



Recruitment of General Manager (Official Language) in State Bank of India

Advertisement No. CRPD/GM/2013-14/02

State Bank of India, India's largest and leading commercial Bank, is looking for qualified and experienced candidate for the position of General Manager (Official Language).

A. JOB PROFILE:

The General Manager (Official Language) will assist in implementation of the Official Language Policy and promotion of use of Hindi in the Bank.

B. ELIGIBILITY CRITERIA: (AS ON 01-07-2013):

Age limit	Minimum 40 years and Maximum 50 years
Educational Qualification	Doctorate in Hindi with minimum 60% marks at Graduate & Post Graduate level from a recognized university. Should have had English as one of the subjects at the Graduation level. Knowledge of Hindi application software package is desirable.
Experience	Minimum 10 years experience in a University / College of repute or in a responsible position in Central / State Government or in a large Public Sector Undertaking / Bank /RBI with sufficient number of publications/translation works to his credit.

C. OTHER DETAILS:

Responsibilities	i) To formulate annual plan for implementation in the Bank on the basis of guidelines advised by Government of India. ii) To monitor the performance of Circles in implementation of Official Language Policy. iii) To extend support to the Top Management during visit/inspection by the Committee of Parliament on Official Language. iv) Organize Hindi typing training, publication of Hindi Magazine and v) Other jobs related to the post.
Remuneration	The officer will be placed in the pay scale of Rs 46,800/- - 1,300/4 – 52,000/- and the total emoluments will be around Rs 1,65,000/- per month inclusive of leased house entitlement in Mumbai. Other benefits and perquisites will be as applicable to General Managers in Bank. Pension benefits will be as per the New Pension Scheme.
Outstation official duties	Travelling expenses / Halting allowance and eligibility for stay in hotel while on official duty, outside the Head Quarters, will be as per Bank's rules.

D. SELECTION PROCEDURE:

- i) Selection will be based on Personal Interview.
- ii) Candidates will be short-listed for Personal interview, based on their qualification and experience.

E. TO APPLY:

- i) Eligible candidates may apply on the format available with this advertisement and e-mail the application to dgm.crp@sbci.co.in latest by 15th July 2013.
- ii) The hard copy of the application along with photocopies of testimonials should reach the address given below so as to reach the Bank by 20th July 2013.

The General Manager
State Bank of India
Central Recruitment & Promotion Department
Tulsiani Chambers, 1st Floor, West Wing
212, Free Press Journal Marg
Nariman Point, Mumbai 400 021(Maharashtra).

F. ENCLOSURES TO BE SENT ALONGWITH APPLICATION:

Photocopies of (i) Proof of Date of Birth (ii) Educational certificates/mark-sheets (iii) Experience certificates (indicating area and period of service).

G. LAST DATE FOR RECEIPT OF APPLICATION & ENCLOSURES: 20th July 2013.**H. GENERAL INFORMATION:**

- (i) Candidates, called for interview will be reimbursed Airfare (Economy) / 1 AC railway fare by the shortest route in India.
- (ii) Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such posts in the Bank, in force at the time of joining the Bank.
- (iii) Decisions of Bank in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the Bank in this regard.

Mumbai - 400 021
Dated : 01.07.2013

General Manager
(CRPD)



**Recruitment of General Manager (Official Language)
in State Bank of India
Advertisement No. CRPD/GM/2013-14/02**

APPLICATION FORM

To,
**THE GENERAL MANAGER,
STATE BANK OF INDIA,
CENTRAL RECRUITMENT & PROMOTION DEPARTMENT,
CORPORATE CENTRE,
TULSIANI CHAMBERS, 1ST FLOOR, WEST WING,
212, FREE PRESS JOURNAL MARG, NARIMAN POINT,
MUMBAI-400 021.**

Paste a recent
passport size
photograph here
and sign across it in
full with date
(Please hold with
you two copies of
same photograph
for subsequent use)

Please e-mail the application to dgm.crpdp@sbi.co.in latest by 15.07.2013. The hard copy of the application along with photocopies of testimonials should reach the Bank by 20th July 2013.

1. **FULL NAME:** Shri / Smt / Kum : _____
(IN CAPITAL LETTERS)
2. **SEX:** Male _____ Female _____
3. a) **ADDRESS** (in block letters)

City : _____ Pin Code : _____
b) Phone : _____ STD Code: _____ Phone No: _____
c) Mobile No. _____ e-mail ID. _____ @ _____
4. **DATE OF BIRTH*** (DD/MM/YYYY): ___/___/____ **AGE :** ___Years ___Months
(Proof to be attached) (as on 01.07.2013)
5. **CATEGORY :** **SC / ST / OBC / General** (Strike out whichever not applicable)
6. **MINORITY COMMUNITY:** YES / NO ; **IF YES, STATE COMMUNITY:** _____
7. **FATHER'S/HUSBAND'S NAME:** Shri _____
8. **EDUCATIONAL QUALIFICATIONS*** (Graduation & onwards): Doctorate in Hindi with minimum 60% marks at Graduate & Post Graduate level from a recognized university. Should have had English as one of the subjects at the Graduation level. Knowledge of Hindi application software package on computer is desirable.

Sl. No	Name of University/Institution	Examination Passed	Subjects studied	Year of passing	%age of marks
1.					
2.					
3.					
4.					

***Enclose copies of Certificates.**

9. **EXPERIENCE:**

Name of Organization served	Period of experience		Post held
	From	To	

A write-up on work responsibility/ special achievement to be enclosed along with copies of experience certificates.

10. **DETAILS OF PAPER PUBLISHED:**

In case of insufficient space for qualification, experience etc. candidates may attach separate sheet.

11. **KNOWLEDGE OF USE OF HINDI APPLICATION SOFTWARE:** **YES** **NO**

12. **ANY OTHER RELEVANT INFORMATION:**

In case of insufficient space for qualification, experience etc. candidates may attach separate sheet.

13. **DECLARATION:**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or my not satisfying any of the eligibility criteria according to the Central Recruitment and Promotion Department, my candidature is liable to be cancelled.

PLACE: _____

SIGNATURE : _____

DATE : ____ ____ 2013

NAME OF CANDIDATE : _____
(in block letters)

List of Enclosures

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.