the applicant in all the papers of the examination held by the concerned university) or its equivalent grade. SC/ST applicants with graduate degree with a minimum 45% in aggregate (means total marks obtained by the applicant in all the papers of the examination held by the concerned university) or equivalent qualification are eligible to apply.

In the interview, weightage may be given to the applicants having Post-graduate degree or specialisation in the area of management, agriculture, agri-business, rural development, economics, engineering (agri, civil, electrical, mechanical), IT, finance, forestry, animal husbandry, fisheries, soil sciences, etc.

Knowledge of computer operations is desirable.

III. AGE (as on 01.01.2009)

Between 21 and 28 years for graduates (i.e. Applicants must have been born not earlier than 02-01-1981 and not later than 01-01-1988) and between 21 and 30 years for post-graduates (i.e., applicants must have been born not earlier than 02-01-1979 and not later than 01-01-1988).

RELAXATION IN UPPER AGE LIMIT: Upper age limit is relaxable by -

- (a) 03 years in case of eligible OBC applicants and
- (b) a maximum of 05 years in case of : (i) Applicants belonging to SC/ST, (ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy measures or as a result of the bank going into liquidation (iii) personnel retrenched from Govt. Offices after at least one year's service (iv) Ex-servicemen (including Emergency Commissioned

Officers/Short Service Commissioned Officers) provided that the applicants have rendered at least five years continuous Military Service and 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 or have been released on account of physical disability attributable to Military Service or on invalidment, (v) 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, on selection, the Ministry of Defence issues certificates that they would be released within 03 months from the date of receipt of offer of appointment, (vi) Applicants who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir during the period 01 January 1980 to 31 December 1989 (vii) Children/family members of victims died in the 1984 riots.

(c) 10 years for PWD (General); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) applicants.

NOTE: NO CUMULATIVE AGE RELAXATION WILL BE AVAILABLE TO ANY APPLICANT, SAVE AS PROVIDED ABOVE.

IV. APPLICATION FEE (NON-REFUNDABLE)

Category of applicant	Application Fee	Postage, Banking charges etc.	Total
For SC/ ST/ PWD	NIL	Rs.50/-	Rs.50/-
For all others	Rs.250/-	Rs.50/-	Rs.300/-

Mode of Payment

For making payment of fees, postal and banking charges the applicants are required to log in through our website i.e www.nabard.org and fill up the Format of Challan available in Payment Option. The Challan which will have 3 parts may be printed by the applicant and submitted at any branch of State Bank of India alongwith the required amount of fees as indicated above in cash. Applicants must ensure that on deposit of money, the branch retains Bank's copy and the balance two copies, i.e., Applicant's copy and NABARD's copy are returned to the applicant with the undernoted details :

(i) Journal number (7-10 digits) to be provided by the branch (ii) Branch name (iii) Branch code number and (iv) Date of deposit

Fees and other charges once deposited will not be refunded under any circumstances. The payment of charges would be accepted by the bank branch only during banking hours from February 5,2009 to February 26, 2009. No other mode of payment of application charges is acceptable. A candidate who has made the payment of charges as per the above specified procedure may thereafter apply online. Even if NABARD extends the last date of registration due to any technical reasons, the valid dates during which the fees would need to be paid in the bank branch would remain between 5 to 26 February 2009 only.

V. HOW TO APPLY:

The 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 the Written Test/ Interview.

Before registering their application on the website, candidates are required to download the format of the challan, fill it up, deposit the prescribed application fee in cash at any branch of State Bank of India and get receipt from the branch.

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 call letter/ interview advices, etc., by e-mail.
- ii. Applicants must ensure that on deposit of fees and other charges, the branch issues him two copies of the challan which should invariably mention undernoted terms :- (i) Journal number (7-10 digits) (ii) Branch name (iii) Branch code number and (iv) Date of deposit
- iii. The payment of fees should be made between 05.02.2009 to 26.02.2009. This date will also be applicable to the applicants belonging to far-flung areas.
- iv. Applicants should keep a copy of the Application printout and Challan Receipt for their record.
- v. NABARD's copy of the Challan will have to be submitted with the admission letter at the time of written examination.
- vi. An 'Acquaint Yourself' booklet will be made available to the applicants on the NABARD website which they may download along with the call letter for written test.
- vii. Applicants serving in Government/ Quasi Government Offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will be required to submit 'No Objection Certificate' from the employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

- viii. The reserved category applicant will have to produce his/her original caste certificate/ relevant certificates at the time of Phase-II Examination and 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 with Non-creamy layer clause issued on or after **01.04.2008** at the time of interview.

NOTE : With a view to overcoming the possibility of applicants seeking help of other applicants during the written exam, the Bank would be analysing the responses of applicants in the written examination with other appeared applicants to detect patterns of similarity. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel the candidature of the suspected applicants.

VI. EMOLUMENTS AND SERVICE CONDITIONS

Pay Scale:

- (i) **Assistant Managers in Grade 'A':** Rs.11250-700-18950-EB-700-21750-750-22500.
- (ii) Total present monthly emoluments at the basic pay of Rs.11250/- p.m. will be about Rs.17,696/- p.m., as per existing DA rates.
- (iii) The posts carry benefits of non-contributory Provident Fund, Pension, Gratuity, Leave Fare Concession, Medical Facilities and other perks.
- (iv) 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.
- (v) At certain centres, limited number of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.
- (vi) Selected applicants are liable to be posted and transferred anywhere in India.

VII. SELECTION PROCEDURE

The selection will be in two stages:

- | | | |
|-----------------|----------|----------------------------|
| Stage I | : | Written Examination |
| Stage II | : | Interview |

Stage I (Written examination) will consist of two Phases

Phase-I - Objective type (multiple choice questions).

Paper-I will cover tests of (i) General Awareness,(ii) Test of English, (iii) Quantitative Aptitude and (iv) Reasoning.

Paper-II- Descriptive type - **English Language**

Phase-II- A Select list of applicants will be prepared from the merit list of the Phase - I test and they will be eligible to appear for the Phase - II test of Economic & Social Issues

The written Examination for Phase -I will be held on **Sunday, March 29, 2009** and Phase-II will be held on **Sunday, July 19, 2009**.

NOTE:

- (1) In Phase-I, the question papers on the test of General Awareness, Quantitative Aptitude and Reasoning under **PAPER - I** will be set bilingually in Hindi and English. Test of English Language under Paper-I and **PAPER - II** will be set in English only.
- (2) In Phase-II the paper on **ECONOMIC & SOCIAL Issues** will be set bilingually in Hindi and English. The syllabus of the **Written Examination** will be sent to the applicants along with the Admission Letter for the Written Examination and the same will also be available on the NABARD website, i.e., www.nabard.org

Stage II (Interview)

Applicants qualifying in the Phase-II Examination and securing sufficiently high rank in merit shall be short-listed for interview.

The final selection and ranking of the applicants will be based on their performance in the Phase-II written examination and interview, taken together.

VIII. EXAMINATION CENTRES

Phase -I

The written examination will be conducted at Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, New Delhi, Patna, Pune, Raipur, Ranchi, Shillong and Thiruvananthapuram.

Phase-II- The Phase -II written examination will be held on Zonal basis at the Centres to be decided later on.

APPLICANT SHOULD SELECT ONLY ONE CENTRE FOR PHASE-I WRITTEN EXAMINATION AND INDICATE THE SAME IN THE APPLICATION. CHOICE OF CENTRE ONCE EXERCISED BY THE APPLICANT WILL BE FINAL. REQUEST FOR CHANGE IN CENTRE WILL NOT BE ENTERTAINED. NABARD, however, reserves the right to change/ cancel any of the centers for the Written Test depending on the response/ number of applications. Candidates admitted to the Written Test will be intimated the time and full address of the venue through Online Call Letters only. Candidates will not be admitted to the Written Test without the call letter. In view of sending the Written Test Call Letter Online, no duplicate call letter will be issued to the candidates.

IX. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT :

Applicants are warned that they should not furnish any particulars that are false, tampered/ fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/ interview, if a applicant is (or has been) found guilty of :

(i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/ answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by any unfair means, such a applicant may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

1. to be disqualified from the examination for which he/ she is a applicant.
2. to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by NABARD, and
3. for termination of service, if he/ she has already joined the Bank.

X. GENERAL INSTRUCTIONS

1. Admission to the written examination will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD) etc., of the applicants with reference to documents. **Each applicant should, therefore, ensure that he/she fulfills the eligibility criteria and that the particulars furnished in applications are complete/correct in all respects.** In case it is detected at any stage an applicant does not fulfill the eligibility criteria and/or he/she furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services may be summarily terminated without giving any notice.

2. Applicants already in service of Govt./ Quasi-Govt. Organisations and Public Sector Banks/ Undertakings will have to produce a “No Objection Certificate” from their employer, at the time of Interview. Before appointment in the Bank, a proper discharge certificate from the employer will have to be produced by the applicant.
3. No applicant is permitted to use or have possession of Calculators, Mobile Phones, Pagers or any other instrument/ device in the Examination Hall.
4. The applicants will have to appear for the written tests, at their own cost. Applicants called for INTERVIEW are entitled to 1st class to and fro railway fare/ bus fare by shortest route on production of evidence of travel (Rail/ bus ticket/ receipt etc.).
5. Applicants submitting more than one application for any reason will be treated as ineligible.
6. 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 & exclusive jurisdiction to try any clause/ dispute.
7. The **Competent Authority** for the issue of certificates to SC/ST/OBC/PWD are as under:

(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)/ Taluk 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.

Note : For OBC applicants, only the castes/ sub-castes figuring in the Central List will be considered.

(b) For PWD : Medical Board at the District level.

OBC Certificate 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 submitted alongwith the application based on the income of the

financial year preceding the date of application. **The Caste Certificate should be for the financial year 2008-2009, issued on or after 01.04.2008.** Applicants belonging to OBC category but coming in the 'CREAMY LAYER', hence not entitled to OBC reservation and age relaxation should indicate their category as 'GEN' or 'GEN (OH)' or 'GEN (VH) ' (as applicable).

Attested copy(ies) of relevant SC/ST/OBC/OH/VH certificates should be submitted in the prescribed format at the time of Phase II (main exam) for those qualifying.

8. Only those applicants who are willing to serve anywhere in India, including rural areas, need apply.
9. 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.
10. Mere admission to the Phase I/ II written examination for an applicant 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 a applicant does not fulfil 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.
11. Appointment of selected applicants is subject to his/ her being declared medically fit by Medical Officer(s) appointed/ approved by the Bank.
12. Decision of NABARD in all matters regarding eligibility, conduct of examination, interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
13. No applicant will be appointed in NABARD 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.
14. In case any dispute arises on account of interpretation in versions other than English, the English version will prevail.
15. The applicants will appear for the Written Examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/ loss, etc. of any nature to him/ her.
16. **Print out of the Online application should not be sent to the NABARD offices.**
17. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
18. The Bank does not furnish the mark sheet of the selection process to candidates.

XI. PRE-EXAMINATION TRAINING FOR SC/ST APPLICANTS

NABARD will arrange non-residential Pre-examination training programmes at Ahmedabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Dehradun, Guwahati, Hyderabad, Jaipur, Jammu, Kolkata, Lucknow, Mumbai, New Delhi, Patna, Pune, Raipur, Ranchi, Shillong and Thiruvananthapuram for SC/ ST applicants appearing for written examination, free of cost. Such SC/ST applicants who desire to attend the programme may accordingly indicate willingness in the online form. An attested copy of the Caste Certificate is required to be submitted at the time of reporting for the training alongwith the copy of the bank Challan for Rs.50.

NOTE : Pre-examination training will generally be imparted in English. However, if the number of applicants opting for training in Hindi medium at any centre is sufficiently large, it may be imparted in Hindi medium also. Travel cost for attending the training will have to be borne by the applicant. Other details regarding training would be advised separately to the applicants.

The call letters for Pre-Examination Training will be issued only through electronic mode. They will be loaded on the Website of the NABARD so that candidates can download them. Call letters will not be sent by post. However, an e-mail will be sent to all eligible candidates informing them they can download call letter from the Website.

In view of the above, candidates are advised to visit these web-site around the first week of March 2009 for the schedule of Pre-Examination Training and again in the second week for their call letter for the first phase of the Written Test.

XII. LAST DATE FOR REGISTRATION OF ON-LINE APPLICATIONS :

February 26,2009

Chief General Manager

**Mumbai
Date :**