

RECRUITMENT OF CLERICAL STAFF

The Lakshmi Vilas Bank Ltd, a private sector bank with a strong, silent reputation for customer service built over 8 decades of presence in the Indian Banking scenario supported by significant technology investments in the last few years, is now embarking on a growth journey combining its legacy strengths and new capabilities.

Applicants are requested to apply through online only through our Bank's website www.lvbank.com between 01st October 2012 and 15th October 2012. No other means/mode of application will be accepted.

- Before applying applicants are advised to read the eligibility criteria and ensure that they fulfill the stipulated eligibility criteria.
- They should note that application fee once paid will neither be refunded nor be adjusted against any other recruitment process.
- Applicants are advised to fill their particulars online themselves correctly.

IMPORTANT DATES

Opening date for online registration	01 /10 /2012
Closing date for online registration	15 /10 /2012
Last date of receiving Demand Draft at Karur	23 /10 /2012
Tentative date of Written Examination	11 /11 /2012

ELIGIBILITY CRITERIA:

Educational Qualifications: (As on 01/10/2012):

Graduates with minimum Second class studied in regular college affiliated to any recognized university (10+2+3 or equivalent pattern) with computer knowledge.

AGE: (As on 01/10/2012): Minimum: 20 years, Maximum: 27 years. Candidates born between 02.10.1985 to 01.10.1992 are eligible to apply.

How to Apply

Eligible candidates are required to apply 'ONLINE' through our website www.lvbank.com. Candidates are advised to follow the following sequence of steps while applying online.

- Candidates are required to have a valid e-mail ID. It should be kept active for the duration of this recruitment process. Under no circumstances, he/she should share/mention e-mail ID to / of any other person.
 - In case a candidate does not have a valid personal e-mail ID, he/she should create his/her e-mail ID before applying on-line.
1. Log on to our Bank's website www.lvbank.com and click "careers" column (available at the top of the bank's website), then the career page will open.
 2. You have to pay ₹.300/- (Rupees Three hundred only) by means of a Demand Draft from any Bank, favouring "The Lakshmi Vilas Bank Ltd" payable at **Chennai** being the examination fees (Keep the Demand Draft before logging in to and starting applying online and Demand Draft should reach on or before 23/10/2012 at Karur). **After successful registration of online application, take a print out of the registration slip, enclose the Demand Draft / affix the Passport size photograph and send the same to**

The Lakshmi Vilas Bank Ltd
HRD Department - Clerical Recruitment – 2012
Administrative Office, Salem Road, Kathapurai
Karur – 639006 Tamilnadu

3. Applications will be validated for test on receipt of Demand Draft. Bank will not be responsible for loss in transit of Demand Draft sent by the applicant. **Candidates are advised mention their registration number and name written by pencil on the back side of the Demand Draft.** Candidate should take utmost care while filling the Online Application. There is no provision to modify the details submitted Online applications.

Downloading of Call Letters: All eligible validated candidates who had remitted examination fees and Demand Draft received by the Bank shall download their call letter and Information Handout from the LVB's website www.lvbank.com by entering his / her details registration Number and Password, after 03.11.2012. No hard copy of the call letter / Information Handout will be sent by post.

Probation: On appointment, candidates will be on probation for a minimum period of six months. On successful completion of the probation, and if found suitable, they will be confirmed in the services of the Bank.

Selection process

Selection will be on the basis of performance in Written Test and Interview. Those candidates who come out successful in the written examination shall be called for Interview.

Written Test:

The Objective type Tests consists of (i) Clerical Aptitude, (ii) Numerical Ability, (iii) Analytical Ability, (iv) English Language. (Total 200 questions carrying total weightage of 200 marks with total time duration of 120 minutes).

S.No.	Name of Test	Number of Questions
1	Clerical Aptitude	50
2	Numerical Ability	50
3	Analytical Ability	50
4	English Language	50
Total		200

Written Examination Centres: The written examination is proposed to be held at the following centres depending upon the number of candidates opting the centre. The Bank reserves right to fix the examination centre and the Bank decision is final.

Chennai, Madurai, Salem, Karur, Coimbatore(Tamilnadu), Bangalore(Karnataka), Hyderabad, Vizag(Andhra), Mumbai(Maharashtra), Delhi, Kolkata(West Bengal), Ahmedabad(Gujarat), Ranchi(Jharkhand). The address of the venue will be advised in the call letters.

The Bank reserves the right to alter written examination date and / or alter / add written examination centre / Venue under unforeseen circumstances if any.

Important General instructions:

- All the eligible candidates who have submitted their online applications properly in time and DD received by the Bank and Validated will be allowed to take a written test based solely on applicants declaration without verification of their age or qualification or category or any other eligibility Criteria with relevance to documents and appearing for test will be purely on provisional basis.
- Candidates are required to apply only 'ONLINE'. Any other form of application is not permissible.
- The Bank is vested with discretion to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank in any matter relating to recruitment at all the stages of the recruitment process will be final and binding upon the candidate. No correspondence or personal queries in this regard shall be entertained by the Bank. If any candidate is found ineligible at any time even after appointment his/her services are liable to terminated forthwith.
- Canvassing in any form will be a disqualification.
- Candidates should be willing to serve in any of the branches/offices of the Bank.
- All candidates have to produce, when called for interview, originals as well as attested photocopies of their educational and experience certificates, caste certificate or any other certificate in support of their eligibility, failing which their candidature will be rejected.
- The candidates will have to appear for written examination and interview at their own expenses.
- Any request for change of address for communication will not be entertained.
- Request for change of examination centre will not be entertained.
- Appointment of selected candidate is subject to his/her being declared medically fit as per the requirement of the Bank.