



# State Bank of India

Central Recruitment And Promotion Department, Corporate Centre, Mumbai.

Advertisement No. CRPD/GM/2010-11/05

Recruitment of General Manager (Official Language)

State Bank of India is looking for recruitment of Official in the grade of General Manager (Top Executive Grade Scale VII) for Official Language Department. The place of posting will be in Mumbai. The vacancy is for Unreserved/General category candidates, however candidates from

Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/ Persons with Disability (PWD) etc. can also apply for the position but they will not be eligible for any relaxation except application fee. The eligibility criteria and other terms & conditions are given hereunder

## Post Name : General Manager (Official Language) - GMOL

### A. Eligibility Criteria (as on 01st October 2010):

a. **Age:** Minimum - 40 years, Maximum - 50 years

b. **Educational Qualification:** Doctorate in Hindi with Masters Degree in Hindi with minimum 60% marks at Graduate & Post Graduate level. Should have had English as one of the subjects at the Graduation level. Knowledge of Hindi application software package on computer is desirable.

c. **Post Qualification Experience:** Minimum 10 years experience in University / College of repute or in a responsible position in Central / State Government or in a large Public Sector Undertaking / Bank / RBI with sufficient number of publications/translation works to his credit.

**B. Role of the Official:** Providing support to the management at the Corporate Centre in the implementation of the Official Language Policy in the whole Bank.

**C. Job Profile:** i) To formulate annual plan for implementation in the Bank on the basis of guidelines and targets advised by the Ministry of Finance, Government of India. ii) To monitor the performance of Circles vis-à-vis allocation made under the plan. To arrange for the translation of specified documents into Hindi. iii) To extend support to the Top Management during visit/inspection by the Committee of Parliament on Official Language. iv) Organize Hindi typing training, publication of Hindi Magazine and v) Other jobs related to the post.

**D. Selection Procedure:** Selection will be based on short-listing and interview.

**E. Compensation Package:** The officer will be placed in the pay scale of Rs 46,800/- - 1300/4 - 52000 and the total emoluments payable in Mumbai will be approximately Rs 70,300/-. He will be entitled for other benefits and perquisites attached to the post as applicable to TEGS-VII. New recruit will be entitled to pension benefits in accordance with the new pension scheme which would be made applicable as decided by the Bank.

**F. Application Fee & Postage:** General & OBC category Rs 500/- (Non-Refundable) SC/ST/PWD (Postage fee only) Rs 50/- Candidates should get a single demand draft favoring 'State Bank of India GMOL Recruitment - 2010', payable on any nationalized bank in Mumbai for the above amount.

**G. How to Apply:** Candidates are requested to down-load the enclosed application and apply therein. The application can also be neatly typed or handwritten in English or Hindi on a legal size paper in the format prescribed. A recent passport size photograph of the candidate be pasted and signed across at right hand top corner at the space provided in the application. The application, duly signed and photograph affixed alongwith necessary details and enclosures, should be sent to **Post Box No. 7502, Motilal Nagar, Goregaon (West), Mumbai - 400 104** by ordinary post in an envelope super-scribed "**Application for the post of General Manager (Official Language)**".

**Enclosure to the Application:-** i) Demand draft, ii) Copy of school leaving certificate or any other documentary proof of age, iii) Attested copies of the certificates / testimonials confirming the fulfillment of the educational qualification and experience.

**H. Last Date for submission of Application** - Application, complete in all respect, should **reach the designated Post Box on or before 25<sup>th</sup> October 2010** (same for the candidates from far flung areas). Applications received after the last date will not be accepted.

### General Instructions

1) While applying for the post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above as on the specified date and that the particulars furnished by him / her are correct in all respects. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS / HER SERVICES ARE LIABLE TO BE TERMINATED.

(2) Appointment of selected candidates is subject to his/her being declared medically fit by Medical Officer(s) appointed/approved by the Bank.

(3) The Bank takes no responsibility for any delay in receipt or loss of any communication in postal transit.

(4) Outstation candidates short-listed and called for the interview will be reimbursed with the 1st class/ 3AC railway fare, by shortest route in India, on production of the documentary evidence, viz tickets etc.

(5) Candidates serving in Government / Quasi-Government Offices, Public Sector undertaking including Nationalized Banks and Financial Institutions will be required to submit "No Objection Certificate" from employer, at the time of interview, failing which, they may neither be allowed to appear before the interview board nor will be reimbursed with the travelling expenses, if any.

(6) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response there to can be instituted only in Mumbai and courts/tribunals/ forums at Mumbai only shall have sole & exclusive jurisdiction to try any clause/ dispute.

(7) DECISION OF THE BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, SELECTION ETC WOULD BE FINAL & BINDING ON ALL CANDIDATES. NO REPRESENTATION WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.

(8) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

State Bank of India, Corporate Centre, Mumbai.

Date: 20.09.2010

GENERAL MANAGER