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RECRUITMENT OF PROBATIONARY OFFICERS

ADVERTISEMENT NO: CRPD/PO/2023-24/19

ONLINE REGISTRATION OF APPLICATION: FROM 07.09.2023 TO 27.09.2023

Applications are invited from eligible Indian Citizens for appointment as Probationary Officers (POs) in State Bank of India. The selected candidates may be posted anywhere in India.

- 1 Prospective candidates, who aspire to join State Bank of India as a Probationary Officer, can apply after carefully reading the advertisement regarding eligibility criteria, online registration processes, payment of application fee, issuance of call letters, process & pattern of examinations/ interview, etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.
- 2 Candidates are required to apply online by using the website <https://bank.sbi/careers/current-openings>. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date (27.09.2023) for payment of fee.
- 3 Candidates are advised to check Bank's website <https://bank.sbi/careers/current-openings> regularly for details and updates. **No separate intimation will be issued in case of any change/ update. All Changes/ Updates/ Corrigendum will be hosted only on Bank's website <https://bank.sbi/careers/current-openings>**
- 4 The Candidates applying for the post should ensure that they fulfill all eligibility criteria for the post as on date of eligibility. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally accepted for the post. The Bank takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview as well as during the time of joining.
- 5 Eligible candidates are required to register on-line for the recruitment process which will be held in three Phase viz. (i) Phase-I; (ii) Phase-II; and (iii) Phase-III. Candidates who are shortlisted after Phase-I will have to appear for Phase-II. Candidates who are shortlisted after the Phase-II will be subsequently called for Phase-III.
- 6 The OBC candidates coming in "Creamy Layer" are not entitled to OBC reservation. They should indicate their category as "General".
- 7 The OBC candidate claiming reservation under "OBC category" must produce OBC (Non-Creamy Layer) certificate based on the income for the Financial Year (FY)2022-23, 2021-22 and 2020-21 and issued on / after April 01, 2023 (after the completion of FY 2022-23). **The candidate should be in possession of requisite OBC certificate in the prescribed format in support of his / her claim for availing reservation on / or before the date of interview.** No request for extension of time for production of 'OBC Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'OBC Certificate' in prescribed format on the date of document verification at the time of interview, he/ she will not be considered for appointment in the Bank for the post of Probationary Officer.
- 8 **Benefit of reservation under EWS category can be availed upon production of an "Income & Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India for the Financial Year 2022-23 and valid for the Year 2023-24, based on gross annual income as per DoPT guidelines.** The candidate should be in possession of requisite Income and assets certificate in the prescribed format in support of his/ her claim for availing reservation on the date of document verification at the time of interview. If a candidate fails to produce the 'Income & Asset Certificate' in the prescribed format on the date of document verification at the time of interview, he/ she will not be considered for appointment in the Bank for the post of Probationary Officer.
- 9 Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, during document verification, if called for interview.
- 10 A person who wants to avail benefit of reservation under section 34 of "The Right of Persons with Disabilities Act 2016" **Persons with Benchmark Disability (PwBD)** will have to submit a latest disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be dated **on or before last date of registration of application.**
- 11 **CIBIL:** Candidates who have defaulted in repayment under any lending arrangement with Banks or NBFCs including credit card dues and have not regularized / repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post. However, candidates who have regularized / repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated till then, shall, on or before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn / cancelled. Thus, the candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment.
- 12 Candidates against whom there is/ are adverse report regarding character & antecedents, moral turpitude is not eligible to apply for the post.
- 13 If the category indicated by the candidate in the application form but subsequently writes to change the category to reserved one, such request shall not be entertained by the Bank. Further, once a candidate has chosen a reserved category, no request shall be entertained for change to unreserved or other reserved category. Further, no candidate belonging to any sub-category of Person with Benchmark Disabilities (PwBD) shall be allowed to change the sub-category of disability.
- 14 The candidates will not be allowed to withdraw their applications after submission of the same.

The tentative schedule of events is as follows:

Activity	Tentative Dates
On-line registration including Editing/ Modification of Application by candidates	07.09.2023 to 27.09.2023
Payment of Application Fee	07.09.2023 to 27.09.2023
Download of Preliminary Examination Call Letters	2 nd Week of October 2023 onwards
Phase-I: Online Preliminary Examination	November 2023
Declaration of Result of Preliminary Examination	November / December 2023
Download of Main Examination Call letter	November / December 2023
Phase-II: Online Main Examination	December 2023/ January 2024
Declaration of Result of Main Examination	December 2023 / January 2024
Download of Phase-III Call Letter	January / February 2024
Phase-III: Psychometric Test	January / February 2024
Interview & Group Exercises	January / February 2024
Declaration of Final Result	February / March 2024
Pre-Examination Training for SC/ ST/ OBC/Religious Minority Community candidates	
Download of call letters for Pre-Examination Training	1 st week of October 2023 onwards
Conduct of Pre- Examination Training	2 nd week of October 2023 onwards
Candidates are advised to regularly visit Bank's website https://bank.sbi/careers/current-openings for details and updates.	

VACANCIES:

Category	SC	ST	OBC*	EWS [^]	GEN	Total	VI [#]	HI [#]	LD [#]	d & e [#] @
Current Vacancy	300	150	540	200	810	2000	20	20	20	20
Backlog Vacancy	--	--	--	--	--	--	--	16	--	16
Total Vacancy	300	150	540	200	810	2000	20	36	20	36

Abbreviations: SC- Scheduled Castes, ST- Scheduled Tribes, OBC- Other Backward Classes, EWS- Economically Weaker Section, GEN- General Category, PwBD-Person with Benchmark Disability, VI- Visually Impaired, HI- Hearing Impaired, LD- Locomotor Disability.

Vacancies detailed above are provisional and may vary according to Bank's requirements.

* Reservation for OBC in recruitment is governed by office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993 as amended from time to time of department of personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India. Vacancies reserved for OBC category are available to only those OBC candidates belonging to the 'non-creamy layer' OBC candidates. **'Creamy layer' OBC candidates should indicate their category as 'General'.** OBC category candidates should submit the OBC certificate on format prescribed by Govt. of India containing the 'non-creamy layer' clause, issued during the period 01.04.2023 to the date of interview, should be submitted by such candidates, if called for interview. **The candidate should be in possession of requisite OBC certificate in the prescribed format in support of his / her claim for availing reservation on / or before the date of interview.**

Vacancies for Person with Benchmark Disability (PwBD) category candidates are reserved horizontally.

@ PwBD categories under clauses 'd' & 'e' of Section 34 (i) of RPWD Act 2016 suitable for the post are: (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) autism spectrum disorder (Mild)- ASD (M) (iv) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD, MI & ASD-M);

[^] Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through the proper channels." **Benefit of reservation under EWS category can be availed upon production of an "Income & Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India for the Financial Year 2022-23 and valid for the Year 2023-24, based on gross annual income as per DoPT guidelines.** The EWS candidates are required to produce for verification the 'Income & Asset Certificate' issued based on gross annual income for the Financial Year 2022-23 as per extant DoPT guidelines, on the date of document verification at the time of interview. Hence the 'Income & Asset Certificate' issued based on gross annual income for the financial year 2022-23 must be obtained by the candidate on or before the date of document verification at the time of interview.

1. ELIGIBILITY CRITERIA:
(A) Essential Academic Qualifications (as on 31.12.2023):
Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. <u>Those who are in the Final Year/ Semester of their Graduation may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before 31.12.2023.</u> Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before 31.12.2023. Candidates possessing qualifications such as Medical, Engineering, Chartered Accountant, Cost Accountant etc. would also be eligible.

Note:

- i. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
- ii. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/ O GPA is awarded, the same should be converted into percentage and indicated in the online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
- iii. Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of Honours/ optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

(B) Age Limit: (As on 01.04.2023):

Not below 21 years and not above 30 years as on 01.04.2023 i.e. candidates must have been born not later than 01.04.2002 and not earlier than 02.04.1993 (both days inclusive). Relaxation in Upper age limit shall be as below:

Sr.	Category	Age relaxation	
1.	Scheduled Castes/ Scheduled Tribes	5 Years	
2.	Other Backward Classes (Non-Creamy Layer)	3 Years	
3.	Persons with Benchmark Disabilities (PwBD)	- PwBD (SC/ ST)	15 Years
		- PwBD (OBC)	13 Years
		- PwBD (Gen/ EWS)	10 Years
4.	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 Years	

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of interview/ joining, if qualified. No change in the category of any candidate is permitted after registration of online application. No correspondence/email/phone will be entertained in this regard.

2. RESERVATION FOR PERSONS WITH BENCHMARK DISABILITY (PwBD):

4% horizontal reservation has been provided to Persons with Benchmark Disabilities (PwBD) as per section 34 of "The Rights of Persons with Disabilities Act, 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time

A. Visual Impairment (VI): Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. Blindness:

- i. Total absence of sight; OR
- ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
- iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR

b. Low Vision:

- i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
- ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

B. Hearing Impaired (HI): Only those Hearing Impaired (HI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. Deaf means person having 70 DB hearing loss in speech frequencies in both ears.

b. Hard of Hearing means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

C. Locomotor Disabilities (LD): Only those persons are eligible to apply under Locomotor Disability (LD) category who have inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological / limb dysfunction. Orthopedically challenged persons with following benchmark are covered under Locomotor Disability:

SUITABLE CATEGORY	FUNCTIONAL REQUIREMENTS	REFERENCE
OA-One arm affected (Right or Left)	S- Sitting	The Gazette of India, Notification No. 38-16/2020-DD-III dated 4th January 2021. Ministry of Social Justice and Empowerment [Department of Empowerment of Persons with Disabilities (Divyangjan)]
BA-Both Arms	W- Walking,	
OL-One leg affected (Right or Left)	MF- Manipulation with Fingers	
BL-Both legs affected but not arms	RW- Reading & writing	
OAL-One arm & One Leg affected	SE- Seeing	
CP, LC, Dw, AAV, ASD(M), MI	C- Communication	

a. "Leprosy cured person (LC)" means a person is cured of leprosy but suffers from:

(i.) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eyelid but with no manifests deformity.

(ii.) Manifest deformity and paresis but having enough mobility in their hands and feet to enable them to engage in normal economic activity.

(iii.) extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly.

b. "Cerebral palsy (CP)" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth.

c. "Dwarfism (Dw)" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less.

d. "Muscular dystrophy (MDy)" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophies have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue.

e. "Acid attack victims (AAV)" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

D. 'd' & 'e': Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

a. "Specific Learning Disability" (SLD) means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

b. "Mental Illness" (MI) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

c. Autism Spectrum Disorder (Mild)- ASD (M): Autism Spectrum Disorder means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

d. "Multiple Disabilities" means multiple disabilities amongst LD, VI, HI, SLD, MI & ASD (M).

Note:

(i) Only those persons with **benchmark disabilities** would be eligible for reservation. "**Benchmark disability**" means a person with not less than **40% of a specified disability** where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority.

(ii) A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be dated **on or before last date of registration of application**.

(iii) Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.

Guidelines for using a Scribe & Compensatory Time:

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No.16-110/2003-DD III dated 26.02.2013 of GOI, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by GOI, 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 GOI, Ministry of Social Justice and 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:

- Candidate will have to arrange his/ her own scribe at his/ her own cost.
- Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe and candidate at the time of examination.
- 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 as **Appendix-I**. Such candidates shall also, upload their certificate while filling the application form.
- Candidates who are eligible and wish to use the services of scribe in the examination should carefully indicate the same in the online application form.
- Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- Any candidate who is using scribe should ensure that he/ she is eligible to use scribe in the examination as per the guidelines. Any candidate who is not eligible to use scribe as per guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of recruitment. In addition to any other action that Bank may deem fit against the candidate and the scribe. Any candidate using scribe in violation of the above guidelines can be removed from the service without notice, if already joined Bank.
- 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.**
- The scribe arranged by the candidate should not be a candidate for the same online examination process. 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 favorably entertained.

Use of Scribe & Compensatory time (persons having less than 40% disability) (OM-F. No. 29-6/2019-DD-III dated 10.08.2022): In addition to instruction applicable to PwBD candidates (who have disability of 40% or more) following rule will apply for persons with specified disabilities covered under the definition of section 2(s) of the RPwD Act 2016 but not covered under the definition of Section 2 (r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

A The facility of scribe and / or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his / her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-I**

B The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Appendix-II**

3. CATEGORY:

Instructions for writing Category Name & Code no. while applying online.

PLEASE NOTE THAT CHANGE OF CATEGORY WILL NOT BE PERMITTED AT ANY STAGE AFTER REGISTRATION OF ONLINE APPLICATION.

Candidates belonging to OBC category but coming in the 'CREAMY LAYER' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (LD)' or 'GEN (VI)' or GEN (HI) or GEN (d&e) (as applicable).

Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

Category	Code	Category	Code	Category	Code	Category	Code	Category	Code
SC	01	ST	06	OBC	11	GEN	16	EWS	21
SC (LD)	02	ST (LD)	07	OBC (LD)	12	GEN (LD)	17	EWS (LD)	22
SC (VI)	03	ST (VI)	08	OBC (VI)	13	GEN (VI)	18	EWS (VI)	23
SC (HI)	04	ST (HI)	09	OBC (HI)	14	GEN (HI)	19	EWS (HI)	24
SC (d&e)	05	ST (d&e)	10	OBC (d&e)	15	GEN (d&e)	20	EWS (d&e)	25

4. SELECTION PROCEDURE:

The selection for Probationary Officers will be done through a three-Phase process:

Phase-I: Preliminary Examination:

Preliminary Examination consisting of Objective Test for 100 marks will be conducted online. The test will have of 3 Sections (with separate timings for each section) as follows:

SL.	Name of test	No. of Questions	Marks	Duration
1.	English Language	30	Total Maximum Marks 100	20 minutes
2.	Quantitative Aptitude	35		20 minutes
3.	Reasoning Ability	35		20 minutes
	Total	100		1 hour

Selection criteria for Main Examination: Category wise merit list will be drawn on the basis of the aggregate marks scored in the Preliminary Examination. There will be no sectional cut-off. Candidates numbering 10 times (approx.) the numbers of vacancies in each category will be short listed for Main Examination from the top of above merit list.

Phase-II: Main Examination:

Main Examination will be conducted online and will consist of Objective Tests for 200 marks and Descriptive Test for 50 marks. The Descriptive Test will be administered immediately after conclusion of the Objective Test and candidates will have to type their Descriptive Test answers on the computer.

(i) **Objective Test:** The duration of objective test is 3 hours, and it consists of 4 Sections of total 200 marks. There will be separate timing for every section.

Test	Name of the test	No. of Qs.	Max. Marks	Duration
I	Reasoning & Computer Aptitude	40	50	50 minutes
II	Data Analysis & Interpretation	30	50	45 minutes
III	General/ Economy/ Banking Awareness	50	60	45 minutes
IV	English Language	35	40	40 minutes
	Total	155	200	3 hours

(ii) **Descriptive Paper**

Test	Name of the test	No. of Qs.	Max. Marks	Duration
	English Language (Letter Writing & Essay)	2	50	30 minutes
	Grand Total		250	

Penalty for Wrong Answers (Applicable to both - Preliminary & Main Examination):

There will be penalty for wrong answers marked in Objective Tests. For each question for which a wrong answer has been given by the candidate, 1/4th of marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. if no answer is marked by candidate, there will be no penalty for that question.

Sectional Marks will not be maintained for both Preliminary & Main Examinations.

Selection criteria for Phase-III: Category wise merit list will be drawn on the basis of the aggregate marks scored in Phase-II (Main Exam). There will be no sectional cut-off. Candidates numbering up to 3 times (approx.) of the category wise vacancies will be shortlisted for Phase-III from the top of the category wise merit list subject to a candidate scoring the minimum aggregate qualifying score, as decided by the Bank.

Phase-III Comprise of (i) Psychometric Test (ii) GROUP EXERCISE & (iii) INTERVIEW

Psychometric Test

The Bank will conduct Psychometric test for personality profiling, of those candidates who will be shortlisted for Phase-III. Finding of the test may be placed before the Interview panel for having a thorough perspective on the candidates.

TEST STRUCTURE	GROUP EXERCISE	INTERVIEW	TOTAL
Maximum Marks	20	30	50

The minimum qualifying marks will be as decided by the Bank.

Candidates qualifying for Phase-III under 'OBC' category would be required to submit OBC certificate containing the 'Non-Creamy layer' clause. Candidates who have registered themselves as OBC but do not submit OBC 'Non-Creamy layer' certificate and request for interview under General category will not be entertained.

Candidates qualifying for Phase-III under EWS category would be required to submit EWS certificate issued based on gross annual income for the financial year 2022-23 as per DoPT guidelines. Candidates who have registered themselves as EWS but do not submit EWS certificate issued based on gross annual income for the financial year 2022-23 as per DoPT guidelines and request for interview under General category will not be entertained.

Final Selection

The candidates will have to qualify both in Phase-II and Phase-III separately. The marks obtained in Main Examination (Phase-II), both in the Objective Test and the Descriptive Test, will be added to the marks obtained in Phase-III for preparing the final merit list. The marks obtained in the Preliminary Examination (Phase-I) will not be added for preparing the final merit list for selection.

Test	Main Exam	Group Exercise & Interview	Total
Maximum Marks	250	50	300
Normalized Marks	75	25	100

The final merit list is arrived at after aggregating (out of 100) converted marks of Phase-II and Phase-III. Selection will be made from the top merit ranked candidates in each category.

Result Publication

Results of the Preliminary Examination, Main Examination and the Final Result will be made available on the Bank's website.

5. EXAMINATION CENTERS:

- The examinations will be conducted online at venues across many centres in India. A tentative list of centres for Online Examination is attached as Annexure I
- No request for change of Examination Centre/Date/Session shall be entertained.**
- SBI 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.**
- SBI also reserves the right to allot any centre to the candidate other than the one he/ she had opted for.
- Candidate will appear for the examination at an Examination Centre at his/ her/ their own risk and expenses and SBI will not be responsible for any injury or losses etc. of any nature.
- Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by SBI.
- The centres for the Main Examination will be limited.
- Call letter for Preliminary Exam: Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly Checked/ Authenticated/ Stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of ID proof) safely. Those candidates who are called for Main Exam will be required to bring duly authenticated "Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)" as well as "Main Exam Call Letter" and "Other Requisite Documents" as per information provided in the "Acquaint Yourself Booklet" and "Call Letter".**
- However, scribe form (wherever applicable) will be collected during the Preliminary Exam.
- Candidates need to bring two additional photographs (same as pasted by the candidate on call letter) along with the call letter and other requisite documents as per information provided in the "Acquaint Yourself Booklet" and "Call Letter". Candidates reporting without photograph pasted on the call letter and without two additional photographs (same as pasted on call letter) for Preliminary will NOT be allowed to appear in the Preliminary Examination. (It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of Application as these would be needed for further stages of this selection process)

6. EMOLUMENTS:

Presently, the starting basic pay is ₹41,960/- (with 4 advance increments) in the scale of ₹36000-1490/7-46430-1740/2-49910-1990/7-63840 applicable to Junior Management Grade Scale-I. The official will be eligible for DA, HRA, CCA, PF, Contributed Pension Fund i.e., NPS, LFC, Medical Facility, Lease rental facility etc. and other allowances & perquisites as per rules in force from time to time.

7. JOINING, TRAINING & CAREER PATH:

The selected candidates shall be provided basic banking knowledge through online course, which they shall complete before joining. The selected candidates, at the time of joining, will have to execute a Bond for a value of ₹2.00 Lacs (₹ Two Lacs only) to serve the Bank for a minimum period of three years. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of three years from the date of joining.

On joining, the selected candidates will be designated as "Probationary Officers" and may be on probation for two years. They will be subjected to continuous assessment, as per Bank's extant policy, during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank in Junior Management Grade Scale-I (JMGS-I).

If any candidate fails to achieve minimum standards stipulated, his/ her services may be terminated as per policy of the Bank in force at the material time.

Bank provides immense opportunities for growth in career, including opportunities for posting abroad. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

8. APPLICATION FEE AND INTIMATION CHARGE (Non-Refundable):

Application Fee will be ₹750/- for General/ EWS/ OBC candidates and 'Nil' for SC/ ST/ PwBD candidates. Application Fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

9. PRE-EXAMINATION TRAINING:

Bank will arrange pre-examination training (PET) in **online mode** for SC/ ST/ OBC/Religious Minority Community candidates in consonance with the guidelines issued by Government of India. All eligible candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the **ON-LINE APPLICATION**. An indicative list of training centers is given as Annexure-I. Bank may add additional centers or may delete some of the centers indicated for training. Candidates opting for pre-examination training should download their call letter for training from Bank's website by entering their registration number and password/ date of birth. No hard copy of the call letter will be sent.

10. NUMBER OF CHANCES:

Category	Max. Permissible Number of Chances
General / EWS	4
General (PwBD) / EWS (PwBD)	7
OBC	7
OBC (PwBD)	7
SC/ SC (PwBD)/ ST/ ST (PwBD)	No Restriction

Candidates who have already appeared for the maximum number of permissible chances are not eligible to apply. The number of chances will be counted from the examination held on 18.04.2010. Appearing in Preliminary Examination will not be counted as a chance. Appearing in Main Examination will be counted as a chance. In the years in which only one written examination has been held (i.e. no Preliminary Examination has been held), appearing in this examination will be counted as a chance.

11. HOW TO APPLY:

Candidates can apply **online only** from **07.09.2023 to 27.09.2023**. No other mode of application will be accepted.

Pre-requisites for Applying Online: Candidates should have valid email ID and mobile no. which should be kept active till the declaration of results. It will be essentially required for receiving any communication/ call letters/ advices from the bank by email/ SMS.

GUIDELINES FOR FILLING ONLINE APPLICATION:

Candidates will be required to register themselves online through Bank's 'Career' website <https://bank.sbi/careers/current-openings>. After registration candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/ Internet Banking.

Helpdesk: In case of any problem in filling up the form, payment of fee/ intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 022-22820427 (between 11:00 AM to 06:00 PM on working days) or lodge their query on <http://cgrs.ibps.in>. Candidates should mention 'RECRUITMENT OF PROBATIONARY OFFICERS IN STATE BANK OF INDIA - 2023' in the subject of the email.

a. REGISTRATION & PAYMENT OF FEES [Online Mode Only]:

- First scan the photograph, signature, left-hand thumb impression and hand-written declaration as detailed under the guidelines given in Annexure-II.
- The text for the hand-written declaration is as follows:
"I _____ (Name of the candidate), _____ (Date of Birth) hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. The signature, photograph and left-hand thumb impression is of mine".
- Left-Hand Thumb Impression:** If a candidate is not having left-hand thumb impression, he/ she may use his/ her right-hand thumb impression.

- Visit Bank's website <https://bank.sbi/careers/current-openings> and open the Online Application Form, available under 'Current Openings'.
- Fill the application carefully. Once the application is filled completely, candidates should submit their data. In case a candidate is unable to fill the data in one go, he/ she can save the entered data. On saving complete/ partially complete application, a provisional registration number and password is generated by the system and displayed on the screen which should be carefully noted. Candidates can reopen and edit their saved application form (if required) by using their registration number and password. Once the application is filled completely, candidates should carefully check the form before final submission. No change/ edit will be allowed thereafter. The registration at this stage is provisional.
- After rechecking and ensuring correctness of the particulars in the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form will be generated, which may be printed for record.
- If the online transaction is not successfully completed, please register again and make payment online.
- There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.
- Please do not send the printout of application form to the Bank.**

b. GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE, LEFT-HAND THUMB IMPRESSION AND HAND-WRITTEN DECLARATION

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph, signature, left-hand thumb impression and hand-written declaration as per the specifications given in Annexure-II. Online application will not be registered unless candidates upload photo, signature, left-hand thumb impression and hand-written declaration as specified.

- Note: i. In case, the face in the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, the applicant's candidature may be rejected.
ii. In case the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, the candidate may edit his/ her application and re-upload his/ her photograph, signature, left-hand thumb impression & hand-written declaration, prior to submitting the form.

12. DOWNLOAD OF CALL LETTERS:

The candidates should download their call letter (Pre-exam Training/ Preliminary Exam/ Main Exam/ Psychometric Test / GE & Interview) and an "acquaint yourself booklet", by entering their registration number and password/ date of birth from the Bank's website.

NO HARD COPY OF THE CALL LETTER/ ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST

CARE: At the time of Main Exam, the candidate must bring duly authenticated "Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)" as well as "Main Exam Call Letter" with "Requisite Documents" at the time of Main Exam. These documents along with requisite documents need to be submitted during the Main Exam.

Candidates need to bring two additional photographs (same as pasted by the candidate on call letter) along with call letter and other requisite documents as per information provided in the "Acquaint Yourself Booklet" and "Call Letter".

Candidate reporting without photograph pasted on the call letter and without two additional photographs (same as pasted on call letter) will NOT be allowed to appear in the Preliminary exam.

13. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:

The candidates must bring one photo identity proof such as passport/ Aadhar/ PAN Card/ Driving License/ Voter's Id Card/ Bank Passbook with duly attested Photograph/ Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which, (or if identity of candidates is in doubt) the candidate will not be permitted to appear for the test.

14. BIOMETRIC VERIFICATION:

The Bank, at various stages, may capture photo and thumb impression/ IRIS Scan of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her correct thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised to follow the guidelines that shall be provided to them in their call letter.

In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

Further, the candidate is advised not to apply any external matter like Menhandi, ink, chemical etc. on his/ her hands.

15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.
- At the time of examination/ interview, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:
 - Disqualified from the examination for which he/ she is a candidate
 - Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/ her candidature.
- USE OF MOBILE PHONES, CALCULATOR OR ANY SUCH ELECTRONIC DEVICES, BANNED:**
 - The use of any Mobile phones (even in switched off mode), pagers or any other electron communication devices or storage media like pen drive, smart watches or camera or blue tooth devices or any other storage devices or related accessories are not allowed inside the premises where the examination/ interview/ group exercise 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 valuable / costly items / prohibited items including pagers/calculator to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.
 - Candidates are not permitted to use or have in possession calculators in examination premises.

16. GENERAL INFORMATION:

- i. Candidates are advised to take a printout of their system generated online application form after submitting the application.
- ii. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the post with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview and/or at later stages.
- iii. **Request for change/ correction in any particulars (including category) in the application form, once application is finally submitted, will not be entertained under any circumstances. No correspondence/ phone/ email will be entertained in this regard. Candidates are advised to fill up the online application carefully and furnish the correct information in the application.**
- iv. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam.
- v. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
- vi. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained, and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.
- vii. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.
- viii. **Call letter for Preliminary Exam will not be collected at the examination venue. However, it will be duly Checked/ Authenticated/ Stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of ID proof) safely. Those candidates who are called for Main Exam will be required to bring duly authenticated "Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)" as well as "Main Exam Call Letter" and "Other Requisite Documents" as per information provided in the "Acquaint Yourself Booklet" and "Call Letter".**
- ix. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- x. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- xi. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
- xii. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.

- xiii. Candidates are advised to keep their e-mail ID & mobile connection active for receiving advice.
- xiv. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer". OBC certificate on format prescribed by Govt. of India containing the 'Non-creamy layer' clause, issued during the period 01.04.2023 to the date of interview, should be submitted by such candidates, if called for interview.
- xv. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India based on gross annual income for the financial year 2022-23 as per the extant DoPT guidelines.
- xvi. Appointment of selected candidates is subject to his/ her being declared medically fit as per the requirement of the Bank.
- xvii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- xviii. Outstation candidates called for interview will be reimbursed Railway AC-III fare for the shortest route in India or actual expenses incurred (whichever is lower) from place of residence/ posting to Interview venue. Local transportation expenses will not be reimbursed. A candidate found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare.
- xix. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
- xx. At the time of interview, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records etc. The bank reserves right to deny the appointment depending upon such disclosures and/ or independent verification.
- xxi. Bank reserves the right to conduct Document verification in any stage (i.e. during Preliminary exam / Main Exam / Psychometric test / Group Exercise / Interview / medical / Joining.)

17. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will be published/ provided only on <https://bank.sbi/careers/current-openings> from time to time. No separate advertisement/ corrigendum will be issued in this regard. All changes/updates/ corrigendum will be hosted only on Bank's website <https://bank.sbi/careers/current-openings>.

18. DISCLAIMER:

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her services are liable to be terminated. Decisions of bank in all matters regarding eligibility, conduct of written examinations/ other tests/ selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

Mumbai
Date: .07.09.2023

General Manager (RP&PM)

The Bank is not responsible for printing errors, if any

EXAMINATION CENTERS (Tentative List)

State Code	State/UT	Pre-Examination Training Centre/ Preliminary Examination Centre	Main Examination Centre
11	Andaman & Nicobar	Port Blair	Port Blair
12	Andhra Pradesh	Chirala, Chittoor, Eluru, Guntur, Kadapa, Kakinada, Kurnool, Nellore, Ongole, Rajahmundry, Srikakulam, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram	Guntur, Kurnool, Vijaywada, Vishakhapatnam,
13	Arunachal Pradesh	Naharlagun	Naharlagun
14	Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur	Guwahati
15	Bihar	Arrah, Aurangabad (Bihar), Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea	Arrah, Patna, Muzaffarpur
16	Chandigarh	Chandigarh/ Mohali	Chandigarh/ Mohali
17	Chhattisgarh	Bhilai, Bilaspur, Raipur	Raipur
18	Goa	Panaji	Panaji
19	Gujarat	Ahmedabad/ Gandhinagar, Anand, Himmatnagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara	Ahmedabad/ Gandhinagar
20	Haryana	Ambala, Faridabad, Gurugram,	Ambala, Faridabad, Gurugram
21	Himachal Pradesh	Bilaspur, Hamirpur, Kangra, Kullu, Mandi, Shimla, Solan, Una	Shimla, Solan
22	Jammu & Kashmir	Jammu, Samba, Srinagar	Jammu, Srinagar
23	Jharkhand	Bokaro, Dhanbad, Hazaribag, Jamshedpur, Ranchi	Jamshedpur, Ranchi
24	Karnataka	Belgaum, Bengaluru, Bidar, Davangere, Dharwad, Gulbarga, Hassan, Hubli, Mandya, Mangalore, Mysore, Shimoga, Udupi	Bengaluru
25	Kerala	Alappuzha, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thrichur, Thiruvananthapuram	Kochi, Thiruvananthapuram
26	Ladakh	Leh	Leh
27	Lakshwadeep	Kavarrati	Kavarrati
28	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Satna, Sagar, Ujjain	Bhopal, Indore
29	Maharashtra	Amaravati, Chhatrapati Sambhaji Nagar (Aurangabad, Maharashtra) , Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Mumbai/ Thane/ Navi Mumbai, Nagpur, Nanded, Nasik, Pune, Ratnagiri, Solapur	Aurangabad, Nagpur, Pune, Mumbai/ Thane/ Navi Mumbai
30	Manipur	Imphal	Imphal
31	Meghalaya	Shillong	Shillong
32	Mizoram	Aizawl	Aizawl
33	Nagaland	Kohima	Kohima
34	Delhi -NCR	Delhi & New Delhi (All NCR cities)	Delhi & New Delhi
35	Odisha	Balasore, Berhampur (Ganjam), Bhubaneswar, Cuttack, Dhenkanal, Rourkela, Sambalpur	Bhubaneswar
36	Puducherry	Puducherry	Puducherry
37	Punjab	Amritsar, Bhatinda, Fatehgarh Sahib, Jalandhar, Ludhiana, Mohali, Pathankot, Patiala, Sangrur	Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala
38	Rajasthan	Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur	Jaipur,
39	Sikkim	Bardang - Gangtok	Bardang - Gangtok
40	Tamilnadu	Chennai, Coimbatore, Erode, Madurai, Nagercoil, Salem, Thanjavur, Thiruchirapalli, Tirunelveli, Vellore, Virudhunagar	Chennai, Madurai, Tirunelveli
41	Telangana	Hyderabad, Karimnagar, Khammam, Warangal	Hyderabad
42	Tripura	Agartala	Agartala
43	Uttar Pradesh	Agra, Aligarh, Prayagraj (Allahabad), Bareilly, Banda, Faizabad, Ghaziabad, Gonda, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Noida/ Greater Noida, Sitapur, Varanasi.	Agra, Prayagraj (Allahabad), Ghaziabad, Noida/ Greater Noida, Kanpur, Lucknow, Meerut, Varanasi
44	Uttarakhand	Dehradun, Haldwani, Roorkee	Dehradun
45	West Bengal	Asansol, Durgapur, Hooghly, Kalyani, Kolkata, Siliguri	Hooghly, Kalyani, Kolkata

Guidelines for scanning and Upload of Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration

Before applying online, a candidate will be required to keep ready a scanned (digital) image of his/ her photograph, signature, left-hand thumb impression and hand-written declaration as per the specifications given below.

a. **The text for the hand-written declaration is as follows:**

"I _____(Name of the candidate), _____(Date of Birth) hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. The signature, photograph and left-hand thumb impression is of mine".

b. **Left-Hand Thumb Impression:**

If a candidate is not having left-hand thumb, he/she may use his/her right-hand thumb for applying.

Photograph (4.5 cm x 3.5 cm):

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is coloured and is taken against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes are clearly visible.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- **It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of application as these would be needed for further process of this selection process.**

Signature:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- **If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.**
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb to 20kb
- Ensure that the size of the scanned image is not more than 20kb
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

Left-Hand Thumb Impression:

- The applicant has to put his left-hand thumb impression on a white paper with black or blue ink.
- **File Type:** jpg/jpeg
- **Dimension:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm x 3 cm (Width x Height)
- **File Size:** 20 kb- 50 kb

Hand-Written Declaration:

- The applicant has to write the **declaration in English** clearly on a white paper with black ink.
- **File Type:** jpg/jpeg
- **Dimension:** 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm x 5 cm (Width x Height)
- **File Size:** 50 kb- 100 kb
- **Hand-Written Declaration in CAPITAL LETTERS shall NOT be accepted.**

CARE:

- (i) **Ensure that Photo, Signature, Left-Hand Thumb Impression & Hand-Written Declaration are uploaded at the specified spaces only in the online application form.**
- (ii) **The photo, signature, left-hand thumb impression and hand-written declaration must be of applicant only and not by any other person.**
- (iii) **If the applicant's photo & signature on the attendance sheet or call letter signed at the time of the examination does not match with the photograph & signature uploaded at the time of online registration of application, the applicant will be disqualified.**

Scanning the photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color and the File Size should be as specified above
- Crop the image in the scanner to the edge of the photograph/ signature/ left-hand thumb impression/ hand-written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be 'JPG' or 'JPEG' format. An example file name is: 'image01.jpg' or 'image01.jpeg'. The dimensions of the Image can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MSOffice can easily obtain the documents in '.jpeg' format not exceeding required size by using MS Paint or MS Office Picture Manager. The scanned photograph/ signature/ left-hand thumb impression/ hand-written declaration in any format can be saved in '.jpg' format by using 'Save As' option in the File menu and size can be adjusted using crop and then resize option.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a separate link to upload his/ her photograph/ signature/ left-hand thumb impression/ hand-written declaration.

Procedure for Uploading photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration:

- There will be separate links for uploading photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration.
- Click on the respective link "Upload Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration".
- Browse and select the location where the Scanned Photograph, Signature, Left-hand Thumb Impression & Hand-Written Declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/ Upload' button.
- If the file size and formats are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear/ smudged, the same may be re-uploaded to the expected clarity/ quality.

Your Online Application will not be registered unless you upload your Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration as specified.

Note:

- 1) In case the face in the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, the candidate's application may be rejected. After uploading the photograph, signature, left-hand thumb impression & hand-written declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph, signature, left-hand thumb impression & hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph, signature, left-hand thumb impression & hand-written declaration, prior to submitting the form.
- 2) After completing online registration, candidates are advised to take a printout of their system generated online application forms.
- 3) **Candidate should also ensure that Photo is uploaded at the place of Photo, Signature at the place of Signature, Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration. If Photo in place of Photo, Signature in place of Signature Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration, are not uploaded properly, candidate will not be allowed to appear in the exam.**