



# STATE BANK OF INDIA

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT  
CORPORATE CENTRE, MUMBAI  
(Phone: 022-2282 0427; Fax: 022-2282 0411; E-mail: crpd@sbi.co.in)

## RECRUITMENT OF SPECIALIST CADRE OFFICERS IN STATE BANK OF INDIA ON REGULAR BASIS ADVERTISEMENT No. CRPD/SCO/ENG/2021-22/13

**1. Online Registration of Application and Online Payment of Fee: From 13.08.2021 To 02.09.2021**

**2. Online Test (Tentative): 25.09.2021**

**3. Downloading Call Letter for Online Test (Tentative): After 13.09.2021 Onwards**

State Bank of India invites On-line application from Indian citizens for appointment in the following Specialist Cadre Officer posts on regular basis. Candidates are requested to apply On-line through the link given in Bank's website <https://bank.sbi/web/careers> or <https://www.sbi.co.in/web/careers>

- The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
- Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.
- Candidates are required to upload all required documents ( brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their candidature will not be considered for interview.
- Admission to online test will be purely provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for online test and/or interview (if called).
- In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
- Candidates are advised to check Bank's website <https://bank.sbi/web/careers> or <https://www.sbi.co.in/web/careers> regularly for details and updates (including the list of qualified candidates). **The Call letter for online Examination and "Acquaint Yourself" booklet should be downloaded by entering registration number and password/date of birth from the Bank's website. Call letter for interview, where required, will be sent by e-mail only (No hard copy will be sent).**
- In case more than one candidate scores same marks at cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
- HARD COPY OF APPLICATION & OTHER DOCUMENTS ARE NOT TO BE SENT TO THIS OFFICE.**
- All revision / corrigenda will be hosted only on the Bank's above mentioned websites.**

### A. Details of Post /Grade/Vacancy/ Age/Selection Process/Place of Posting:

Post Sr No.	Post	Grade	Vacancy						PWD		Age as on 01.04.2021		Selection Procedure	Place of Posting
			GEN	OBC	SC	ST	EWS	Total	LD	HI	Min	Max		
1	Assistant Manager- Engineer (Civil)	JMGS-I	17	9	5	2	3	36	1	1	21	30	• Online Written Test & • Interview	Anywhere in India
2	Assistant Manager- Engineer (Electrical)	JMGS-I	6	2	1	-	1	10	1	-	21	30		

#### ABBREVIATIONS:

Category: GEN- General Category, OBC- Other Backward Class, SC - Scheduled Caste, ST - Scheduled Tribe, EWS-Economically Weaker Section, PWD- Person with Disabilities, LD- Locomotor Disability, HI- Hearing Impaired, JMGS- Junior Management Grade Scale.

#### NOTE:

- Candidate 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 'GENERAL' or GENERAL (PWD) as applicable.
- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Bank reserves the right to cancel the recruitment process entirely at any time.
- Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates.
- 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 as on last date of online registration of application. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2021 to the date of interview, should be submitted by such candidates, if called for interview.
- Reservation for Person with Disability (PWD) is horizontal within the overall vacancies for the post.
- PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
- Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available to reserved category candidates as per Government of India Guidelines.
- In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate had experience in that specific field.
- Reservation to 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 channel."

### B. Details of Post & Grade/Educational Qualification/ Experience:

Post Sr No.	Post & Grade	Educational Qualification & Certification	Post-qualification experience
1	Asstt. Manager -Engineer (Civil), JMGS-I	<p>i. Minimum Qualification: Bachelor's degree in Civil Engineering with 60% or above marks, OR 6.75 ON A SCALE OF 10 IN THE CASE OF EQUIVALENT CGPA/OGPA/CPI OR SIMILAR EVALUATION CRITERIA.</p> <p>ii. Basic Qualification as on 01.04.2021: A Bachelors's degree/a post graduation (Master's degree) in Civil Engineering from a recognised University/Institution.</p>	<p>i. Experience as on 01.04.2021: 2 Years of work experience for Bachelor's degree and 1 year for Master's degree.</p> <p>ii. The work experience must have been obtained after basic qualification.</p> <p>iii. Essential experience: In construction/maintenance of multi-storeyed commercial/institutional/residential buildings involving RCC framed construction, or projects involving pile foundation, controlled concrete work, mix design, testing of materials or projects, planning and control (preferably computer based) including experience in design, testing and preparation of cost estimates for construction work and checking of contractors' bills, etc..</p>
2	Assistant Manager-Engineer(Electrical), JMGS-I	<p>i. Minimum Qualification: Bachelor's degree in Electrical Engineering with 60% or above marks, OR 6.75 ON A SCALE OF 10 IN THE CASE OF EQUIVALENT CGPA/OGPA/CPI OR SIMILAR EVALUATION CRITERIA.</p> <p>ii. Basic Qualification as on 01.04.2021: A Bachelors's degree/a post graduation (Master's degree) in Electrical Engineering from a recognised University/Institution.</p>	<p>i. Experience as on 01.04.2021: 2 Years of works experience for Bachelor's degree and 1 year for Master's degree.</p> <p>ii. The work experience must have been obtained after basic qualification.</p> <p>iii. Essential experience: In installation, handling &amp; maintenance of all electrical equipments, viz., UPS, Generators, energy saving devices, starters, motors, control panels, HT-LT, switch gears, cabling, water pumps, air-conditioning equipments, lifts, etc., and also in preparation of tender specification and evaluation thereof.</p>

C. Job Profile & KRAs:					
Job Profile & KRA in Brief for Posts & (2)	<b>FUNCTIONS AND RESPONSIBILITIES OF PROFESSIONALS DEALING PREMISES RELATED MATTERS:</b> The main role is to manage the acquisition, construction of Bank's immovable properties for housing its branches, offices, learning centres, residential accommodation to its employees, holiday homes, guest houses, etc.. The responsibilities of various disciplines in the department are mentioned below:				
<p><b>i. Timely completion of construction projects, interior renovation works</b></p> <p><b>ii. Planning and control of projects.</b></p> <p><b>iii. Empanelment/Appointment of architects and contractors/agencies.</b></p> <p><b>iv. Purchase and leasing of premises.</b></p> <p><b>v. Maintenance of Bank's properties.</b></p> <p><b>vi. Preparation of estimates and tender</b></p> <p><b>vii. Site supervision for timely completion of works.</b></p> <p><b>viii. Scrutiny and payment of bills of architects and contractors/agencies.</b></p> <p><b>ix. Reporting to CTE/CVC.</b></p> <p><b>x. Quality control</b></p>	<p><b>Technical Wing:</b></p> <p>i. To put up the proposal for appointment of Architect/consultant for approval of the competent authority.</p> <p>ii. To scrutinise and finalise the sketch plan and preliminary cost estimates and obtain approvals of competent authority.</p> <p>iii. To co-ordinate with the active support/help of local admin office/RBOs/Processing cells/branches for sanction of building plans, obtaining various statutory permissions, service connections for water supply, sanitary, electrical, power, etc., from Local Authorities. To maintain good liaison with the statutory authorities.</p> <p>iv. To arrange for empanelment/pre-qualification of the contractors with the help of the architects where required and obtaining approval from competent authority.</p> <p>v. To scrutinise the detailed estimates, analyse and obtain approvals &amp; financial sanction from the competent authorities.</p> <p>vi. To guide the architects.</p> <p>vii. To scrutinise the tenders along with recommendations of the architects and obtain approval from competent authorities for awarding the work.</p> <p>viii. To scrutinise and approve all drawings pertaining to the project including package deal proposals.</p> <p>ix. To scrutinise all variations in plans, drawings, specifications, rates that may become necessary and obtain approvals from the competent authority.</p> <p>x. To plan activity wise targets &amp; oversee scheduled completion of the projects. maintain close watch on progress of the project to avoid time &amp; cost overrun. Regular site visits and reporting of progress should be ensured.</p> <p>xi. To identify and sort out bottlenecks or technical problems or constraints in progress of work, etc., if any.</p> <p>xii. To oversee furnishing and equipping new branch buildings, office buildings, training institutes, residential buildings, etc.</p> <p>xiii. To scrutinise the bills of contractors, check measurement of the works, recommend for payment thereof and maintain proper register/records.</p> <p>xiv. To ensure that the Bank's extant instructions &amp; CVC guidelines are complied with.</p> <p>xv. To submit quarterly progress report on the projects in planning and construction stages to the controlling authorities.</p> <p>xvi. To assist other departments of the Bank on premises related technical matters.</p> <p>xvii. To assist in settlement of disputes, if any, arising out of contracts in consultation with the Bank's Law Department.</p> <p>xviii. To assess and plan space requirements for branches, RBOs/Processing Cells, Administrative offices and residential purposes in consultation with the authorities concerned/user departments.</p> <p>xix. To prepare capital expenditure budget.</p> <p>xx. To timely deal with the reports of the Chief Technical Examiner under Central Vigilance commission and ensure their closure.</p> <p>xxi. To ensure safe custody of various in-house/external sanctions/approvals along with back up papers, approved plans, completion plans, contracts/agreements, etc.</p> <p>xxii. Any other matters pertaining to technical aspects entrusted from time to time by the Bank.</p>				
Remarks: Job Profile/KRA mentioned above are illustrative. Role/Jobs/KRAs in addition to the above mentioned may be assigned by the Bank from time to time for the above posts.					
<b>D. Remuneration:</b>					
Scale of Pay: 36000-14907-46340-17402-49910-19907-63840 (The official will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund, LFC, Medical Facility etc. as per rules in force from time to time.					
<b>E. Selection Process:</b>					
The selection of candidates for posts SI No. 1 & 2 will be on the basis of Online Written Test and Interview.					
<p><b>Online written Test:</b> The online written test will be conducted tentatively on <b>25.09.2021</b>. The call letter of test will be uploaded on Bank's website and also advised to the candidates through SMS and e-mails. Candidates will be required to download the call letters. The test may be held at Guntur, Kurnool, Vijaywada, Vishakhapatnam, Guwahati, Silchar, Muzaffarpur, Patna, Chandigarh/ Mohali, Raipur, Bilaspur, Delhi/ New Delhi, Faridabad, Ghaziabad, Greater Noida, Gurugram, Panaji, Ahmedabad, Vadodara, Ambala, Hissar, Hamirpur, Shimla, Jammu, Jamshepur, Ranchi, Bengaluru, Hubli, Mangalore, Kochi, Thiruvananthapuram, Bhopal, Indore, Aurangabad, Mumbai/ Thane/ Navi Mumbai, Nagpur, Pune, Imphal, Shilong, Aizawl, Kohima, Bhubaneswar, Sambalpur, Puducherry, Jalandhar, Ludhiana, Jaipur, Udaipur, Bardang/ Gangtok, Chennai, Madurai, Tirunelveli, Hyderabad, Warangal, Agartala, Prayagraj (Allahabad), Kanpur, Lucknow, Meerut, Varanasi, Dehradun, Asansol, Greater Kolkata, Siliguri centres.</p> <p>CANDIDATE SHOULD CHOOSE THE NAME OF THE CENTRE WHERE HE/SHE DESIRES TO APPEAR IN THE EXAMINATION. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED. THE BANK, HOWEVER, RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE AND ALLOT THE CANDIDATE TO ANY CENTRE OTHER THAN THE ONE HE/SHE HAS OPTED FOR.</p>					
<b>Sr no.</b>	<b>Test</b>	<b>No. of Questions</b>	<b>Marks</b>	<b>Time</b>	
1	General Aptitude*	Test Of Reasoning	50	90 Min	
2		Quantitative Aptitude	35		
3		English Language	35		
4	Professional Knowledge (PK)	Civil or Electrical Engineering, as the case may be.	50	100	45 Min
<p>* Qualifying in nature and marks thereon will not be reckoned for arriving at the Merit.</p> <p>(a) Except Professional Knowledge (PK) paper, other papers will be of qualifying in nature. Candidates have to score minimum qualifying marks in these papers. The minimum qualifying marks will be as decided or may be waived at the discretion of Bank. The questions will be bilingual i.e. in Hindi &amp; English. The candidates will have option to answer the questions in Hindi or English (except for test of English Language).</p> <p>(b) To be eligible for being short-listed for interview, candidates have to score equal to or above the cut-off marks to be decided by the Bank for the PK test, besides scoring equal to or above the Minimum qualifying marks in other tests.</p>					
If number of applications is less, Bank reserves the right to consider selection of the candidate(s) through short listing and interview, instead of Online written test & interview.					
<b>Interview:</b> Adequate number of candidates as decided by the Bank will be called for Interview based on performance in online written test. Interview will carry 25 marks. The qualifying marks in Interview will be as decided by the Bank.					
<b>Merit List:</b> The final merit list will be arrived at after aggregating the marks of Professional Knowledge test (out of 100 marks) and interview (out of 25 marks). Weightage of score will be as under:					
<b>Grade</b>		<b>Weightage Pattern</b>			
Assistant Manager- Engineers (Civil & Electrical), JMGS-I		<ul style="list-style-type: none"> <li>• Written Test: 70%</li> <li>• Interview: 30%</li> </ul>			
The selection will be made from the Top merit ranked candidates in each category.					
Note:- In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidate will be ranked according to their age in descending order in the merit list.					
If the selection will be through shortlisting and interview (in case of less number of candidates for the post), the interview will be of 100 marks. The qualifying marks in interview will be as declared by the Bank. The final merit list in such case will be arrived at, based on the scores obtained in interview only.					
<b>F. Call Letter for Online Examination/ Interview:</b>					
<p>a. <b>Online Examination:</b> The candidates should download their call letter for online examination and an "Acquaint Yourself" booklet by entering their registration number and password/date of birth, from the Bank's website. <b>NO HARD COPY OF THE CALL LETTER/ ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.</b></p> <p>b. <b>Interview:</b> Intimation/call letter for interview, where required, will be sent by email or will be uploaded on Bank's website. <b>NO HARD COPY WILL BE SENT.</b></p>					
<b>G. Proof of Identity to be Submitted at the Examination:</b>					
The candidates must bring one photo identity proof such as Passport/Aadhar/ PAN Card/Driving License/Voter's Card/ Bank Passbook with duly attested Photograph 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.					
<b>H. Action Against Candidate Found Guilty of Misconduct:</b>					
Candidates are cautioned that they should not furnish any particulars 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:					
a) to be disqualified from the examination for which he/she is a candidate					
b) to be 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.					
<b>I. Use of Mobile Phone, Pager, Calculator, or Any Such devices:</b>					
(i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.					
(ii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.					
(iii) Candidates are not permitted to use or have in possession of calculators in examination premises.					

**J. IRIS Scan/Biometric Verification:**

The Bank, at various stages, may capture IRIS Scan/ thumb impression of candidate in digital format for verification of genuineness of the candidates. Decision of the IRIS data/ Biometric verification authority with regard to its status (matched or unmatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS/Biometric scanning/ verification at any stage may lead to cancellation of candidature.

With regard to IRIS scanning, following points should be noted:

- 'LEFT EYE (IRIS)' will be captured
- Candidate should remove contact lenses and spectacles while capturing IRIS
- There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained

Any failure to observe these points will result in non-admittance for the examination and cancellation of candidature. In case a candidate found to be not genuine, apart from taking legal action against him/her, his/her candidature will be cancelled.

With regard to Biometric verification, following points to be noted:

Candidate will ensure that correct thumb impression is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal action against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands.

**K: General Information:**

i. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.

ii. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT 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 CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.

iii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.

iv. Appointment of selected candidate is provisional and 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 post in the Bank, in force at the time of joining the Bank.

v. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc.

vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.

vii. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided, they must fulfill all the eligibility conditions applicable to unreserved category.

viii. Candidates serving in Govt./ Quasi Govt. 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.

ix. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

x. 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. 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.

xi. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.

xii. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.

xiii. Where interview without any written test is the mode of recruitment, merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.

xiv. In case of multiple applications for post Sr. No. 1 & 2, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in online written test/ interview will be summarily rejected/candidature cancelled.

xv. 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.

xvi. Outstation candidates called for interview after qualifying in written test will be reimbursed the travel fare of AC-III tier (mail/ express only) for the shortest route in India or actual expenses incurred (whichever is lower). Local transportation expenses will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare.

xvii. BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.

xviii. The possibility of occurrence of some problem in administration of the examination cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.

xix. 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.

**L. How to Apply:**

Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/ Interview advices etc. by email.

**GUIDELINES FOR FILLING ONLINE APPLICATION:**

i. Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/web/careers> OR <https://www.sbi.co.in/web/careers> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.

ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/her photo and signature as specified on the online registration page (under "How to Apply").

iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.

iv. After registering online, the candidates are advised to take a printout of the system generated online application forms.

**GUIDELINES FOR PAYMENT OF FEES:**

i. Application fees and Intimation Charges (Non-refundable): Rs 750/- ( Seven Hundred Fifty only) for General/ OBC/EWS candidates and NIL for SC/ST/PWD candidates.

ii. Fee payment will have to be made online through payment gateway available thereat.

iii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. **No change/ edit in the application will be allowed thereafter.**

iv. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

v. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.

vi. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.

vii. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

viii. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

**M. How to Upload Documents:****a. Details of Document to be uploaded:**

- Brief Resume (PDF)
- ID Proof (PDF)
- Proof of Date of Birth (PDF)
- Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- Experience certificates (PDF)
- Caste certificate/OBC Certificate/EWS certificate, if applicable (PDF)
- PWD certificate, if applicable (PDF)

**b. Photograph file type/ size:**

- Photograph must be a recent passport style colour picture.
- Size of file should be between 20 kb-50 kb and Dimensions 200 x 230 pixels
- Make sure that the picture is in colour, 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's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- 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.

**c. Signature file type/ size:**

- 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.
- Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels.
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

**d. Document file type/ size:**

- All Documents must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

**e. Guidelines for scanning of photograph/ signature/ documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- Image dimensions 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 photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

**f. Procedure for Uploading Document:**

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the PDF file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

Note: In case the face in the photograph or signature is unclear, the candidate application may be rejected. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-load his/ her photograph or signature, prior to submitting the form.

For any query, please write to us through link "CONTACT US/ Post Your Query" which is available on Bank's website (URL - <https://bank.sbi/web/careers> OR <https://sbi.co.in/web/careers>)

The Bank is not responsible for printing errors, if any

Mumbai

Date: 13.08.2021

GENERAL MANAGER