



HOME

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About the Programme

Campus

Admission

Future Career Prospects

Helpline

Admission to Baroda Manipal School of Banking

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We are looking for young, energetic, and innovative minds who can be imparted with the necessary knowledge and skills required to be good all-round bankers through a -9- (nine) months Post Graduate Certificate in Banking and Finance course in Baroda Manipal School of Banking.

The course consists of -9- months on campus program, on completion of which the candidate would be awarded a Post Graduate Certificate in Banking & Finance and will be offered appointment in the Bank as Probationary Officer in Junior Management Grade / Scale-I.

However, immediately after joining the Bank, a -3- (three) months Work Integrated Learning (WIL) in the form of On the Job Training will have to be carried out by the candidate at a Bank of Baroda branch, the completion of which will lead to the award of a Post-Graduate Diploma in Banking & Finance by Manipal university.

Candidates shall be selected through a selection process consisting of online exam (objective + descriptive) followed by Psychometric Assessment, Group Discussion (GD) and Personal Interview (PI).

Admission to the -9- (nine) months Post Graduate Certificate in Banking and Finance course from Manipal University to be conducted at the Baroda Manipal school of Banking comes with the assurance of a full-fledged Banking career with Bank of Baroda on successful completion of the course.

| Schedule of Events | Dates |
|---|--------------------------|
| Start date for Online Registration | 01.04.2017 |
| Online Payment of Application Fees | 01.04.2017 to 01.05.2017 |
| Last date for Online Registration | 01.05.2017 |
| Download of Call letter for Examination | 12.05.2017 |
| Date of Examination (Tentative) | 27.05.2017 |

STUDENT INTAKE (FOR THE SELECTION EXERCISE OF 2017-18)

3 batches of students will be inducted in Baroda Manipal School of Banking through this current selection exercise for 2017-18 (April 2017 to March 2018). The intake of students in each batch will be decided by the bank, as per the requirement.

The total number of Student intake and reserved Student intake for a sample batch of -400- are given here under and are provisional which may vary depending upon future needs of the Bank & availability of candidates under the respective category :-

| Number of Student intake | | | | | Age (As on 01.04.2017) |
|--------------------------|-----|----|----|-------|--|
| Unreserved | OBC | SC | ST | Total | |
| 202 | 108 | 60 | 30 | 400 | Minimum- 20 years Maximum- 28 years |

Note: 3% Seats are reserved for PWD (Persons with Disabilities) candidates, to be equally distributed between OC, HI & VI. The reservation for PWD is on horizontal basis. The selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/Unreserved) to which they belong to.

Abbreviations stand for: - SC - Scheduled Castes, ST - Scheduled Tribes, OBC - Other Backward Class, PWD - Persons with Disability, OC - Orthopedically Challenged, HI - Hearing Impaired, VI - Visually Impaired.

ELIGIBILITY CRITERIA AND GENERAL INFORMATION

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- A. **Qualification (As on 01.05.2017)** - Degree (Graduation) with minimum 55% (50% for SC/ST/PWD) marks in any discipline from a recognized University OR any equivalent qualification as such recognized by Central Government.

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 on or before 30.04.2017. Proper document from Board / University for having declared the result on or before 30.04.2017 has to be submitted at the time of interview. 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.

Calculation of Percentage: The graduation percentage and class will be calculated as per the University norms for calculation of percentage and declaration of class/results. The graduation percentage/class as appearing in the Final Year/semester/ consolidated mark-sheet & Provisional/Degree Certificate will be taken into consideration for eligibility. In case the graduation percentage/class is not clearly mentioned in the mark-sheet/certificate, the candidate has to produce a certificate issued by the appropriate authority of University/Institute indicating graduation percentage/ class as per the University norms for awarding degree.

Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, 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.

Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 54.99% will be treated as less than 55% and 49.99% will be treated as less than 50%.

- B. **Age (As on 01.04.2017) Minimum 20 years- Maximum 28 years i.e** a candidate must have been born not earlier than 02.04.1989 and not later than 01.04.1997 (both dates inclusive)

Relaxation in Upper Age Limit

| Sr. No | Category | Age Relaxation |
|--------|--|---|
| A | Scheduled Caste/ Scheduled Tribe candidates | 5 years |
| B | Other Backward Classes (Non-Creamy Layer) candidates | 3 years |
| C | Ex-servicemen and Commissioned Officers including ECOs/ 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 the next one year from the last date for receipt of application) other 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 being declared as invalid | 5 years for selection through written test & interview, subject to ceiling, as per Govt. Guidelines |
| D | All persons who have ordinarily been domiciled in J & K State during 01.01.1980 and 31.12.1989 | 5 years |
| E | Persons affected by 1984 riots | 5 years |
| F | Persons with Disabilities (PWD) | PWD (SC-ST) - 15 years PWD (OBC) - 13 years PWD (Gen) - 10 years |

Note:

- Government guidelines in respect of age relaxation admission to an ex-serviceman shall be applicable.
- The relaxation in upper age limit is cumulative, as per the Government Guidelines.
- All Persons eligible for age relaxation under Para B (D) above must produce the domicile certificate at the time of interview from the District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority designated, in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled of the State of J&K during 1st January 1980 and 31st December 1989.
- All Persons eligible for age relaxation under Para B (E) above must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.

C. Nationality/Citizenship:-

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) a subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Bank but on final selection, the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him.

D. Persons with Disabilities :-

- a. Only those OC persons 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 under OC category :-

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 or L)

MW - Muscular weakness and limited physical endurance

b. Only those Visually impaired persons who suffer from any one of the following conditions are eligible to apply under VI category:-

- Total absence of sight
- Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses
- Limitation of the field of vision subtending an angle of 20 degrees or worse.
- Candidates having low vision, as defined in Chapter 1, Para 2(u) of the Persons with Disabilities (Equal Opportunities, Protection of rights and full participation) Act, 1995.

c. The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sound at all even with amplified speech. Hearing Impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

d. At the time of examination, only blind/ low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use own scribe/ writer at his/ her own cost. In all such cases, where a scribe/ writer is used, the following rules/ guidelines will apply :-

- o The candidate will have to arrange his/her own scribe at his/her own cost.
- o The scribe may be from any academic stream.
- o Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- o Those candidates who use a scribe and visually impaired candidates who opt to view the contents of the test in magnified font shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- o The same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

Guidelines for candidates -

- o with locomotor disability and cerebral palsy

Compensatory time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), although no scribe shall be permitted to such candidates.

- o Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. Compensatory time of twenty minutes per hour shall be permitted to visually impaired candidates.

d. It is clarified that Persons with Disabilities on absorption in the Bank after their successful completion of the course will have to work in branches/ offices.

E. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER :-

a. For SC/ST/OBC

- District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- Revenue Officer not below the rank of Tahsildar
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides

b. For Persons with Disability :-

Authorised Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon, as the case may be.

Prescribed Formats of SC, ST, OBC, PWD certificates to be submitted at the time of interview etc. can be downloaded from our website. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

F. HOW TO APPLY

Candidates can apply online only from 01.04.2017 to 01.05.2017 through the link in the careers page of the Bank's website www.bankofbaroda.co.in and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should--

- i. Scan their photograph and signature ensuring that both the photograph and signature are within the required specifications as given in Annexure-I of the Advertisement.

- ii. Keep the necessary details/documents ready to make **online payment** of the requisite application fee/ intimation charges.
- iii. **Have a valid personal e-Mail ID. It should be kept active during the currency of this selection exercise. Under no circumstances, he/she should share/ mention his / her e-Mail ID to/ or of any other person.**
- iv. **In case, a candidate does not have a valid personal e-Mail ID, he/she should create his/ her new e-Mail ID before applying Online.**

Application Fees/ Intimation Charges (Payable from 01.04.2017 to 01.05.2017 (Online payment) both dates inclusive

- Rs. 100/- for SC/ST/PWD candidates.

- Rs. 750/- for all others

Bank Transaction charges for Online Payment of fees/ intimation charges will have to be borne by the candidate.

1. Candidates are first required to go to the Bank's website www.bankofbaroda.com and click on the given link (**click on the option "CLICK HERE TO APPLY ONLINE FOR SELECTION FOR ADMISSION TO BARODA MANIPAL SCHOOL OF BANKING"**) to open up the On-Line Application Form.
2. Candidates will have to enter their basic details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure-I).

Mode of Payment

Candidates have to pay ONLINE through their Debit card or Credit card only.

- i. Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. 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. Any change/alteration found may disqualify the candidature.
- ii. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- iii. The payment can be made by using only Master/ Visa Debit or Credit cards by providing information as asked on the screen.
- iv. Candidates have to pay fees/ intimation charges through the online payment gateway. After uploading photograph and signature, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- v. If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference. An E-Mail & SMS indicating the Provisional Registration number and Password will be sent.
- vi. If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful'. Please register again' Candidates may then **revisit the 'Apply Online'** link and fill in their application details again.
- vii. On successful completion of the transaction, **an e-receipt** will be generated.
- viii. Candidates are required **to take a print of the e-receipt.**

Note:

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

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can reopen the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data. Candidates to take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission thereafter.

The registration at this stage is provisional.

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application and should ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

G. IMPORTANT DATES :-

| | |
|--|--------------------------------|
| Website Link Open (for submission of online applications) | 01.04.2017 - 01.05.2017 |
| Date of Examination (Tentative) | 27.05.2017 |

H. GENERAL INSTRUCTIONS FOR CANDIDATES

- a. Candidates are required to apply only 'ONLINE'. Any other form of application/incomplete application shall be rejected.
- b. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose at the time of conduct of examination,

interview, selection and any other matter relating to admission will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the bank in this behalf.

- c. 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. Any change/ alteration found may disqualify the candidature.
- d. In case, it is detected at any stage of the selection 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 or misrepresented any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming/s is/are detected even after admission / appointment, his/ her admission / services are liable to be terminated.
- e. Biometric data (left thumb impression) will be captured at the time of Online Test as well as at time of GD / PI. With regard to the same, please note the following :
 - a. If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
 - b. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - c. Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - d. If the primary finger (left thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

(Any failure to observe these points will result in non-admittance for the selection process)

- f. **Self attested photocopy of the Graduation degree/ Mark sheet indicating 'Pass' and other educational testimonials should be kept ready for submission at the time of GD/Interview.** In addition, candidates belonging to SC/ST/OBC/PWD category are required to submit an attested copy of their Caste Certificate/ Certificate of Disability issued by the Competent Authority as specified in Para E (a) & (b) at the time of Interview. However, all candidates will have to produce original as well as self attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable), in support of their eligibility at the time of interview, failing which their candidature will be cancelled.
- g. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidates **do not belong** to 'CREAMY LAYER' section. The Certificate with Non-creamy layer clause should be valid as on the last date of online registration i.e. 01.05.2017. Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation in Civil Post and Services under Govt. of India. Such candidates should indicate their category as 'GEN' or 'GEN (OC)' or 'GEN (VI)' or 'GEN (HI)', GEN (XS) as the case may be.
- h. The candidates will have to appear for the Online Aptitude Test, GD, and Interview at their own expense. However, eligible SC/ST/PWD outstation candidates **attending the Interview** will be reimbursed to and fro second-class ordinary train/ bus fare by the shortest route on production of evidence of travel.
- i. Candidates serving in Government / quasi Govt offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- j. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- k. The Bank takes no responsibility to connect any Certificate/ Remittance separately.
 - l. In case any dispute arises on account of interpretation of any version other than English, English version will prevail and the version displayed on website shall be final.
- m. No candidate is permitted to use calculator, telephones, mobiles or any such other instrument during the Online examinations/ selection process.
- n. The candidates will appear for the Online examination at the allotted centres at their expense and risks and the Bank will not be responsible for any injury/ losses etc, of any nature.
- o. The Bank, may at its discretion, hold re-examination, wherever necessary, in respect of a centre/ venue.
- p. Admission of any candidate to the Baroda Manipal school of Banking, if declared successful in the selection process is subject to his/ her being declared medically fit by the Medical Officer approved by the Bank as per the requirement of the Bank.
- q. Admission to Online examination and further process of selection will be purely provisional without verification of age/ qualification/ category (SC/ST/PWD) etc. of the candidates with reference to documents.
- r. Candidates uploading more than one application for any reason will be treated as ineligible.
- s. As the applications are to be processed by a computerized system, it is essential that the application is filled online, duly completed in all respects and all fields duly filled up.
- t. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
- u. **Action to be taken against candidates found guilty of misconduct.** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the Online application.

At the time of the online examination/ interview, if a candidate 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
- iv. Resorting to any irregular or improper means in connection with his/ her candidature by selection OR
- v. Obtaining support for his/ her candidature by any means.

Such a candidate in addition to rendering himself/ herself liable to criminal prosecution shall be liable:

- To be disqualified from the examination for which he/ she is a candidate
- To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

I. **SELECTION PROCESS**

Candidates shall be selected by BOB through a selection process consisting of an (open) online exam followed by Psychometric Assessment, Group Discussion and Interview.

The selection process aims at getting applicants who are likely to succeed at various roles in the Bank. The endeavour is to

select people who are bright, have good communication skills (both oral and written), are dedicated, can work effectively in teams, are passionate about their career goals and who display integrity and a positive attitude.

| Type | SL | Name of the Test | No of Question | Max. Marks | Time |
|------------------|----|---|----------------|------------|------------|
| Objective Test | 1 | Reasoning | 50 | 50 | 2 Hour |
| | 2 | Quantitative | 50 | 50 | |
| | 3 | General Awareness (related to Banking Industry) | 50 | 50 | |
| | 4 | English Language | 50 | 50 | |
| Descriptive Test | 5 | English Language | 02 | 50 | 30 Minutes |

Candidates are required to obtain a minimum score in each test and also a minimum total score in the online test to be shortlisted for Psychometric Assessment, Group Discussion & Interview. Candidates will be shortlisted for Psychometric Assessment, Group Discussion & Interview depending on the number of vacancies, cut-off in each test and total marks secured in the online test as decided by the Bank

There will be descriptive paper for test of writing skill in English which has to be completed in online mode only. The descriptive paper of only such candidates will be assessed who secure a minimum qualifying mark in the objective test.

Wrong answers in objective test will attract negative marks (1/4th of marks assigned to that question) for the online test. Along with the call letters, information handout and a sample test shall also be uploaded on the site which candidates can take to familiarize themselves with the nature of Test & Questions.

Psychometric Assessment, Group Discussion and Personal Interview

The aggregate marks of candidates qualifying in the Online Test will be arranged in descending order in each category and the candidates in the order of merit, subject to approximately 4 times the number of intake in each category, will be called for Psychometric Assessment, Group Discussion and Interview. The qualifying marks in Psychometric Assessment, Group Discussion & Interview will be as decided by the Bank.

The Psychometric Assessment will be qualifying in nature. The final merit list for selection will be on the basis of performance in Online Test (objective + descriptive), Psychometric Assessment, Group Discussion (GD) and Interview.

Each and every short listed candidates for Group Discussion & Interview has to appear for Psychometric Assessment failing which, candidature of such candidate will be cancelled

- J. **Centres for online test:** The state-wise list of centres for the online test is given below. The exact address of the venue will be advised in the call letters.
- o Objective type test will be conducted online in venues across centres in India.
 - o Bank, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, depending upon the response, administrative feasibility, etc.
 - o As far as possible candidates will be allotted to a centre of his/her choice however Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
 - o Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
 - o No request for change of centre for Examination shall be entertained.

| Sr. No | City |
|--------|---------------|
| 1 | Vijaywada |
| 2 | Vishakapatnam |
| 3 | Rajahmundry |
| 4 | Tirupati |
| 5 | Guwahati |
| 6 | Muzzafarpur |
| 7 | Patna |
| 8 | Bhagalpur |
| 9 | Chandigarh |
| 10 | Amritsar |
| 11 | Ludhiana |
| 12 | Delhi-NCR |
| 13 | Noida |
| 14 | Panaji |
| 15 | Anand |
| 16 | Ahmedabad |
| 17 | Raikot |
| 18 | Surat |
| 19 | Vadodara |
| 20 | Faridabad |
| 21 | Gurgaon |
| 22 | Simla |
| 23 | Jammu |
| 24 | Jamshedpur |
| 25 | Ranchi |
| 26 | Bangalore |
| 27 | Mangalore |
| 28 | Mysore |
| 29 | Cochin |
| 30 | Trivandrum |

| | |
|----|--------------------------|
| 31 | Bhopal |
| 32 | Indore |
| 33 | Jabalpur |
| 34 | Gwalior |
| 35 | Raipur |
| 36 | Aurangabad |
| 37 | Mumbai/Thane/Navi Mumbai |
| 38 | Nagpur |
| 39 | Pune |
| 40 | Imphal |
| 41 | Bhubaneshwar |
| 42 | Rourkela |
| 43 | Puducherry |
| 44 | Jodhpur |
| 45 | Ajmer |
| 46 | Jaipur |
| 47 | Kota |
| 48 | Udaipur |
| 49 | Chennai |
| 50 | Coimbatore |
| 51 | Madurai |
| 52 | Hyderabad |
| 53 | Karimnagar |
| 54 | Dehradun |
| 55 | Haldwani |
| 56 | Agra |
| 57 | Allahabad |
| 58 | Bareilly |
| 59 | Gorakhpur |
| 60 | Kanpur |
| 61 | Lucknow |
| 62 | Varanasi |
| 63 | Kolkata |
| 64 | Burdwan |

Call letters for the online examination:-

The date of the Online Examination is TENTATIVELY FIXED on 27.05.2017. However, the exact date and time of the examination will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Examination.

The Candidates should note that all the instructions/ intimations will be provided on the Bank's website. The candidates are requested to check the website for the same from time to time for important dates and notifications.

Decision of the Bank in respect of all matters pertaining to this admission process would be final & binding on all candidates.

K. PROGRAMME FEES

The fees for this Course will be Rs. 3.45/- lakhs (all inclusive of boarding, Lodging and course fees, other fees, etc.) plus service taxes, as applicable to be paid by the student.

Apart from the above course fees, the exam fees for undergoing various Certification exams viz. NISM (Mutual Funds) and NISM (Depository services) as mandated under the course will have to be borne by the candidates, as per the fees charged by NISM from time to time for conducting these Certification exams. Currently, the fees for NISM (Mutual Funds) and NISM (Depository services) certification exams comes to Rs. 2500/- per candidate.

L. FINANCING / LOAN OPTIONS

Students can finance the course fees by availing an Education Loan which will be granted by Bank of Baroda at a highly concessional rate of interest of 8% p.a. Students can therefore obtain a high quality specialized course in Banking and Finance without any monetary burden on them and fully financed by the Bank.

The EMIs for the loan would start on completion of the course duration (i.e. one year from admission). There would be no recovery of EMIs or interest during the training period and the interest accrued during this period would be recovered along with the normal EMIs. The EMIs are spread over a period of 84 months (7 years) to ensure that there is minimal impact in the monthly earnings of the PO.

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH & SIGNATURE

[Click here to expand or collapse](#)

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:

- 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 file should be between 20kb - 50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc, during the process of scanning.

Signature Image:

- 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 Hall Ticket 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 Hall Ticket, the applicant will be disqualified
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb - 20kb
- Ensure that the size of the scanned image is not more than 20kb

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/Microsoft Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or Microsoft Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(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.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the "Open/Upload" button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- After registering online candidates are advised to take a printout of their system generated online application forms.
- In case the photograph or signature is unclear, the candidate may edit his/ her application and re-upload his/ her photograph or signature.



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