INVITES APPLICATIONS FOR

Post Name: – Security Officer In Charge (On Contract)
No. of vacancy: 01

A. ELIGIBILITY CRITERIA (as on 01.03.2020)

Candidates, intending to apply for the above post should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this advertisement.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to age, educational qualifications, post qualification work experience etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the application form.

a) Age, Educational Qualifications & Post Qualification Work Experience (As on 01.03.2020):

<table>
<thead>
<tr>
<th>Post Name</th>
<th>Age #</th>
<th>Educational Qualifications</th>
<th>Work Experience</th>
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<tbody>
<tr>
<td>Security Officer – In Charge</td>
<td>Not exceeding 55 years</td>
<td>Candidate should be a Graduate or equivalent</td>
<td>The incumbent should be retired/voluntarily retired personnel who served as a Junior-commissioned Officer in Army/Navy/Air Force.</td>
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</table>

# Age criteria will however not be applicable for internal candidates already with IBPS under contractual agreement.

b. Other Criteria

1. His/ her integrity should not have been doubtful during his/her past employment/service.
2. No punishment/penalty should have been inflicted on him/her during his/her past employment/service.
3. Cases of CBI or other law enforcement agencies should not be pending against him/her.
4. Knowledge in Computer operations is desirable.
5. Honorary Junior Commissioned Officer is not eligible

B. JOB PROFILE, ROLE & RESPONSIBILITIES:

1. The incumbent will be responsible for managing the Security, Fire Safety, Vigilance and protocol matters of the Institute.
2. Watching on the CCTV screen all movements of workers and papers. Should be a smart observer for any suspicious movement/action of workers and should keep a constant watch on the movement of paper through CCTV monitor.
3. Liaison with police authorities and security agencies for safety and security of activities of IBPS.
4. He / She should be alert to deal with suspicious objects/persons/vehicles/trespassers etc. in the premises and removal of the same appropriately in consultation with competent authorities.
5. Assist the IBPS authorities in maintaining cleanliness of the premises.
7. Assist IBPS authorities for maintaining discipline and decorum among visitors to the Institute.
C. TERMS OF APPOINTMENT
   Appointment will be on **contractual basis**. The period would be of 3 years subject to half yearly review and subject to his/her continued good performance and physical fitness.

D. SALARY : – Rs.38,000/- p.m. (consolidated) (approx.)

E. How to Apply: –
   Interested candidates who are meeting with the above mentioned eligibility criteria as on 01.03.2020 only may forward their applications giving details of their Qualification and job experience, on plain paper **in the attached format along with self-attested Xerox copies of all necessary documents** to
   Division Head (Administration)
   Institute of Banking Personnel Selection,
   IBPS House, Plot No.166,
   90 ft DP Road, Off Western Express Highway,
   Kandivali (East), Mumbai 400 101

   **Last date for receipt of applications is 17-03-2020 (before 5.00 pm).**

   **Please Note:**
   ❖ Applications received after this date and time will be rejected.
   ❖ Applications not in the prescribed format and /or without necessary documents will be rejected.
   ❖ IBPS reserves the right to reject applications of any or all the candidates without assigning any reason.
   ❖ Not more than one application should be submitted by any candidate. In case of multiple Applications the candidature shall be cancelled.
   ❖ The posting of the selected candidate will be in Mumbai Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.
   ❖ Send your application only through Speed post or courier in a closed envelope. Under any circumstances, IBPS shall not be liable for misplace, damage and/or delay in delivery of application by post or by courier agencies. Applications sent through E-mails will not be accepted.
   ❖ Hand Delivery of application will not be accepted.
   ❖ Candidates would have to appear for the selection process as mentioned above at a very short notice of not exceeding six days.

F. **GENERAL CONDITIONS:**
1. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on 01.03.2020. They are advised to ensure their eligibility before applying for the post.
2. The prescribed educational qualification and experience are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview.
3. The Institute reserves the right to devise its criteria for short listing for the position advertised. A duly constituted Screening Committee will shortlist the candidates adopting such criteria.
4. Candidates are advised to mention in their application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.
5. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of personal interview, will be final and binding on the candidates.
6. No interim correspondence or personal enquiries shall be entertained by the Institute.
7. The Institute solely reserves the right not to fill the advertised position without assigning any reason.
8. The institute will communicate only with shortlisted candidate.
9. Canvassing in any form will be disqualification.

Any Addendum/Corrigendum/ Notice shall be posted only on Institute’s website.

G. DISCLAIMER

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 candidate from the selection process and he/she will not be allowed to appear in any of the selection Process in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding Selection process for shall be final and binding.

Applicants must super-scribe “Application for the post of Security Officer in charge (on Contract)” on the top of the upper part of the sealed envelope containing the application.

03.03.2020
Division Head (Administration)
IBPS, Mumbai
APPLICATION FORMAT

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,

SUB: Application for the post of Security Officer In Charge (On Contract) in IBPS

With reference to your advertisement dated 03.03.2020, I submit herewith my application for the post of Security Officer In Charge (On Contract) 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 01.03.2020)

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

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<th>Academic Qualification</th>
<th>Board / Institute /University</th>
<th>Year Of Passing</th>
<th>Percentage</th>
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5. **Work experience:** (Supporting Documents attached)

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<tr>
<th>ORGANISATION</th>
<th>POSITION HELD</th>
<th>DEPARTMENT / SECTION</th>
<th>PERIOD (FROM ---TO)</th>
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6. **Languages Known**

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<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
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7. **In case of retired persons:-**

   a. Name of the BANK / ORGANISATION / DEPARTMENT from Where Retired
      
      _____________________________________________________________

   b. Date of retirement (DD/MM/YYYY) : __________________________________

   c. Post held at the time of retirement : ________________________________

   d. Since when the last position held: _________________________________

   e. Total No. Of years of service : _________________________________
8. In case of a person who is in service: -

a. Name of the BANK / ORGANISATION/ DEPARTMENT

b. Designation :

c. Department / Section :

d. No. of years of service :

e. Salary Drawn :

9. Candidate’s address:

Correspondence Address: (IN BLOCK LETTERS)

Dist._________________________________________________ 
State_________________________________________________ PIN :_____________________
MOBILE NO.________________________________________ Email ID ________________________
Skype Id __________________________________________

10. Permanent Address: (IN BLOCK LETTERS)

Dist._________________________________________________ 
State_________________________________________________ PIN :_____________________
PHONE WITH STD __________________________________

11. References:

1. Name : ____________________________________________

Address:____________________________________________

_________________________________________________ PIN :_____________________

Telephone Number (with STD code ) ____________________________

Mobile Number : ___________________,________________ EMAIL ID :___________________
2. Name : _________________________________________ 
Address : ____________________________________________
___________________________________________________
___________________________________________________ PINCODE : ____________________
Telephone Number (with STD code ) ___________________________
Mobile Number __________________________EMAIL ID : ___________________________

12. 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 and

(iii) I am physically fit to carry out duties of the Security Officer in charge (on Contract)

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 my 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: ____________________________
(in block letters)