



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन

(भारतीय रिज़र्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Bank(s))

असेसमेंट में, हम पर भरोसा रखता है भारत

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WALK-IN-SELECTION PROCESS

IBPS intends to recruit the personnel in the following position on regular basis through Walk-in-Selection Process:

Post Name	Walk-in-Selection Process
Programming Assistant	Short Listing, Online Examination and Personal Interview

Successful candidates will be appointed against the existing vacancies. However, a wait list would also be maintained to fill up need-based requirements, which will remain valid for a period of six months.

Any eligible candidate, who aspires to join IBPS as Programming Assistant on regular basis is required to appear for Walk-in-Selection Process.

The schedule of Walk-in-Selection Process is as follows:

Post Name	Date of Walk-in-selection Process	Reporting & Registration Time	Venue of Walk-In -Selection Process
Programming Assistant	14.12.2022	09:00 A.M. TO 10:00 A.M.	INSTITUTE OF BANKING PERSONNEL SELECTION, IBPS HOUSE, 90 FT DP ROAD, BEHIND THAKUR POLYTECHNIC, OFF. W E HIGHWAY, KANDIVALI (EAST), MUMBAI 400101

A. COMPENSATION:

Post	Grade	Basic Pay	Total emolument at the beginning of the scale per Month (approximately)	Annual CTC (as per present policy)
Programming Assistant	B	Rs.25,500/-	Rs.47,043/-	Rs.9,00,000/- (approx.)

Benefits such as Employer's Contribution of PF, Medical Benefits, Medi-Claim, LTC, Newspaper Bill Reimbursement, Canteen Subsidy, Gratuity, Superannuation, Interest Subsidy on Housing Loan etc. for eligible employees are admissible as per rules.

Please note: No housing/accommodation facility shall be provided by IBPS.

B. JOB DESCRIPTION & RESPONSIBILITIES

- Handling file system in Unix platform, including file creation, modification of files through ‘vi’ editor
- Process data files through executable programs passing various input parameters and generate required output in Linux platform
- Extract data from multiple data files (Unix environment) and generate report(s) in MS-Excel format, as per requirement.
- File transfer between servers / operating systems
 - Handling of data using Excel
 - Basic Programming knowledge in Fortran/Python/any other language.
 - Basic knowledge on MS Windows Operating System.

C. ELIGIBILITY CRITERIA

I. Candidates, intending to apply for the above posts should ensure that they fulfill the Eligibility criteria specified by IBPS in this advertisement (under C.II below):

Please note that the eligibility criteria specified herein are the basic criteria. Candidates must necessarily produce the relevant documents in original and three (03) set of photocopy in support of their identity and eligibility -pertaining to age, educational qualifications etc. as indicated in the application form. Merely applying for the above post, appearing for and being shortlisted in online examination / interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS. The candidates selected will be on a probation period of one year from the date of joining. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is to be submitted at the time of joining mandatorily.

II. Age, Educational Qualifications & Post Qualification Minimum Work Experience

Post	Age (As on 01.12.2022)	Educational Qualifications	Skill Set	
			Compulsory	Added Advantage skill set
PROGRAMMING ASSISTANT	Minimum : 23 years Maximum: 30 years i.e. a candidate must have been born between 02.12.1992 and 01.12.1999 (both dates inclusive)	B.Tech. / M.C.A. B.Sc- IT / B.C.A / B.Sc. Computer Science or equivalent	For candidates having B. Tech / M.C.A degree minimum 1 year Post Qualification work experience, For candidates having degrees other than B.Tech. / M.C.A. minimum 2 years Post Qualification work experience, in handling various applications in UNIX / Linux environment including file handling, Data Entry, data transfer etc. Basic Knowledge of computer programing in any language Good knowledge of MS-Excel	--Certificate course in Computer Programming from a recognised Institute -- experience in FORTRAN / Python or any other programing language

Candidates should ensure that the educational qualification possessed by them are as per the prescribed educational qualification mentioned in the advertisement and they fulfil the above eligibility criteria.

Note:

- (1) **All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared before 14.12.2022. Proper document from Board / University for having declared the result before 14.12.2022 has to be submitted at the time of Walk-in-Selection Process.**

The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- (2) Candidate should indicate the percentage obtained in examinations calculated to the nearest two decimals in the application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in application. The candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- (3) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

III . OTHER ELIGIBILITY CRITERIA:

- (i) The integrity of the candidate should not have been doubtful during his/her Service/career.
- (ii) No punishment/penalty should have been inflicted on him/her during his/her service/career.
- (iii) Cases of CBI or other law enforcement agencies should not be pending against him/her.

D. CONDUCT OF WALK-IN-SELECTION PROCESS

The Walk-in-Selection Process comprising Verification of Documents, Short Listing, Online Examination and Personal Interview will be conducted ONLY at IBPS, Mumbai.

1. Candidates to appear for a Walk-in-Selection Process at **Institute Of Banking Personnel Selection, IBPS House, 90 Ft DP Road, Behind Thakur Polytechnic, Off. W E Highway, Kandivali (East), Mumbai 400101** on given date **at his/her own expenses and IBPS will not reimburse any cost of traveling/boarding.**
2. The registration for Walk-in-Selection Process will be done during **09:00 A.M. to 10:00 A.M.** Candidates reporting late i.e. after 10:00 A.M. will not be permitted to participate in the process.
3. Candidate should bring all the requisite documents and certificates in original with three (03) set of photocopy of each and an application duly typed in A-4 paper (Original + 2 photocopies). **Prescribed application is attached as Annexure I.**
4. Please affix a recent passport size photograph on top right side corner of the application & its photo copies.

5. At the time of Walk-in-Selection Process, the candidate should produce valid self-attested photocopies of certificates and documents in support of educational qualification, experience, date of birth and other documents in support of information submitted in the application form and one recent passport size colour photograph. In the absence of valid documents candidature of the candidates shall be cancelled. IBPS take no responsibility to receive/ collect any certificate/ remittance/ document sent separately.
6. The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Where number of candidates appearing for walk-in-selection process is large, it will not be convenient or possible to interview all eligible candidates. Based on the recommendation of the screening committee, Institute may restrict the number of candidates to be considered for the selection process to a reasonable limit after taking into consideration qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of candidates to mention all the qualifications and experience in the application and to submit all the supporting documents at the time of document verification.
7. **The selection process may continue until the end of the day and (if necessary) the next day depending on the responses received.**

List of Documents to be produced at the time of Walk-in-Selection Process:

The following documents **in original and 03 (three) set of self-attested photocopies of all documents including Application Form** in support of the candidate's eligibility and identity are to be invariably submitted at the time of Walk-in-Selection Process, failing which the candidate may not be permitted to participate in Walk-in-Selection Process. Non submission of requisite documents by the candidate at the time of Walk-in-Selection Process will debar his / her candidature from participation in the process.

- a) Application form in the prescribed format duly filled in (Original + 2 Photocopies) (format attached as Annexure I)
- b) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB) (Original + 3 Photocopies)
- c) Photo Identify Proof such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar/ E-aadhar card with a photograph/ Employee ID/ Bar Council ID card should be submitted for verification. The candidate's identity will be verified with respect to his/her details on the call letter and requisite documents submitted (Original + 3 Photocopies). **If identity of the candidate is in doubt the candidate may not be allowed to appear in the selection process.**
 - Ration Card and Learner's Driving License will not be accepted as valid id proof for this project.
 - In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. (Original + 3 Photocopies)
- d) Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result before **14.12.2022** has to be submitted. (Original + 3 Photocopies)
- e) Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original (Original + 3 Photocopies) from their employer at the time of Walk-in-Selection process, in the absence of which their candidature will not be considered.
- f) Experience certificates (Hardcopy/Digitally signed copy/ Received from Valid email id—subject to verification of experience certificates will be accepted).(Original + 3 Photocopies)
- g) Copy of payslip, if any (Original + 3 Photocopies)
- h) Copy of appointment letter / promotion letter etc., if any (Original + 3 Photocopies)
- i) Any other relevant documents in support of eligibility and suitability for the post. (Original + 3 Photocopies)

D.1 ONLINE EXAMINATION

I. TEST STRUCTURE:

The structure of the Examination which will be conducted online is as follows:

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Version
1.	Aptitude	50	50	Composite time of 90 minutes	English
2.	Professional Knowledge	50	50		
	Total	100	100		

IBPS reserves the right to modify the structure of the examination.

II. PENALTY FOR WRONG ANSWERS

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the Candidate, there will be no penalty for that question.

III. CUTOFF SCORE

Each candidate will be required to obtain a minimum score in the test of Online examination and also secure sufficiently high scores to be considered to be shortlisted for further process of Selection including interview. Cutoff scores will be decided by IBPS Authorities and candidates will be shortlisted for further process of selection.

D.2 PERSONAL INTERVIEW

Successful Candidates will be called for Personal Interview immediately after the online examination. The selection process may continue until the end of the day and (if necessary) the next day depending on the responses received.

The combined final score of candidates shall be arrived at on the basis of total scores obtained by the candidates in the Online Examination and Personal Interview.

Selection will be made by a committee and such selection will be Final.

E. GENERAL INSTRUCTIONS

1. Candidates will have to invariably produce and submit the requisite documents and certificates at the time of Walk-in-Selection Process.
2. Before coming for the Walk-in-Selection Process, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement.
3. A Candidate's admission to the Walk-in-Selection Process is strictly provisional. The mere fact that the participation in the Walk-in-selection process does not imply that his/ her candidature has been finally cleared by IBPS. IBPS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s).
4. If any of these shortcomings is detected after appointment in IBPS, his/her services are liable to be summarily terminated.

5. IBPS, at various stages, may capture IRIS scan / biometric impressions for verification of the genuineness of the candidate. Decision of the IRIS data /biometric impressions verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS / biometric scanning / verification on any occasion may lead to cancellation of candidature.
6. Decision of IBPS in all matters regarding eligibility of the candidate, selection of candidate for online examination / interview, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the process of selection including online examination, interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS in this behalf.
7. The application once submitted will not be allowed to be withdrawn.
8. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
9. Canvassing in any form will be a disqualification.
10. Any request for change of details mentioned in the application form submitted will not be entertained.
11. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application and in all correspondence with IBPS in future should be identical and there should be no variation of any kind.
12. A recent, recognizable Passport size photograph should be affixed by the candidate in the application form and in its photo copies and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
13. The possibility of occurrence of some problem in the administration of the walk-in selection process cannot be ruled out completely. In that event, every effort will be made to rectify such problem, which may include conduct of another process if considered necessary or extend the time to complete the process.
14. IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
15. IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.
16. IBPS Internal candidate, if eligible, may also participate.
17. IBPS can cancel the selection process at any point of time without giving any reason.
18. The position require full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to participate in the process.
19. There would be a probation period of 1 year and the service will be confirmed subject to satisfactory completion of the probation and other requirements as per IBPS staff rules.
20. **Service Bond:**
At the time of joining the services of IBPS, the selected candidate is /are required to execute a Service Bond for serving for a minimum of 2 years in IBPS w.e.f. date of joining IBPS or else shall pay an amount of Rs.1 lakh (Rupees One lakh) in case of early exit if chosen by him/her.
21. Any addendum/corrigendum/ Notice shall be posted only on Institute's website.
22. Mere fulfilling the eligibility criteria will not guarantee shortlisting for further selection process.

Please Note:

❖ **The posting of the selected candidate will be in MUMBAI Only.**

30.11.2022
IBPS, Mumbai

Division Head (Administration)



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(APPLICATION FORMAT)

(Original + 2 photocopies)

WALK-IN-SELECTION PROCESS

To,

Division Head (Administration)
Institute Of Banking Personnel Selection
IBPS House,
90 ft. DP road, off W. E. Highway
Kandivali (East)
Mumbai 400 101

Sir,

PASTE (not staple)
your recent passport
size photograph here
and sign across it in
full name with
date

SUB : Application for the post of Programming Assistant on regular basis in IBPS

With reference to your advertisement dated 30.11.2022, I submit herewith my application for the post of **Programming Assistant** on regular basis in Institute Of Banking Personnel Selection. I have read about the role, remuneration and brief terms & conditions relating to the post and advise that they are acceptable to me.

1. Full Name: Shri/Smt/Kum (in block letters)

2. Father's/Husband's name

3. Date of Birth _____ **AGE** [_____ yrs.]
(DD/MM/YYYY) (As on 01.12.2022)

4. Gender : _____

5. Religion : _____

6. Educational Qualification: ---- (self-attested copies of certificates attached)

Academic Qualification	Board / Institution /University	Degree / Subject / Stream	Date / Year Of Passing	Percentage of Marks

7. Post Qualification Work experience: (Supporting Documents attached)

ORGANISATION	POSITION HELD	Nature of Duties	PERIOD		
			From	To	Total

8. Languages Known (put \checkmark)

Language	Read	Write	Speak

9. In case of a person who is in service: -

a. Name of the Current Organisation _____

b. Designation : _____

c. No. Of years of service : _____

d. Brief description of current assignment :

10. Candidate's address:

Correspondence Address: (IN BLOCK LETTERS)

Dist. _____

State _____ PIN : _____

MOBILE NO. _____ Email ID _____

Alternative Mobile No. _____

11. Permanent Address : (IN BLOCK LETTERS)

Dist. _____

State _____ PIN : _____

PHONE WITH STD _____

MOBILE NO. _____

12. References:

1. Name : _____

Address: _____

_____ PIN _____

Mobile Number : _____, _____ EMAIL ID : _____

2. Name : _____

Address : _____

_____ PINCODE _____

Mobile Number _____ EMAIL ID : _____

13. Declaration:

I hereby declare that

- (i) No punishment / penalty were inflicted on me during my service in any organisation.
- (ii) No case of CBI or any other Law Enforcement Agency is pending against me.
- (iii) I am physically fit to carry out duties of the **Programming Assistant**.

I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and I have not suppressed any material fact(s)/information. I understand that in the event of any information being found untrue or incomplete at any stage or me not satisfying any of the eligibility criteria according to the requirements of the related advertisement of Institute Of Banking Personnel Selection, my candidature / appointment for the said post is liable to be cancelled at any stage and even after appointment, my services are liable to be terminated without any notice.

Place: _____ Signature: _____

Date: _____ Name of the candidate: _____