



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

**INSTITUTE OF BANKING PERSONNEL SELECTION**

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

**In assessment, India trusts us**

## Advertisement Number: IBPS/2024-25/06

### WALK-IN SELECTION PROCESS

Institute of Banking Personnel Selection (IBPS) is conducting walk-in-selection process for filling up the below- mentioned post on Fixed term Contract basis.

Sl. No.	Post Name	Walk-in Selection Process	Place of Posting
01	Driver cum office attendant	Document Verification, Short Listing and Personal Interview	IBPS, MUMBAI

Successful candidate will be appointed against the existing vacancy. However, a wait list would also be maintained to fill up need-based requirements, which will remain valid for a period of six months.

Any eligible candidate, who aspires to join IBPS as Driver cum office attendant on contractual basis and meeting with the eligibility criteria mentioned in this advertisement is required to WALK-IN in person, to the venue on the date and time specified below:

Date of Walk-in-selection Process	Reporting & Registration Time	Venue of Walk-In -Selection Process
Tuesday, 26.11.2024	09:00 A.M. TO 10:00 A.M.	Institute Of Banking Personnel Selection, IBPS House, 90 Ft DP Road, Behind Thakur Polytechnic, Off. W E Highway, Kandivali (East), Mumbai 400101

#### A. ELIGIBILITY CRITERIA

- I. Candidates, intending to appear in the walk-in selection process for the above post should ensure that they fulfill the minimum eligibility criteria specified by IBPS in this advertisement:

Please note that the eligibility criteria specified herein are the basic criteria. Candidates must necessarily submit the relevant documents such as self-attested photocopies of certificates and documents in support of educational qualification, post qualification work experience etc, date of birth, and other documents in support of information submitted in the application form. In the absence of valid documents submitted, candidature of the candidates shall not be considered. IBPS takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately. Candidates must necessarily produce the relevant documents in original with three sets of self-attested photocopies in support of their identity and eligibility-pertaining to age, educational qualifications, experience etc. as indicated in the application form at the time of Walk-in-section process. Merely participating in the walk-in selection process and being shortlisted in the subsequent interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS.. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is to be submitted mandatorily by the selected candidate at the time of joining.

## II. Age, Educational Qualifications & Post Qualification Minimum Work Experience

Sr. No.	Post	Age as on 01.11.2024	Eligibility Criteria
01	<b>Driver cum office attendant</b>	Minimum: 40 years Maximum: 50 years  i.e. a candidate must have been born not earlier than 02.11.1974 and not later than 01.11.1984  (both dates inclusive))	<ol style="list-style-type: none"><li>1) Minimum 12th Standard (10+2) in any discipline from a recognized Board with ability to speak in Hindi, English and conversant with local language.</li><li>2) Must have Government Valid Driving License from RTO of Light Motor Vehicle.</li><li>3) Minimum 10 years' experience as Driver in a similar Government Office / Autonomous Institute / reputed organization/ Driver duty to Government officials.</li><li>4) Having accident free record and ability to carry out minor repairs to the vehicle.</li><li>5) Willing to perform the duties in flexible working hours / before and after office hours / on Holidays and weekly off days.</li><li>6) Dress code is mandatory.</li><li>7) Knowledge of Tools/ Equipment in the vehicle and Basic technical check before the trip.</li><li><b>8) Preference will be given to Candidate residing in Western Suburb of Mumbai.</b></li><li>9) Driver should be well versed with the roads and different localities of Mumbai City.</li></ol>

**Institute reserves the right to relax any of the requirements and conditions of Eligibility mentioned above for the deserving and suitable candidate for the above position.**

Candidates should ensure that the educational qualification possessed by them are as per the prescribed educational qualification mentioned in the advertisement and they fulfil the above eligibility criteria. No equivalent educational qualification shall be considered as eligible by IBPS. The qualification acquired through correspondence/distance education/open university system/Online courses are not acceptable.

### III. OTHER ELIGIBILITY CRITERIA:

- (i) His/ her integrity should not have been doubtful during his/her Service/career.
- (ii) No punishment/penalty should have been inflicted on him/her during his/her service/career.
- (iii) Cases of CBI or other law enforcement agencies should not be pending against him/her.

**B. TERMS OF APPOINTMENT & COMPENSATION:**

Post	Fixed (Consolidated) Salary	CTC (as per extant policies) *	Duration of the contract
Driver cum office attendant (On Contract)	Rs.28,000/- per month	Approximately Rs.6.45 Lakhs p.a.	The candidate shall be appointed on a fixed contractual term of three (03) years initially, subject to yearly review and extendable at the discretion of Institute subject to his continued good performance, physical fitness and prevailing guidelines at that point of time.

The Cost to Company (CTC) includes other benefits such as Medical Benefits, Medi-Claim, Leave encashment, Newspaper bill Reimbursement, Canteen Subsidy, Performance Linked incentive (as per the criteria defined by the Institute), as per the Institute's Rules and extant policies as modified/amended/revised from time to time

**Please note: No housing/accommodation facility will be provided by IBPS.**

**C. JOB DESCRIPTION / ROLE AND RESPONSIBILITIES**

During the period of engagement, the Driver cum office attendant would be required to perform any work as assigned to him by the In-charge concerned/ Division Head (Administration) to run the Office Cars including maintenance and cleanliness of the vehicles.

The candidate who is appointed as Driver cum office attendant shall also discharge the office duties as assigned to him apart from the Drivers Duty.

**The above mentioned job responsibilities are only indicative and not exhaustive.**

**D. SELECTION PROCESS:**

1. Selection will be through personal interview. A preliminary screening of applications may be carried out by the Institute to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc. While short listing the candidates, the Institute may consider additional qualifications, greater experience and level of responsibilities handled.
2. Short listing of the candidates will be on the basis of marks secured by the candidate in personal interview.
3. Skill test may be conducted for the short listed candidates by the Institute to assess their competency to drive light motor vehicles.
4. **Selection will be made by a committee and such selection will be Final.**

**E. CONDUCT OF WALK-IN-SELECTION PROCESS**

**The Walk-in-Selection Process comprising Verification of Documents, Short Listing and Personal Interview will be conducted only at IBPS, Mumbai.**

1. Candidates to appear for a Walk-in-Selection Process at **Institute Of Banking Personnel Selection, IBPS House, 90 Ft DP Road, Behind Thakur Polytechnic, Off. W E Highway, Kandivali (East), Mumbai 400101** on given date at his/her own expenses and IBPS will not reimburse any cost of traveling/boarding.

2. The registration for Walk-in-Selection Process will be done during **09:00 A.M. to 10:00 A.M.** on the date given above. Candidates reporting late i.e. after 10:00 A.M. and / or without proper documents (in original as well three sets of self-attested photocopies thereof) will not be permitted to participate in the process.
3. Candidate should type the application on A-4 size paper and affix a recent passport size photograph on top right side corner of the application. **Prescribed application is attached as Annexure I.**
4. A recent (not more than 3 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form. Candidate should also bring one photograph separately.
5. Candidate should take 2 photocopies of the dully filled in application form and prepare three (03) sets of dossiers by attaching the self-attested photocopies of all requisite documents and certificates.
6. Original Certificates should not be submitted along with the application but should be brought for verification. The Institute is not responsible for returning any original Certificates /Testimonials submitted with the application.
7. At the time of Walk-in-Selection Process, the candidate should submit three sets of Dossiers prepared as above (Application forms with self-attested photocopies of certificates and documents in support of educational qualification, experience, date of birth and other documents in support of information submitted in the application form) and should produce Original certificates for verification.
8. In the absence of Original certificates and valid documents, candidature of the candidates shall be cancelled. IBPS takes no responsibility to receive/ collect any certificate / document sent separately.
9. The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Where number of candidates appearing for walk-in-selection process is large, it will not be convenient or possible to allow all eligible candidates to participate in the selection process. In such case, based on the recommendation of the screening committee, Institute may restrict the number of candidates to be considered for the selection process to a reasonable limit after taking into consideration qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of candidates to mention all the qualifications and experience in the application and to submit all the supporting documents at the time of document verification.
10. **The Selection is expected to be completed on the same day, however, it may continue until the end of the day (or may get extended to the next day) depending on the response received.**

**List of Documents to be produced at the time of Walk-in-Selection Process:**

The following documents in original and 03 (three) sets of Dossier (Application + self-attested photocopies of documents attached therewith) in support of the candidate's eligibility and identity are to be invariably submitted at the time of Walk-in-Selection Process, failing which the candidate may not be permitted to participate in Walk-in-Selection Process. Non submission of requisite documents by the candidate at the time of Walk-in-Selection Process will debar his / her candidature from participation in the process.

- a) **Application form in the prescribed format duly filled in (Original + 2 Photocopies) (format attached as Annexure I).**
- b) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)/Leaving certificate

- c) Photo Identify Proof such as PAN Card/ Passport/ Permanent Driving Licence/ 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 recognised college/ university/ Aadhar/ E-aadhar card with a photograph/ Employee ID/ Bar Council ID card should be submitted for verification. The candidate's identity will be verified with respect to his/her details on the call letter and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear in the selection process.**
- Ration Card and Learner's Driving License 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.
- d) Address Proof : Electricity Bill / Passport / Property Agreement /Telephone (landline or post-paid mobile bill) /Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)
- e) Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 25.11.2024 has to be submitted.
- f) Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of Walk-in-Selection process, in the absence of which their candidature will not be considered.
- g) Experience certificates (Hardcopy/Digitally signed copy/ Received from Valid email id—subject to verification of experience certificates will be accepted).
- h) Copy of latest payslip, if any
- i) Copy of appointment letter / promotion letter / Relieving letter etc. from previous/ present employer, if any
- j) Gazette notification, in case of name change
- k) Any other relevant documents in support of eligibility and suitability for the post.

## F. GENERAL INSTRUCTIONS

1. Candidates will have to invariably produce and submit the requisite documents and certificates at the time of Walk-in-Selection Process.
2. A Candidate's admission to the Walk-in-Selection Process is strictly provisional. The mere fact that the participation in the Walk-in-selection process does not imply that his/ her candidature has been finally cleared by IBPS. IBPS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage 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). If any of these shortcomings is detected after appointment in IBPS, his/her services are liable to be summarily terminated.
3. Before coming for the Walk-in-Selection Process, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement. The candidate must ascertain the correctness of each information/detail before filling out the application form and final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/ provided in his application form. If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, or if any claim made in the application is not found substantiated then his / her candidature is liable to be rejected at any stage of the recruitment/selection process.

4. IBPS, at various stages, may capture IRIS scan / biometric impressions for verification of the genuineness of the candidate. Decision of the IRIS data /biometric impressions 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 IRIS / biometric scanning / verification on any occasion may lead to cancellation of candidature.
5. Decision of IBPS in all matters regarding eligibility of the candidate, selection of candidate for interview, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the process of selection including interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS in this behalf.
6. The application once submitted will not be allowed to be withdrawn.
7. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
8. Canvassing in any form will be a disqualification.
9. Any request for change of details mentioned in the application form submitted will not be entertained.
10. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application and in all correspondence with IBPS in future should be identical and there should be no variation of any kind.
11. A recent, recognizable Passport size photograph should be affixed by the candidate in the application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
12. The possibility of occurrence of some problem in the administration of the walk-in selection process cannot be ruled out completely. In that event, every effort will be made to rectify such problem, which may include conduct of another process if considered necessary or extend the time to complete the process.
13. IBPS reserves the right to change (cancel/ modify/ add) any of the eligibility criteria, method of selection, Venue etc., if the need arises, without issuing any further notice or assigning any reason thereof.
14. IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
15. No person shall be eligible for appointment who has previously been dismissed or removed from the service of the Institute or from a department of a state or the central government or a local authority or from public sector undertaking or from an autonomous corporation. Further, the ex-employees of the Institute who have resigned from the Institute's service are also not eligible for reappointment.
16. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

17. IBPS can cancel the selection process at any point of time without giving any reason.
18. Candidate will bear travel, accommodation charges etc. by own for appearing in walk -in- selection process. IBPS will not provide any reimbursement/refund in this regard.
19. All the above positions require full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute only are expected to participate in the process.
20. **Any addendum/corrigendum/ Notice if any, issued with respect to this advertisement shall be posted only on Institute's website.**
21. **Mere fulfilling the eligibility criteria will not guarantee shortlisting for further selection process.**

**Disclaimer:** Instances of 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 recruitment process in the 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 of the Institute in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for selection process. The Institute reserves the right to call only the requisite number of candidates for selection process after preliminary screening/ short-listing with reference to the candidate's age, qualification, experience, essential requirements, suitability etc.

**Please Note:**

- ❖ **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.**

13.11.2024  
IBPS, Mumbai

Division Head (Administration)



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन®

(भारतीय रिज़र्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

**INSTITUTE OF BANKING PERSONNEL SELECTION**

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

(APPLICATION FORMAT)

**WALK-IN-SELECTION PROCESS**

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,

PASTE (not staple)  
your recent passport  
size colour photograph  
here and sign across

**SUB : Application for the post of Driver cum office attendant on Contract basis in IBPS**

With reference to your advertisement dated 13.11.2024, I submit herewith my application for the post of **Driver cum office attendant on Contract basis** in Institute Of Banking Personnel Selection. I have read about the eligibility criteria, role, remuneration and brief terms & conditions relating to the post and confirm 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 01.11.2024)

**4. Gender :** \_\_\_\_\_



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

(Result declared on or before 25.11.2024)

Academic Qualification	Board / Institution /University	Degree / Subject / Stream	Date / Year Of Passing	Percentage of Marks

**6. Work experience: (Supporting Documents attached) (as on 25.11.2024)**

ORGANISATION	POSITION HELD	Nature of Duties	PERIOD		
			From	To	Total

**7. Details of Driving Licence**

Licence Number	Class of Vehicle (COV)	Date of Issue (DOI)	Valid Till	Issued By

**8. Languages Known ( put ✓ )**

Language	Read	Write	Speak

**9. In case of a person who is in service: -**

a. Name of the Current Organisation : \_\_\_\_\_

b. Designation : \_\_\_\_\_

c. No. Of years of service : \_\_\_\_\_

d. Brief description of current assignment :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Salary Drawn: Monthly ..... CTC .....

**10. Candidate's Address:**

Correspondence Address: (IN BLOCK LETTERS)

\_\_\_\_\_  
\_\_\_\_\_

Dist. \_\_\_\_\_

State \_\_\_\_\_ PIN : \_\_\_\_\_

MOBILE NO. \_\_\_\_\_ Email ID \_\_\_\_\_

Alternative Mobile No. \_\_\_\_\_

**11. Permanent Address: (IN BLOCK LETTERS)**

\_\_\_\_\_  
\_\_\_\_\_

Dist. \_\_\_\_\_

State \_\_\_\_\_ PIN : \_\_\_\_\_

PHONE WITH STD \_\_\_\_\_

MOBILE NO. \_\_\_\_\_ Email Id \_\_\_\_\_

**12. References:**

1. Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_PIN \_\_\_\_\_

Mobile Number : \_\_\_\_\_, \_\_\_\_\_EMAIL ID : \_\_\_\_\_

2. Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_PINCODE \_\_\_\_\_

Mobile Number \_\_\_\_\_EMAIL ID : \_\_\_\_\_

**13. 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.
- (iii) I am physically fit to carry out duties of the .....

I have read the advertisement thoroughly. I am aware that the posting of the selected candidate will be in MUMBAI Only and the Selected candidate will have to make his/her own arrangement of accommodation in Mumbai.

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 me 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: \_\_\_\_\_

**List of Documents: (To be arranged in seriatim)**

**(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)**

SR.NO.	DOCUMENTS	DETAILS	Copies
01	Application form	In the prescribed format duly filled in & Photo affixed	(Original + 2 Photocopies)
02	Proof of Date of Birth	Birth Certificate issued by the Competent Authorities SSLC/ Std. X Certificate with DOB Leaving Certificate	Original + Three (03) self attested photocopies of each document
03	Photo Identify Proof	PAN Card Passport Permanent Driving Licence Voter's Card Bank Passbook with photograph Photo identity proof issued by a Gazetted Officer along with a photograph Photo identity proof issued by a People's Representative along with a photograph Identity Card issued by a recognised college/ University Aadhar/ E-aadhar card with a photograph Employee ID	
04	Residential Address Proof	Electricity Bill Passport Property Agreement Telephone (landline or post-paid mobile bill) Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)	
05	Driving License copy	Driving licence issued by RTO for light Motor Vehicle	
06	Mark sheets or certificates for educational qualifications. (Result on or before 25.11.2024)	S S C H S C GRADUATION DIPLOMA Other Certification courses	
07	if the Candidate is serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions)	"No Objection Certificate" in original from the employer	
08	Experience certificates (as on 25.11.2024)	Hardcopy Digitally signed copy (Received from Valid email id)	
09	Any Other documents in support of eligibility and suitability for the post.	Copy of payslip, if any Copy of Appointment letter, if any Copy of promotion letter, if any Copy of Relieving letter , if any	

**Kindly arrange these documents in seriatim for easy and faster verification of the documents.**