

## 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.

Candidates are requested to apply through online only through our Bank's website [www.lvbank.com](http://www.lvbank.com) between 19 /04 /2011 and 10/05 /2011. No other means/mode of application will be accepted.

- Before applying candidates are advised to 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.
- Candidates are advised to fill their particulars online themselves correctly.

### IMPORTANT DATES

Opening date for online registration	19 /04 /2011
Closing date for online registration	10 /05 /2011
Tentative date of Written Examination	19 /06 /2011

**Educational Qualifications:** (As on 01/04/2011):

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

**AGE:** (As on 01/04/2011): Minimum: 20 years, Maximum: 27 years

### How to Apply

Eligible candidates are required to apply 'ONLINE' through our website [www.lvbank.com](http://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. 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. **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 – 2011  
Administrative Office  
Salem Road, Kathapara  
Karur – 639006  
Tamilnadu

2. 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 to 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 On Line Application. There is no provision to modify the details submitted On Line applications.

**Application Fee non refundable**

For all applicants - ₹.300/- By means of a Demand Draft from any Bank "The Lakshmi Vilas Bank Ltd" payable at Chennai. **Keep the Demand Draft before logging in to and starting applying online.**

**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 can 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 90 minutes).

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

Written Examination Centres: The written examination will 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. The address of the venue will be advised in the call letters.

Chennai, Madurai, Salem, Karur, Coimbatore(Tamilnadu), Bangalore(Karnataka), Hyderabad, Vizag( Andhra), Mumbai(Maharashtra), Delhi, Kolkata(West Bengal), Ahmedabad(Gujarat), Ranchi(Jharkhand).

**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 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 will have to produce, when called for interview, originals as well as attested photocopies of their educational and experience certificates as well as 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 candidates is subject to his/her being declared medically fit as per the requirement of the Bank.