

**DENA BANK & LOGO of the Bank**  
(A Government of India Enterprise)  
Trusted Family Bank

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

**DENA BANK INVITES APPLICATIONS FROM INDIAN CITIZENS FOR  
APPOINTMENT IN CLERICAL CADRE POST:**

Opening date for On-line Registration of application	<b>07.12.2010</b>
Last date for on-line Registration of application	<b>03.01.2011</b>
Date of Written Examination	<b>06.03.2011</b>

(\* The Fees Payment Challan/NEFT Receipt date should not be earlier than 07.12.2010 and not later than 03.01.2011)

**1. DETAILS OF STATE / UT WISE BREAK-UP OF VACANCIES AND RESERVATION IN POST :  
(INCLUDING BACKLOG)**

State Code	State/ UT	SC	ST	OBC	GEN	Total	Out of which			
							OH	VH	HI	EX-SM
11	Andhra Pradesh	0	0	5	5	10	0	0	0	1
12	Bihar	1	0	0	4	5	0	0	0	1
13	Chhatisgarh	10	0	0	10	20	0	0	1	4
14	Goa	0	1	0	2	3	0	0	0	0
15	Gujarat	0	6	13	19	38	1	1	0	6
16	Haryana	4	0	6	10	20	1	0	0	4
17	Karnataka	1	0	3	4	8	0	0	0	1
18	Himachal Pradesh	1	0	1	3	5	0	0	0	1
19	Maharashtra	1	0	11	12	24	0	1	0	4
20	Jharkhand	1	0	0	3	4	0	0	0	0
21	Punjab	5	0	2	11	18	1	0	0	2
22	New Delhi	0	3	4	8	15	0	0	0	2
23	Orissa	0	0	0	1	1	0	0	0	0
24	Rajasthan	2	0	2	5	9	0	0	0	1
25	Uttar Pradesh	2	0	3	5	10	0	0	0	1
26	West Bengal	0	0	3	3	6	0	0	0	1
27	J & K	0	0	0	2	2	0	0	0	0
28	Madhya Pradesh	5	5	1	11	22	0	0	1	4
29	Tamilnadu	3	0	3	7	13	0	0	0	1
30	Kerala	0	0	2	3	5	0	0	0	1
31	Uttarakhand	0	0	1	3	4	0	0	0	0
32	Chandigarh	0	0	2	2	4	0	0	0	0
33	Assam	0	0	2	2	4	0	0	0	0
	<b>TOTAL</b>	36	15	64	135	250	3	2	2	35

The reservation has been worked out as per Govt. Guidelines taking in to account the excess/shortfall representation in SC/ST/OBC and PWD categories.

**Abbreviations stand for :** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, OH - Orthopaedically Handicapped, VH - Visually Handicapped, HI - Hearing Impaired, EXSM - Ex-Servicemen.

**Note :**

- I. THE NUMBER OF VACANCIES AND ALSO THE NUMBER OF RESERVED VACANCIES ARE PROVISIONAL AND MAY VARY ACCORDING TO THE ACTUAL REQUIREMENT OF THE BANK. THE NUMBER OF VACANCIES CAN BE INCREASED OR DECREASED BY THE BANK AT ANY STAGE AS PER REQUIREMENT.
- II. Candidates belonging to reserved categories for which no vacancy has been announced are free to apply against vacancies announced for Unreserved /General category provided they fulfill the age and qualification norms of General Category.
- III. The recruitment would be on State-wise basis. **Candidates can apply for vacancies in one State only and have to appear for the examination from a centre of that particular State/ UT.** As the reservation for OH/HI/VH and Ex-Servicemen candidates is on horizontal basis, the selected candidates will be recruited in the appropriate category to which the candidate belongs.
- IV. Knowledge of local language is **essential**. Some questions may be put in the local language at the time of interview to ascertain the degree of familiarity of the candidates with the local language.

2. **PAY SCALE :**

- I. ` 7200-400/3-8400 - 500/3 -9900 -600/4- 12300 - 700/7- 17200 - 1300/1 - 18500 - 800/1 - 19300 (Approx. total emoluments at the start of the scale will be ` 11,000/- inclusive of DA & HRA at Metropolitan Centre) In addition , Medical benefits , Leave fare concession, Retirement benefits are admissible as per Bank's rules.
- II. New appointees will be covered by Defined Contributory Pension Scheme as introduced for employees of Central Government of India and modified from time to time.

3. **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, Ethopia 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 provisionally admitted to the examination/interview conducted by the Bank. However, on final selection the offer of appointment will be given only after producing necessary eligibility certificate issued to him by the Government of India

(B) **Age Limit (as on 01.12.2010) :**

<b>Minimum</b>	<b>18 years</b>
<b>Maximum</b>	<b>28 years</b>

**4. 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	Person with Disability	10 years
5	The children/family members of those who died in the 1984 riots	5 years
6	Ex-servicemen (in addition to the usual period of service in the Defence forces) subject to a maximum age of 50 years.	3 years
7	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	9 years

**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 service ceases.
- II. Candidate still serving in defence services and desirous of applying under Ex-Servicemen category should submit a certificate from the competent authority that they would be released / retired on or before 30.04.2011.
- III. The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- IV. All persons eligible for age relaxation under Sr.No.4 (3) above must produce the domicile certificate at the time of interview issued by 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.
- V. All persons eligible for age relaxation under Sr.No 4 ( 5) above must produce a certificate issued by the District Magistrate to the effect that they are eligible for relief in terms of the rehabilitation package for 1984 Riots Affected persons sanctioned by the Government and communicated wide Ministry of Finance, Department of Financial Services communication no. F.No.9/21/206-IR dated 27.07.2007.

**5. RESERVATIONS FOR PERSONS WITH DISABILITIES : (PWD)**

Reservation is available to (PWD) Persons under Section 33 of the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995. Accordingly, candidates with the following disabilities will be considered for reservation under the category.

**Definition :**

**I)Locomotor Disability or Cerebral Palsy(OH) :** Person who has a minimum of 40% of physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government.

**II)Visually Handicapped(VH) :**

i)**Blindness** refers to a condition where a person suffers from either of the following conditions :

- (a) Total absence of sight
- (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses
- (c) Limitation of the field of vision subtending an angle of 20 degrees or worse

ii).**Low vision:** Persons with low vision means a person with an impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any one of the following categories:

- a. Reduction of fields less than 50 degrees
- b. Heminaopia with macular involvement
- c. Attitudinal defect involving lower fields

iii)**Hearing Impaired (HI)** are those in whom there is a hearing loss of 60 decibels or more in the better ear in the conversational range of frequencies.

**6. MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION (AS ON 01.12.2010)**

Pass with 60% marks in 10+2 examination or its equivalent ( for SC/ST pass class)

OR

A degree in any discipline from a recognized University.

- 1. Computer knowledge is essential.**
- 2. Knowledge of Regional language of the particular State / Union Territory for which vacancies are declared is essential.**

## 7. SELECTION PROCEDURE :

Selection will be made on the basis of performance in the written test and interview taken together. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview.

Written test will be in both Objective and Descriptive as per following details:

Sr. no.	Name of Test	No. of Questions	Marks	Duration
1	Test of Clerical Aptitude	50	50	100 minutes (composite for Objective) + 60 minutes for Descriptive
2	Test of Reasoning Ability	50	75	
3	Test of English Language	50	25	
4	Test of Numerical ability	50	50	
	Total Written test marks		200	
5	Descriptive	3 (with internal options)	60*	
6	Interview		100	
	TOTAL FOR FINAL MERIT		300 (WT-200 + Interview - 100)	

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

### NOTE:

#### Common Criteria:

- I. 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/OBC and PWD candidates with relaxed standard.
- II. The candidate must obtain minimum 40% (35% for SC/ST/OBC/PWD candidates) overall marks to be eligible for merit ranking for the purpose of interview.
- III. Candidate shall have the option to answer the Descriptive paper either in English or Hindi/ Official Language of the State/UT
- IV. Descriptive Paper to the extent of 7 times (10 times for SC/ST/OBC and PWD candidates) the number of vacancies only will evaluate based on the Merit Ranking of the objective test.
- V. Candidates have to pass in each of the Objective and descriptive test separately.

## 8. CONDUCTING INTERVIEWS

i. The short- listed candidates who secure minimum qualifying marks stipulated for Written Test (descriptive as well as Objective Test) will be called for interview in order of merit in the ratio as decided by the Bank keeping in view the minimum criteria i.e. 1:4 (1:5 in case of SC/ST/OBC/PWD).

ii. The Interview will carry 100 marks. Minimum qualifying marks in the interview will be 40% (35% in case of SC/ST/OBC/PWD 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 by e-mail. The call letter for written examination will be sent by e-mail and SMS.**

## 9. PROBATION

For clerical cadre	6 months
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## 10. EXAMINATION CENTRES AND DATE OF EXAMINATION

The written examination will be held on 06.03.2011 at the following Centres. The examination centres are tentative and may change depending on response of the applicants.

NAME OF THE STATE/ UT	CENTRE	CENTRE CODE
MAHARASHTRA	MUMBAI	11
	NAGPUR	12
GOA	MUMBAI	13
NEW DELHI	DELHI	14
HARYANA	DELHI	15

<b>RAJSTHAN</b>	<b>DELHI</b>	<b>16</b>
<b>PUNJAB</b>	<b>DELHI</b>	<b>17</b>
<b>HIMACHAL PRADESH</b>	<b>DELHI</b>	<b>18</b>
<b>J&amp;K</b>	<b>DELHI</b>	<b>19</b>
<b>CHANDIGARH</b>	<b>DELHI</b>	<b>20</b>
<b>WEST BENGAL</b>	<b>KOLKATA</b>	<b>21</b>
<b>BIHAR</b>	<b>KOLKATA</b>	<b>22</b>
<b>ORISSA</b>	<b>KOLKATA</b>	<b>23</b>
<b>ASSAM</b>	<b>KOLKATA</b>	<b>24</b>
<b>GUJARAT</b>	<b>AHMEDABAD</b>	<b>25</b>
<b>KARNATAKA,</b>	<b>BENGALURU</b>	<b>26</b>
<b>MADHYA PRADESH</b>	<b>BHOPAL</b>	<b>27</b>
<b>TAMILNADU</b>	<b>CHENNAI</b>	<b>28</b>
<b>KERALA</b>	<b>CHENNAI</b>	<b>29</b>
<b>UTTAR PRADESH</b>	<b>LUCKNOW</b>	<b>30</b>
<b>UTTARAKHAND</b>	<b>LUCKNOW</b>	<b>31</b>
<b>CHHATISGARH</b>	<b>RAIPUR</b>	<b>32</b>
<b>JHARKHAND</b>	<b>RAIPUR</b>	<b>33</b>
<b>ANDHRA PRADESH</b>	<b>HYDERABAD</b>	<b>34</b>

The centre will be on the basis of State / UT opted by the candidate. 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.

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

- a) For SC/ST/PWD - ` 50/-(Only Postal Charges)
- b) For all others (including OBC/Ex-Servicemen) - ` 300/-

#### **NOTE**

- I. Requisite application fee must be paid by way of "**Fees Payment Challan**" by visiting nearest Dena Bank's Branch or by way of "**NEFT**" by visiting any Scheduled Commercial Bank.
- II. Fees must be paid through Payment Challan / NEFT on or after **07.12.2010** but on or before **03.01.2011** i.e. the last date of On-line registration Even if the Bank extends the date of On-line registration by one or two days, the valid dates of Fee Pay Challan/ NEFT Receipt will not be changed. Candidates must write his/her name, Contact Number (Mobile/Phone number) , address and post applied for on the reverse of the Fees Payment Challan /NEFT Receipt
- III. Application fees by Demand Draft/Pay Order/cash/cheque/money order/postal stamps will NOT be accepted.

#### **12. PRE- EXAMINATION TRAINING:**

Bank may arrange pre- examination training to the candidates belonging to Scheduled Caste / Scheduled Tribe/Religious Minority Community at Mumbai, Nagpur, Delhi, Chennai, Kolkata, Ahmedabad, Raipur, Bengaluru, Lucknow, Hyderabad and Bhopal. The details of training will be communicated to the candidates separately. An eligible candidate who wishes to avail Pre-examination training facility should fill in the relevant column in the Application format. All expenses regarding traveling, boarding, lodging etc. will be borne by the candidate for attending the Pre-examination training at the respective training centre.

#### **13. CALL LETTERS**

Call letter for written examination and any other communication in future will be sent / communicated only by e-mail and SMS to the eligible candidates as given in their on-line application form. **In case of any difficulty candidates should contact the Offices at the address of the respective centres (details of which will be released in Bank's website on 28.02.2011) indicating his/her name, address, date of birth, details of Fees payment challan/ NEFT Receipt to enable the Bank to take immediate remedial action.**

#### **14. 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

- I. Using unfair means during the test or
- II. Impersonating or procuring impersonation by any person or
- III. Misbehaving in the examination hall or taking away the question booklet/answer sheet out of the examination hall or
- IV. Resorting to any other irregular or improper means in connection with his/her candidature for the selection  
or  
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:
  1. Disqualified from the examination/interview for which he/she is the candidate and may also
  2. 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 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.

#### **15. GENERAL CONDITIONS:**

- I. Bank takes no responsibility for any delay in receipt or loss in postal transit of any communication.
- II. Candidates are advised to keep a copy of the application print-out and fee payment challan / NEFT receipt for their record.
- III. 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 remain open from 07.12.2010 to 03.01.2011
- 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 & Financial Institutions) are advised to submit "No Objection Certificate" from their employer at the time of interview, failing which their candidature may not be considered and no reimbursement of fare in case of SC/ST for interview will be made.
- VII. All candidates will have to produce, if called for interview, originals as well as attested photo copies of their educational qualification and experience certificate as well as caste certificates and certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled. In case of candidates belonging to OBC category, the certificate interalia must specify that candidate does not belong to "**Creamy Layer**" section excluded from the benefits of the reservations 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 date of application.**
- VIII. Candidates should mention the Choice of Center for written Examination.
- IX. Candidates seeking relaxation in Fee/Age must bring a certified copy of the certificate in support of his / her claim at the time of Interview.
- 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. The candidates must affix their recent **coloured** passport size photograph 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 completed. Failure to produce the same photograph at the time of written test and interview, may lead to disqualification. it should be noted that **Black and white photograph will not be accepted and call letters containing such photograph will be rejected.**

- XII. Candidates are not permitted to use Calculators, Cell phones of any kind, Pagers or any other such instruments in the Examination Hall.
- XIII. Any request for change of address will not be entertained.
- XIV. Bank may at its discretion hold re-examination, wherever necessary, in respect of a centre/venue/specific post of any candidate(s).
- XV. 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.
- XVI. 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.
- The candidate will have to arrange his own scribe at his own cost.
  - The scribe can be from any academic stream.
  - The scribe should be possess lesser marks lower than the stipulated eligibility criteria prescribed by the bank for the post and **not more than 60 percent marks in his own academic stream.**
  - 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 transpired 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.
  - Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- XVII. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- XVIII. 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.
- XIX. 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 from the place of their residence will be reimbursed.
- XX. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
- XXI. 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.
- XXII. Canvassing in any form will be a disqualification.
- XXIII. Selected candidates may be assigned any designation as may be prevailing in the Bank and not necessarily the name of the post given in the advertisement.
- XXIV. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

#### **16. COMPETENT AUTHORITY FOR ISSUING CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES;**

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.  
 Chief Presidency, Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.  
 Revenue Officer not below the rank of Tehsildar.  
 Sub Divisional Officer of the area where the candidate and/or his family normally resides.

**FOR PWD** – The Competent Authority to issue Disability Certificate shall be a medical Board duly constituted by the Central or State Government. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing locomotor/cebral/visual/hearing disability as the case may be.

## HOW TO APPLY

### MANDATORY REQUIRMENT

- i. Candidates are required to apply on-line through website **www.denabank.com**. No other means/mode of application will be accepted. Application link on website will remain open from **07.12.2010 to 03.01.2011**.
- ii. The candidates should have a valid email ID. It should be kept active during the currency of this recruitment project. Bank may send call letters for written test, interview etc through the registered email ID. **Under no circumstances, he/she should share/mention email ID to/of any other person.**
- iii. **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 on-line.**

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):**

- I. Applicants are first required to go to the Bank’s website **www.denabank.com** and click on the Home page open the link **“Recruitment”**
- II. Thereafter, open the recruitment Notification entitled **“Dena Bank Recruitment Project for Clerical Cadre- 2010-11”**
- III. Take a Print of the entire **‘ FEES PAYMENT CHALLAN’**
- IV. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
- V. Go to the nearest DENA BANK BRANCH with the Fee Payment Challan and pay in cash the appropriate application Fee in CBS Account no. **116211021105** with Corporate Business Branch, BKC, Mumbai-51 in the name & style of **“ Dena Bank Recruitment Project for Clerical Cadre 2010-11 ”**
- VI. Obtain the applicant’s Copy of Counterfoil of the Application Fee Payment Challan duly received by the Bank with (a) Branch Name & Branch SOL ID (b) Transaction ID (c) date of Deposit & amount filled by the Branch Official.
- VII. 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. Retain your Registration number and password for further reference safely. After applying on-line, the registered candidates must retain the print out of application form for further reference.
- VIII. Original counterfoil of the fee payment challan will have to be submitted with call letter at the time of written test. Without counterfoil of the fee payment challan the candidate will not be allowed to appear in the written test. Candidates are advised to keep a photocopy of the fee payment challan for future use.

### **OR**

The guideline for on-line application is given as under for candidates who wish to pay the requisite fees by means of **“NEFT”**:

- I. Applicants are first required to go to the Bank’s website **www.denabank.com** and click on the Home page open the link **“Recruitment”**
- II. Thereafter, open the recruitment Notification entitled **“Dena Bank Recruitment Project for Clerical Cadre- 2010-11”**
- III. Take a Print of the **“ Instruction for application for funds transfer under NEFT’**
- IV. Go to the any nearest Bank and Branch who is listed by RBI under RTGS/ NEFT system. fill up the application form for funds transfer under NEFT and Pay in cash, the appropriate application Fee in CBS Account NO**116211021105**. with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of **“Dena Bank Recruitment Project for Clerical Cadre- 2010-11”**
- V. Obtain the applicant’s Copy of Counterfoil of the Application Fee duly received by the Bank with (a) Branch Name & Code Number, (b) UTR Number, (c) date of Deposit & amount filled by the Branch Official.
- VI. 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 retain your Registration number and password for further reference safely. After applying on-line, the registered candidates must retain the print out of application form for further reference.

- VII. Original counterfoil of the **NEFT Receipt** will have to be submitted with call letter at the time of written test. Without counterfoil of the **NEFT Receipt** the candidate will not be allowed to appear in the written test. Candidates are advised to keep a photocopy of the **NEFT Receipt** for future use.

**COMMON INSTRUCTIONS :-**

- I. **Candidates can modify their Online Application Form and are requested to make use of this facility to correct the details in online application, if any. This Modification facility shall be available two days after registration and up to 05.01.2011. Modification will be allowed only 3 times. After the above date, no modification will be permitted. Candidates should take utmost care to furnish the correct details while filling in the online application.**
- II. This system generated printout of the application should be submitted along with **2 sets of** required certificates/testimonials and photograph pasted in the given place at the time of interview.

*The above Advertisement is also displayed in the Bank's website [www.denabank.com](http://www.denabank.com)*

**Place : Mumbai-400 051**

**General Manager (HRM)**

**Date : 01.12.2010**

