

DENA CORPORATE CENTRE, C-10, G-BLOCK, BANDRA KURLA COMPLEX, BANDRA(E),  
MUMBAI - 400 051

**DENA BANK, A PREMIER NATIONALISED BANK, INVITES APPLICATIONS FOR THE POSTS  
INDICATED HERE BELOW:**

**Important:** Candidates are required to apply on-line through Bank's web site [www.denabank.com](http://www.denabank.com) (Where full advertisement is available) No other means/modes of application will be accepted.

Online Registration commences from	08.02.2010
Last date of On-line Registration	08.03.2010
Last date for Receipt of Printout of Registered Application	22.03.2010
Last date for Receipt of Printout of Registered Application from far-flung areas	29.03.2010
Date of Written Examination	23.05.2010

(\* The Demand Draft /Pay Order/ Fees Payment Challan date should not be earlier than 08.02.2010 and not later than 08.03.2010)

**1.(a) VACANCIES**

Post Code No.	Post	Grade & Scale	Total Vacancies	Age as on 01.04.2010 Min. 21 years Max.as under
1	Manager -IT/Systems	MMG Scale-II	12	35 yrs
2	Security Officer	MMG Scale-II	8	35 yrs
3	Officer -IT/Systems*	JMG Scale-I	26	30 yrs
	<b>TOTAL</b>		46	

**Note:**

1. The number of vacancies as also the number of reserved vacancies are provisional and may vary according to requirement of the Bank.
2. \*Bank is likely to recruit **around 50% of** the vacancies of Officer (IT/Sys) in JMG Scale-I, through Campus recruitment.
3. In case candidate applies for more than one post, separate on-line application for each post along with requisite fees must be submitted.
4. **Candidates belonging to reserved category for which no vacancies has been announced are free to apply against vacancies announced for unreserved/ general category provided they fulfill the age and qualifications norms for General Category.**
5. Reservations of vacancies categorywise as under: (provisional)

Sr. No.	Discipline	Scales	Total Vacancies	Reservation			GEN
				SC	ST	OBC	
	Manager- IT Systems	II	12	2	2	2	6
	Security Officer	II	8	1	0	2	5
	Officer- IT/Systems	I	26	2	4	4	16

**Abbreviations stand for:** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes,

**2. ELIGIBILITY CRITERIA:**

**(A) 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, Myanmar (formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, the united Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (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 will be given only after necessary eligibility certificate has been issued to him by the Government of India.

**(B) EDUCATIONAL QUALIFICATIONS & EXPERIENCE**

**Post Code No - 1: Manager - IT/Systems: (MMG Scale - II)**

**Qualifications :**

Minimum 55% marks in BE / B.Tech (Computer/IT/Electronics and Communication Engg)/B.Sc. IT/M.Sc. IT

**OR**

Minimum 55% marks in MCA from recognised University or AICTE approved Institute

**OR**

"B" Level certificate from Department of Electronics, Government of India

**Experience :**

Minimum of 3 year experience as Programmer and System Analyst. Preference will be given to candidate having

(a) Banking experience in IT, Networking, Core Banking Implementation, Data Base Management system OR

(b) Knowledge of UNIX/DOB, DBMS/4 GL and 'C' Language OR

(c) Worked in development of Banking software OR

(d) Worked in Banking environment and data based operations.

**Job Description**

Implementation of Core Banking Application in the Bank, Development of scripts, making emergency changes to the scripts, version and program change control over source, development of MIS in the Bank, Interface analysis, maintenance, customisation, testing. Maintenance, enhancement, development of delivery channels, managing the back office. Marketing and sales analysis, new product design and development, launching product campaign, tracking sales and marketing efforts and resources, impart training to the trainers and role out teams for CRM implementation, monitoring security infrastructure and security breaches, taking corrective actions for security breaches, network setup maintenance

**Selection Process**

Interview.

**Post Code No - 2 : Security Officer : (MMG Scale - II)**

**Qualifications**

Graduate in any discipline from a recognised University.

**Experience**

An officer with minimum 5 years commissioned service in Army/Navy/Air force

Or

A Police Officer not below the rank of Asstt.S.P./Dy.S.P. With 5 years of service in that rank

Or

An Officer of identical rank in Para Military forces with minimum 5 years of service.

**Job Description**

Supervision of the security arrangements of branches/RO/HO premises.

Surprise checks of branches/ROs

Security arrangements of Currency Chests.

Cash Management.

### **Selection Process**

Interview.

### **Post Code No - 3: Officer (IT/SYS) : (JMG Scale- I)**

#### **Qualifications :**

Minimum 55% marks in BE / B.Tech (Computer/IT/Electronics and Communication Engg)/B.Sc. IT/M.Sc. IT

**OR**

Minimum 55% marks in MCA from recognised University or AICTE approved Institute

**OR**

"B" Level certificate from Department of Electronics, Government of India

#### **Experience:**

Experience as System Analyst in UNIX/LAN/Windows involvement and proficiency in Oracle and C/C++RDBMS and GUI Oriented application **will be preferred.**

### **Job Description**

Implementation of Core Banking Application in the Bank, Development of scripts, making emergency changes to the scripts, version and program change control over source, development of MIS in the Bank, Interface analysis, maintenance, customisation, testing. Maintenance, enhancement, development of delivery channels, managing the back office. Marketing and sales analysis, new product design and development, launching product campaign, tracking sales and marketing efforts and resources, impart training to the trainers and role out teams for CRM implementation, monitoring security infrastructure and security breaches, taking corrective actions for security breaches, network setup maintenance

### **Selection Process**

Written test and Interview.

#### **NOTE:**

- a. Educational Qualifications and experience should be as on **01.04.2010**.
- b. For posts where experience is essential/desirable, it should be **full time and post qualification**.
- c. Experience in the relevant field of the post applied for will only be counted.
- d. Computer Literacy (**For the Post of Security Officer**): Computer proficiency is essential. Before joining the Bank in Officer Cadre, candidate should possess basic computer application and operational skills, i.e., WINDOWS, MS OFFICE/LOTUS SMART SUITE, Internet and E-Mail operations. A certificate from a recognised University or an Institute duly recognised by the State/Central Government or from any other Institute which is acceptable to the Bank to be submitted by the candidate as an evidence of having acquired computer proficiency. The candidate having passed the computer subject during his graduation/post-graduation will also be acceptable. Duration of the course done preferably be for 60 hours.

### **3. RELAXATION OF UPPER AGE LIMIT**

<b>Sr.No.</b>	<b>Category</b>	<b>Age Relaxation</b>
1	SC/ST Candidates	5 years
2	Other Backward Classes (OBC) candidates	3 years
3	Persons domiciled in Kashmir division of J & K State during 01.01.1980 to 31.12.1989	5 years.
4	The children/family members of those who died in the 1984 riots	5 years
5	Ex-servicemen (in addition to the usual period of service in the Defence forces) subject to a maximum age of 50 years.	5 years (for post code 3 ) 3 years (for post code 1 & 2 )

#### **NOTE**

- i. An Ex-servicemen who has once joined a Govt. job on the civil side after availing of the benefits given to him as ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in government ceases.
- ii. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- iii. All persons eligible for age relaxation under 3 above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction, he/she had ordinarily resided or an authority designated in this regard by the Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during 1st January 1980 to 31st December 1989.

#### **4. APPLICATION FEE INCLUDING POSTAL CHARGES (NON-REFUNDABLE)**

- a) For SC/ST/PWD - Rs.75/-(Only Postal Charges)
- b) For all others (including OBC/Ex-Servicemen) - Rs.350/-

#### **NOTE**

- A. Requisite application fee must be paid by way of Bankers' Pay Order/Demand Draft (MICR) issued by a Scheduled Commercial Bank payable at MUMBAI in favour of **"DENA BANK - RECRUITMENT PROJECT FOR SPECIALIST OFFICERS 2010"** or by way of **" Fees Payment Challan "** by visiting nearest Dena Bank's Branch.
- B. Bank Pay Order / Demand Draft/Fees Payment Challan must be purchased on or after 08.02.2010 but on or before the last date of On-line registration i.e. 08.03.2010. Even if the Bank extends the date of On-line registration by one or two days, the valid dates of Demand Draft/ Bank Pay Order/ Fees Payment Challan will not be changed.
- C. **Validity of Banker's Pay Order/ Demand Draft (MICR) should be minimum 06 (Six) months from its date of Issue.**
- D. Candidates must write his/her name, Contact Number (Mobile/ Phone number) and address and post applied for on the reverse of the Bank Draft/Pay Order/Fees Payment Challan
- E. Application fees by cash/cheque/money order/postal stamps will NOT be accepted.

#### **5. SELECTION PROCEDURE :**

- A. For post code No. 1 & 2 there will be only interview.  
For post code No. 3 there will be written test & interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for interview. The Bank reserves the right to call only the requisite number of candidates for interview after preliminary screening / short listing with reference to candidate's qualifications, suitability, experience etc.
- B. All the eligible candidates who apply for Post Code No.3 with the requisite fees and whose applications are received in time will be called for a written examination.
- C. Bank reserves the right to change the selection strategy & hold written test &/or interview for any of the posts.

Written test are detailed as under:  
**For Officers (IT/SYS) in JMG Scale-I**

Objective:

Sr. no.	Name of Test	No. of Questions	Marks	Duration
1	Test of General Awareness	50	50	180 Minutes( Composite for Objective)
2	Test of Quantitative Aptitude	50	50	
3	Test of Reasoning Ability	100	100	
4	Test on Specialised Subject	50	100	
5	Test of English Language	50	50*	
6	Interview		100	
	<b>TOTAL</b>		400	

\*The test of English language paper will be of qualifying nature only and will not be considered for merit listing.

**NOTE:****Common Criteria:**

- i. Wrong answers given in Objective Test will result in Negative Marks.
- ii. The minimum qualifying marks in each paper for merit ranking shall be decided on group norms. There will be separate Group norms for SC/ST candidates with relaxed standard.
- iii. The candidate must obtain minimum 40% (35% for SC/ST/OBC candidates) marks in the papers of only qualifying nature (as referred above) to be eligible for merit ranking for the purpose of interview.

**Conducting Interviews**

- i. The short-listed candidates who secure minimum qualifying marks stipulated for Written Test (Objective Test for Officer IT/SYS in JMG Scale-I ) will be called for interview in order of merit in the ratio of 1:4 (1:5 in case of SC/ST/OBC).
- ii. The Interview will carry 100 marks. Minimum qualifying marks in the interview will be 40% (35% in case of SC/ST/OBC candidates). Marks obtained in interview will be reckoned for merit ranking.

The detailed information regarding the written examination will be given in the "Acquaint Yourself" booklet which will be sent to the candidates along with the call letter for written examination.

**6. EXAMINATION CENTRES AND DATE OF EXAMINATION**

The written examination will be held on 23.05.2010 at the following Centres. The examination centres are tentative and may change depending on response of the applicants.

<b>CENTRE</b>	<b>CENTRE CODE</b>
MUMBAI	11
NAGPUR	12
DELHI	13
KOLKATA	14
CHENNAI	15
AHMEDABAD	16

No change in the examination centre will be permitted under any circumstances. The Bank may at its discretion allot a different centre to a candidate, add / cancel a particular centre if the circumstances so warrant.

**7. SALARY AND EMOLUMENTS:**

A. JMG- I: Pay Scale: Rs.10000 - 470/6 -12820 - 500/3 - 14320 - 560/7 - 18240

B. MMG-II: Pay Scale: Rs.13820 - 500/1 -14320 - 560/10 - 19920

**Note:**

DA, HRA, CCA will be paid as per rules depending upon the place of posting. Medical Aid, Hospitalisation scheme, Leave fare Concession, retirement benefits and other perquisites will be admissible as per Bank's rules.

**8. PROBATION PERIOD** : 2 Years for JMG - Scale -I  
: 1 Year for MMG- Scale -II

**9. LAST DATE FOR RECEIPT OF APPLICATIONS**

Printout of on-line Registered Application complete in all respects should reach the address given below on or before 22.03.2010 with demand draft/Pay Order/fee pay challan against fees for requisite amount attached. For the candidates staying abroad and for those posting applications from Andaman & Nicobar Islands, Lakshadweep and Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, the last date of receipt of Printout of Registered Application will be 29.03.2010. A Printout of Registered Application received after the last date will not be entertained.

**Address for sending application printout:**

**DENA BANK**

**Recruitment Project for Specialist Officers - 2010,**

**Post Bag No. 8471, Mandpeshwar, Borivali (West)**

**Mumbai- 400 103**

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## 10. CALL LETTERS

Call letter for written examination and any other communication in future will be sent to the eligible candidates at the correspondence address given in their on-line application form by ordinary post. Request for sending letters to a different address subsequently will not be entertained. All eligible candidates who do not receive the call letter by 18.05.2010 should contact the Offices at the address of the respective centres (details of which will be released in Bank's website on 18.05.2010) between 19.05.2010 to 22.05.2010 indicating his/her registration no., password, name, address, date of birth, details of Bank Demand Draft/Pay Order/Fees payment challan to enable the Bank to take immediate remedial action.

## 11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tampered, fabricated or suppress any material information while filling up the application form and submitting the certified copies/testimonials. At the time of written examination/interview, if a candidate is (or has been) found guilty of

1. Using unfair means during the test or
2. Impersonating or procuring impersonation by any person or
3. Misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall or
4. Resorting to any other irregular or improper means in connection with his/her candidature for the selection or
5. Obtaining the support of his/her candidature by any means; such candidate may, in addition to, rendering himself/herself liable to criminal prosecution will be liable to be :
  - a. Disqualified from the examination/interview for which he/she is the candidate.
  - b. Debarred either permanently or for a specific period from any examination or selection held by the Bank.

Note: The Bank would be analyzing the responses of a candidate with other appeared candidates 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 his/her candidature.

## 12. Bond of minimum service period:

The Officers recruited will have to execute a bond to serve the Bank for a minimum period of 3 years or pay Rs. 1.50 lakh in case the officer wishes to leave the Bank prior to completion of 3 years inclusive of probation period.

Bank may forward up to three applications of an employee per year for outside employment during the period of probation/bond period whenever applicable. However, relieving will be subject to satisfying the bond conditions.

## 13. GENERAL CONDITIONS:

- i. Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- ii. Candidates are required to apply on-line through website **www.denabank.com** No other means/mode of applications will be accepted. Application link from website will be open from 08.02.2010 to 08.03.2010.
- iii. Only those registered applications, the printout of which is received duly signed alongwith demand draft/Fees Payment Challan /certificates and photograph pasted and other details only would be treated as valid.
- iv. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.
- v. In case it is detected at any stage of recruitment 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), 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.

- vi. Candidates serving in Government/Public Sector Undertakings (including Banks) should send their printout of registered application through proper channel and produce "No Objection Certificate" from their employer at the time of interview, in absence of which their candidature will not be considered and no reimbursement of fare in case of SC/ST for interview will be paid to them. Advance copy of the printout of registered application alongwith the original Demand Draft /PO/Fees Payment Challan should be sent to the above address, within the last date for receipt of printout of registered application.
- vii. Only candidates willing to serve anywhere in India should apply.
- viii. Candidates should mention the Choice of Center for written Examination.
- ix. Candidates seeking relaxation in Fee/Age must enclose a certified copy of the certificate in support of his / her claim and should not send original certificates or testimonials.
- x. Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- xi. Any system generated printout of application not accompanied by copies of relevant certificate(s), where necessary, or requisite fee or not registered properly or not signed by the candidate or incomplete in any respect will not be entertained.
- xii. A recent passport size photograph should be firmly pasted on the application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of written test and interview, may lead to disqualification.
- xiii. Candidates are not permitted to use Calculators, Cell phones of any kind, Pagers or any other such instruments in the Examination Hall.
- xiv. Any request for change of address will not be entertained.
- xv. Bank may at its discretion hold re-examination, wherever necessary, in respect of a centre/venue/specific post of any candidate(s).
- xvi. The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by unauthorised person/institutions.
- xvii. The Bank takes no responsibility to connect any certificate/remittance sent separately by candidates.
- xviii. Wherever written examination is held, only those candidates who are blind/low vision or locomotor impaired in both hands and both arms can use own scribe at their cost during the written examination. In all such cases, where a scribe is used the following rules will apply.
  - (i) The candidate will have to arrange his own scribe at his own cost.
  - (ii) The scribe should possess less mark than the candidate appearing at the written examination for Officers and not more than 60% marks in his own academic stream.
  - (iii) For Officer- IT/SYS in JMG SC-I the scribe should not be from the same discipline as of the candidate.
  - (iv) The scribe should be one grade lower than the stipulated eligibility criteria prescribed by the bank for the post.
  - (v) Both, the candidate as well as the scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid down eligibility criteria or suppressed the material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
  - (vi) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- xix. Only attested true copies of certificates should be sent by the candidate alongwith the application.
- xx. Each application must be accompanied by ;

a. Bank Draft/Bank Pay Order favouring "**DENA BANK - RECRUITMENT PROJECT FOR OFFICERS 2010**" payable at MUMBAI / Fees Payment Challan CBS Account NO. **116211021091** with Corporate Business Branch, BKC, Mumbai - 51

b. **Validity of Banker's Pay Order/ Demand Draft (MICR) should be minimum 06 (Six) months from its date of Issue.**

- c. Attested copies of under mentioned certificates
  - i. Secondary School Certificate/School Leaving Certificate or any other documentary proof of age.
  - ii. Marks sheets (year-wise) showing specifically the subjects studied and certificate(s) in support of educational qualifications viz. SSLC, Graduate Degree, Postgraduate Degree, Professional Research etc.
  - iii. Experience certificate(s) specifying designation/job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.
  - iv. A candidate belonging to SC/ST/OBC must produce an attested copy of certificate issued by Competent Authority in the prescribed format as prescribed by Government of India. In case of OBCs the certificates, inter alia must specify that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in civil post and services under Government of India. **OBC certificate should not be more than one year old as on the date of application.** Once an application is submitted by the candidate under particular category, it cannot be changed subsequently.
  - v. An ex-serviceman candidate has to enclose a copy of discharge certificate, retirement/pension order and documentary proof of rank (substantive as well as acting) last/currently held. Those who are still in defence services should submit a certificate from the competent authority that they will be relieved from defence services within four months of the last date of the receipt of the application.
- xxi. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- xxii. The candidates will appear for written examination and interview at the allotted center at their own expense and risks and the Bank will not be responsible for any injury/losses, etc. of any nature.
  - xxiii. The SC/ST candidates called for interview will be reimbursed ordinary Sleeper Class Railway fare on production of tickets/particulars such as ticket number, date of journey, class, train name and number. The journey fare over 30 Kms only from the place of their residence will be reimbursed.
  - xxiv. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
  - xxv. 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 of the conduct of the examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this regard.
  - xxvi. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.
  - xxvii. **for details of advertisement/ last date of application/ written test results/call letter for interview etc., the candidates should visit Bank's website [www.denabank.com](http://www.denabank.com)**

#### **14. Competent Authority for issuing certificate to SC/ST/OBC candidates;**

- i. District Magistrate/Additional District Magistrate / Collector / Dy. Commissioner / Addl. Dy. Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluka Magistrate/Executive Magistrate/Extra Asst.. Commissioner.
- ii.Chief Presidency, Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii.Revenue Officer not below the rank of Tehsildar.
- iv.Sub Divisional Officer of the area where the candidate and/or his family normally resides.

#### **15. HOW TO APPLY**

Candidates are required to apply on-line through website **www.denabank.com** No other means/mode of application will be accepted. The last date of receipt of system generated printout of the applications is 22.03.2010. Application link on website will be open from 08.02.2010 to 08.03.2010.

The guideline for on-line application is given as under for candidates who wish to pay the requisite fees by means of Bankers' Pay Order/Demand Draft (**where nearest Dena Bank's Branch is not available**):

- The candidates should have a valid email ID.
- The candidates should have their Demand Draft (DD) ready before applying on-line, as the DD details are required to be entered in the on-line application. Without the valid DD details, data will not be registered. The DD should not be dated before 08.02.2010 and not after 08.03.2010.
- Candidates are now ready to apply on-line by visiting the Recruitment link on the Bank's website and choosing the option "Click HERE TO APPLY ON-LINE" to open up the On-line Application Form.
- Carefully fill in the details from the DD in the On- Line Application Form at the appropriate places. Fill in all other required details therein and click on the "SUBMIT" button at the end of the ON-Line Application form
- After applying on-line, the registered candidates should obtain a system generated printout of the application. This system generated printout of the application should be signed by the candidate and sent alongwith, **DD, required certificates/testimonials and photograph pasted in the given place at the address given below**

OR

The guideline for on-line application is given as under for candidates who wish to pay the requisite fees by means of "**PAYMENT CHALLAN**" (where nearest Dena Bank Branch is available):

- The candidates should have a valid email ID.
- Applicants are first required to go to the Bank's website [www.denabank.com](http://www.denabank.com) and click on the Home page open the link "Recruitment"
- Thereafter, open the recruitment Notification entitled 'Recruitment Project for Specialist Officers-2010'
- Take a Print of the '**FEES PAYMENT CHALLAN**'
- Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
- Go to the nearest DENA BANK BRANCH with the Fee Payment Challan and Pay in cash, the appropriate application Fee in CBS Account NO. **116211021091** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of 'Recruitment Project for Specialist Officers- 2010'
- Obtain the applicant's Copy of Counterfoil of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name & Code Number, (b) Journal/ Scroll Number, (c) date of Deposit & amount filled by the Branch Official.
- Candidates are now ready to apply on-line by re-visiting the Recruitment link appropriate places. Fill in all other required details therein and click on the "SUBMIT" button at the end of the ON-Line Application form.

.After applying on-line, the registered candidates should obtain a system generated printout of the application. This system generated printout of the application should be signed by the candidate and sent alongwith "**ORIGINAL COUNTERFOIL OF THE FEE PAYMENT CHALLAN**", required certificates/testimonials and photograph pasted in the given place at the address given below

(a) **Application should be sent by Ordinary Post only.**

(b) The application should be addressed to:

**DENA BANK,  
Recruitment Project for Specialist Officers - 2010,  
Post Bag No. 8471,  
Mandpeshwar,  
Borivali (West)  
Mumbai- 400 103**

**Only those registered applications, the printout of which is received duly signed along with the DD/ Original Counterfoil of the Fee payment Challan and photograph pasted alongwith required certificates will be treated as valid. The Bank will not be responsible for any postal delay or loss in transmission/transit. The candidates should retain a photocopy of their DD/ Counterfoil of the Fee payment Challan and Application print out for future reference.**

Date: 08-02-2010

General Manager (HRM)