

13. Selection Procedure

- The selection process comprise of online test, psychometric test or any other test deemed suitable for further selection process **followed by Group Discussion and/or Interview of candidates, qualifying in the online test.**
- However, if the number of eligible applications received is large/less, then Bank reserves the right to change the shortlisting criteria/interview process. Bank may, at its discretion, consider conducting of Multiple Choice/Descriptive/ Psychometric Test / Group Discussion/Interviews or any other selection/shortlisting methodologies for the above position.
- Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short-listing with reference to the candidate's qualification, suitability, experience etc.

13.1 Online Test:

The tentative structure of the online examination will be as follows:

Section	Name of the Tests	No. of Questions	Maximum Marks	Duration	Version
1	English Language	30	30	30 Minutes	English
2	Banking Knowledge	30	30	30 Minutes	Bilingual
3	General / Economic Awareness	30	30	30 Minutes	Bilingual
4	Reasoning Ability & Quantitative Aptitude	30	30	30 Minutes	Bilingual
	Total	120	120	120 Minutes	

- The above Sections / Tests except the Test of English Language will be available bilingually, i.e. English and Hindi. There will be separate timing for every section
- **The minimum qualifying marks/percentage of marks in each of the section would be 40% for General & EWS Category and 35% for Reserved Categories.** However, the Bank reserves the right to change the minimum/ waive off qualifying criteria at its sole discretion.
- Cumulative marks of Section 1,2,3 and 4 shall be reckoned for drawing the merit list shortlisting the candidates for participation in further selection process and drawing the rank list. There will be penalty for wrong answers in all sections. For each question for which a wrong answer has been given by the candidate, 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

As part of the selection process, candidates will be required to undergo a psychometric assessment. This evaluation is designed to determine the candidate's alignment with the Core Values of Bank of Baroda and to assess their aptitude for sales-related roles. Preference will be given to candidates who demonstrate a strong alignment with the Bank's core values and exhibit a natural flair for sales. Bank reserves the right to modify the structure of the examination including addition / substitution by the way of descriptive test/case study which will be intimated through its website.

The date of online test shall be advised separately. Other detailed information, if any, regarding the examination will be given in an information hand out, which will be made available for the candidates to download along with the call letters from the Bank's official website.

13.2 Guidelines for Persons With Benchmark Disabilities/Specific Disability using the services of a Scribe

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013- Welfare dated 26.04.2013, Office Memorandum F.No. 34-02/2015- DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and F. No. 29-6/2019-DD-III dated 10.08.2022. In all such cases where a scribe is used, the following rules will apply:

- For candidates availing scribe in accordance with OM – F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I. Such candidates shall also, upload their certificate while filling the application form.
- The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination.
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe should be from an academic stream different from that stipulated for the post.
- 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 fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- **The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.**
- **Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**
- During the examination, at any stage, if it is found that scribe is independently answering / solving the questions himself, the examination session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

13.3 Guidelines for candidates with loco motor disability and cerebral palsy

Compensatory time of 20 minutes per hour or otherwise advised 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).

13.4 Guidelines for 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 and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

13.5 Examination Centres for Online Test/ GD/ Interview or any other method of selection

- On-line test will be held at the following centres, which shall depend on the number of applications received, administrative feasibility or specific requirements of the bank:
- The list of Center for Online Examination is enclosed in Annexure III.**
- The examination may be held at the following centres and the address of the venue will be advised in the call letters. Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Centres for GD/ Interviews will be decided at a later date keeping in view the administrative feasibility.
- No request for change of Centre for Examination / Interview will be entertained.
- Candidate will appear for the examination/interview at the respective centres at his/her own risk and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
- Any unruly behavior/misbehavior in the examination hall/Interview Centre may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by the Bank.

13.6 Biometric Data – Capturing and Verification :

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) /IRIS Scan and the photograph of the candidates on the day of the Online Examination.

Please note: The biometric data / IRIS scan and photograph will be captured / verified on the following occasions –

- Before the start of the online examination it will be captured
- At the end of online examination before leaving the exam hall / lab
- At the time selection process viz. Group Discussion / Interview etc.
- At the time of joining the Bank for selected candidates
- At any other time/occasion as decided by the Bank

Decision of the Biometric data / IRIS scan data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of biometric / IRIS Scan data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process:

- If fingers are coated (stamped ink/mehndi/coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

13.7 Action Against Candidates Found Guilty of Misconduct/ Use Of Unfair Means

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and **should not suppress any material information while submitting online application.**

At the time of examination, GD, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- Using unfair means or
- Impersonating or procuring impersonation by any person or
- Misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- Resorting to any irregular or improper means in connection with his/ her candidature or
- Obtaining support for his/ her candidature by unfair means, or
- Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, then such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, 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 conducted by Bank
 - For termination of service, if he/ she has already joined the Bank.

Important: The test conducting agency, would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by test conducting agency in this regard, it is inferred/

concluded that the responses have been shared and scores obtained are not genuine/ valid, in such cases Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

13.8 Use of Mobile Phones, Pagers, Calculator or Any Such Devices:

- Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- Candidates are not permitted to use or have in possession calculators in examination premises.

13.9 Language Proficiency Test (LPT):

- The candidate must have Proficiency (reading, writing and speaking) in the Local Language of the State applied for. Candidates shortlisted in the Online Examination will be required to qualify Language Proficiency test, failing which they will not be allowed to appear for Personal Interview and thus their candidature will not be considered for further selection process.
- However, candidates who produce 10th or 12th standard marksheet/certificate evidencing having studied the specified local language of the applied State as one of the subjects will not be required to undergo the language proficiency test.

13.10 Group Discussion (GD)/Personal Interview (PI)/ or any other test/assessment as part of selection process:

- The Bank reserves its right to call for the GD/ PI, candidates in a ratio, at its sole discretion. Wherever online test is conducted, candidates shall be called for GD and/or PI on the basis of their performance in the online test.
- Candidates are required to obtain a **minimum score in each test /section** and also a **minimum total score in the online test** to be shortlisted for Group Discussion &/or Interview. Candidates will be shortlisted for GD &/or PI based on the number of vacancies, the cut-off criteria, and the total marks obtained in the online examination, as determined by the Bank Prior to the completion of the interview/selection process, scores obtained in the online examination will not be shared with the candidates shortlisted for interview.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- GD/ &/or PI shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, Sales aptitude suitability for the post etc.
- The minimum qualifying marks/percentage of marks for GD/PI would be 60% for General Category and 55% for Reserved Category.** However, the Bank reserves the right to change the minimum qualifying criteria at its sole discretion.
- Candidates not clearing the GD/PI will not be considered for final selection. The combined final scores of candidates shall be arrived at on the basis of scores obtained by the candidates in Online test and/or PI and/or GD (as the case may be) and /or any other method of selection adapted in the said selection process.
- GD &/or PI score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.
- A candidate should qualify in all the processes of selection, i.e. Online Examination and/or GD and/or PI (as the case may be) and **sufficiently high in the merit to be shortlisted for subsequent selection process.**
- Subject to the vacancies available under the respective category, only those candidates who pass the online test/GD/ PI will be shortlisted for further selection

While appearing for GD/PI, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ connect any certificate/remittance/ document sent separately.

13.11 Call Letters for Online Test/ GD/ Interview/Any Other Selection Process

- The Centre, venue address, post applied for, date and time for examination, GD and interview shall be intimated in the respective Call Letter.
- An eligible candidate should download his/her call letter from the link given on Bank's website **www.bankofbaroda.co.in** from time to time under **Career section/web page → Current Opportunities** by entering his/ her details and Password. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.
- Intimations will be sent through Notification on Bank's website and /or by email to the email ID registered in the online application form for this project. Bank will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via e-mail to the candidate due to change in email address, technical fault or otherwise beyond the control of the Bank.
- Candidates are hence advised to regularly keep in touch with the authorised Bank website for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination, GD and interview shall not be entertained.

13.12 Identity Verification

Documents to be produced:

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing the same name as it appears on the call letter**) such as PAN Card/Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview. Ration Card will not be accepted as valid id proof for this project.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original, mentioning the changed name.