



RECRUITMENT OF SPECIALIST CADRE OFFICERS ON REGULAR BASIS

ADVERTISEMENT NO: CRPD/ SCO/ 2021-22/ 21

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 24.12.2021 TO 13.01.2022

State Bank of India invites Online application from Indian citizen for appointment to the following posts.

Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/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 fulfil the eligibility criteria for the post as on the date of eligibility.
- Candidates must upload all required documents (brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their application/ candidature will not be considered for shortlisting/ interview.**
- Candidature/ Short listing of a candidate will be provisional and will be subject to satisfactory verification of all details/ documents with the originals when a candidate reports for 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/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call Letter (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
- ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S CAREERS WEBSITE ONLY.**
- In case more than one candidate scores same marks as 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 required to be sent to this office.

A. DETAILS OF POSTS/ GRADE/ VACANCY/ AGE/ PLACE OF POSTING/ PAY SCALE:

Sl.	Post	Grade	Vacancy [§]									Age [#] (years)			Place of Posting [@]	Pay Scale (Rs) *
			Gen	OBC	SC	ST	EWS	Total	LD	HI	VI**	Min.	Max.	As on		
1.	Chief Manager (Company Secretary)	SMGS-IV	2	--	--	--	--	2	--	--	1	--	45	01.07.2021	Mumbai or any other place as decided by the bank	76010-2220/4-84890-2500/2-89890
2.	Manager (SME Products) ^{§§}	MMGS-III	5	1	--	--	--	6	--	--	1	--	35	01.08.2021	Mumbai	63840-1990/5-73790-2220/2-78230
3.	Dy. Manager (Chartered Accountant)	MMGS-II	3	2	1	--	1	7	--	--	1	25	35	01.10.2021	Mumbai	48170-1740/1-49910-1990/10-69810

§ -The number of vacancies mentioned are provisional and may vary according to the actual requirement of the Bank. ** Vacancy for VI is horizontal.

-Relaxation in age available to reserved category candidates as per GOI guidelines. Candidate belonging to reserved category (including PWD), for whom no reservation has been mentioned, are free to apply for provided they fulfil all the eligibility criteria applicable to unreserved category.

@- Bank reserves the right to post anywhere in India as per its requirement.

★ -Official will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund, LFC, Medical Facility etc. as per the rules in force from time to time.

§§-Vacancy under Manager (SME Products) are specialist cadre post and the selected candidates will not have the option in future for conversion to General Cadre.

ABBREVIATIONS: SMGS- Senior Management Grade Scale, MMGS - Middle Management Grade Scale, Gen - General; OBC - Other Backward Classes; SC - Scheduled Caste; ST - Scheduled Tribe; PWD - Person with Disability, LD - Locomotor Disability, HI - Hearing Impaired, VI - Visually Impaired, .

- 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 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 for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dt. 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 based on gross annual income for the Financial Year 2020-21 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 2020-21 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 2020-21 must be obtained by the candidate on or before the date of document verification at the time of interview. No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' on the date of document verification at the time of interview, he/ she will not be considered for appointment in the Bank for the above post.

B. DETAILS OF EDUCATIONAL QUALIFICATION/ OTHER QUALIFICATIONS/ EXPERIENCE/ SPECIFIC SKILLS REQUIRED:

Sl.	Post	Educational Qualification/ Experience/ Specific Skills Required --	
1.	Chief Manager (Company Secretary)	Education:	Member of the Institute of Company Secretaries of India (ICSI) Other qualifications (Desirable):-LL.B, C.A, I.C.W.A, F.R.M
		Experience	- Minimum 7 years' Post Qualification experience (as on 01.07.2021) in a listed company, preferably Bank/NBFC/Financial services company with minimum market capitalization of Rs.10000.00 crores. The experience should be in SEBI/companies Act/RBI related compliance/filings and secretarial functions. - Proficiency in MS Office suite will an added advantage.
		Specific (Mandatory):	Skills: Knowledge of SEBI & LODR related matters.
2.	Manager (SME Products)	Education:	-Full time MBA/PGDM or equivalent Post Graduate Management degree and full time B.E/B. Tech. - The Institutes should be recognized/ approved by Govt. bodies/AICTE/UGC. -Course completed through Correspondence/part-time will not be eligible. Other Qualifications: Preference will be given to candidates who have completed MBA/PGDM or equivalent Post Graduate Management degree with Specialization in Finance/Marketing/IT.
		Experience	Minimum 4 years post qualification experience (as on 01.08.2021) as an executive in Supervisory/ Management role in Scheduled Commercial Banks/NBFCs in the field of Product Development/ Product Management/ Business Strategy/ Marketing Strategy/Data Analytics/ Performance Monitoring in SME/ Corporate Credit domain. Preferred Experience (if any): - Experience in working directly with development/functional teams.
		Specific (Mandatory):	Skills: Excellent Communication & Leadership Skills.
3.	Deputy Manager (Chartered Accountant)	Education:	Chartered Accountant (preferably passed in one attempt)
		Experience	Minimum 3 years' post qualification experience (as on 01.10.2021) in Supervisory capacity in any Financial Institution/ Corporate/ Bank.

C. KRA:

Sl.	Post	KRAs
1.	Chief Manager (Company Secretary)	<ul style="list-style-type: none"> Attending to all SEBI related compliance issues/all PIT and other policies owned by S&B Dept. timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments in SBI and other entities. Deputy Nodal Officer for IEPF. Conduct of Shares & Bonds Transfer and Transmission Meeting (SBTTC)/SRC cum CSCB agenda/data/reports/Various memoranda for Central Board, ECCB, Audit Committee-Policy related. Resolution of NSE/BSE/SEBI and other investor related complaints/replying.
2.	Manager (SME Products)	<ul style="list-style-type: none"> Keep track of Market share/best practices in the industry and innovative offerings of the Competitors for SME loans. Drive usage and revenue numbers through product initiatives. Coordination with external stakeholders (Agencies, MIS, Circles) To conduct/ coordinate for Monthly Review for monitoring Business Performance.
3.	Deputy Manager (Chartered Accountant)	<ul style="list-style-type: none"> Ensure timely preparation of Standalone accounts of SBI/ Consolidated Financial Statements of SBI Group in accordance with Accounting Standard's/ RBI Guidelines for SBI Group. Preparation of Final Consolidated Financial Statements as per Indian Accounting Standards (Ind AS). Implementation/ compliance of RBI/ GOI/ Income Tax/ GST guidelines and ensuring necessary system development in this regard. Timely filing of Preparation of various returns under Income Tax/ GST. Timely response and action on various notices issued by Direct/ Indirect Tax Departments. Generation of Tax related certificates centrally in a timely manner for all customers, vendors, employees and pensioners. Providing opinions / clarifications on tax/accounting related matters. Preparation of data as required by SEBI/ RBI/ Tax Authorities.

D. ROLE, RESPONSIBILITY & FUNCTION/ ACTIVITY:

Sl.	Post	Role, Responsibilities & Function/ Activity
1.	Chief Manager (Company Secretary)	<ul style="list-style-type: none"> Corporate Governance and secretarial Services. Corporate Laws Advisory and Representative Services. Arbitration and conciliation services. Financial Market Services. Participate and assist Banking Services, Finance and accounting Services, Taxation Services, Information Technology.
2.	Manager (SME Products)	<ul style="list-style-type: none"> Product wise, data capturing, analysis and periodic submission of intelligence reports to Circles/ Heads of department for monitoring performance. Performance monitoring of RM(SME)/AMTs/SME intensive Branches and follow-up with stakeholders. Monitoring of CRM leads.
3.	Deputy Manager (Chartered Accountant)	<p>IND-AS:</p> <ul style="list-style-type: none"> Conversion to Ind AS from IGAAP: Study Ind AS and its implication on the Bank Preparation of standalone financial statements in compliance with Ind AS Framing templates for Preparation of Ind AS compliant Consolidated financial statements (CFS) which includes subsidiaries, joint ventures and associates. <p>DIRECT TAX -CORPORATE TAX:</p> <ul style="list-style-type: none"> Preparation and filing of various customer related returns and revised returns such as Form 61, Statement of Financial Transactions, Form 15CC, Form 26QAA for Bank at the Corporate level. Handling of customer complains related thereto. Preparation of various tax direct returns and Forms and revised returns relating to the Bank such as Transfer Pricing Report, Tax Audit Report, 80LA certification, double taxation relief – Form 67, Income Tax Return. Payment of taxes. Reconciliation of various TDS/ TCS claim with books of accounts and Form 26AS. <p>TDS:</p> <ul style="list-style-type: none"> Preparation of Monthly TDS/ TCS Remittance for the Bank and reconciliation with BGL. Preparation and filing of various customer/ employees/ pensioner related TDS/ TCS return and revised returns such as Form 24Q, 26Q, 27Q, 15CA, 27QE, 15G/H, TRACES default, justification report for bank as a whole at the Corporate level. Handling of customer complains related thereto. Dealing with various notices/ assessment/ orders issued by Income Tax Department under various section Income Tax Act. Handling tax litigation and taking necessary action. <p>GST:</p> <ul style="list-style-type: none"> Computation of monthly GST liability of the Bank, reconciliation of GST with bank books of account, vetted from consultant and discharge of GST liability. Claim of Input Tax Credit after matching of purchase register and books of accounts also with the GSTR 2A. Filing of returns (GSTR 1, GSTR 3B & GSTR 7 monthly/ GSTR 9 & GSTR 9C Annually).

REMARKS: Job Profile/ KRAs mentioned above are illustrative. Roles/ Jobs/ KRAs, in addition to the above mentioned, may be assigned by the Bank from time to time for the above posts.

E. SELECTION PROCESS:

The selection will be based on shortlisting & interview.

Shortlisting: -Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Shortlisting Committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

Interview: -Interview will carry 100 marks. The qualifying marks in interview will be decided by the Bank. No correspondence will be entertained in this regard.

Merit list: - Merit list for final selection will be prepared in descending order of scores obtained in interview only, subject to candidate scoring minimum qualifying marks. In case more than one candidate score common cut-off marks, such candidates will be ranked in the merit in descending order of their age.

F. CALL LETTER FOR INTERVIEW: Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.

G. 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 advice etc. by email.

GUIDELINES FOR FILLING ONLINE APPLICATION:	GUIDELINES FOR PAYMENT OF FEES:
<ol style="list-style-type: none"> Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/careers OR https://www.sbi.co.in/careers and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc. After registering online, the candidates are advised to take a printout of the system generated online application forms Candidates should first scan their latest photograph and signature. Online application will not be completed unless candidate uploads his/ her photo and signature as per the guidelines specified under 'How to Upload Document'. Candidates should fill the 'application form' carefully and submit the same after filling it completely. In case a candidate is not able to fill the application in one go, he/ she can save the partly filled 'Form'. On doing this, a provisional registration number & password is generated by the system and displayed on the screen. Candidate should carefully note down the registration number & password. The partly filled & saved application form can be re-opened using registration number & password where-after the particulars can be edited, 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 application form and proceed for online payment of fee. 	<ol style="list-style-type: none"> Application fees (Non-refundable) is as under: <ul style="list-style-type: none"> General/ EWS/ OBC candidates - ₹ 750/- (₹ Seven Hundred Fifty only). SC/ ST/ PWD candidates - Nil 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. Fee has to be paid online through payment gateway integrated with the application. 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. On successful completion of transaction, an e-receipt and the application form, bearing the date of submission, will be generated which should be printed and retained by the candidate. In case the online payment of fee is not successful in first instance, please make fresh attempts for online payment. A provision is there to reprint the e-Receipt and Application Form at later stage. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

H. HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

- i. Brief Resume (PDF)
- ii. ID Proof (PDF)
- iii. Proof of Date of Birth (PDF)
- iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- v. Experience certificates (PDF)
- vi. Form-16 (PDF) vii. Recent Photograph viii. Signature
- ix. PWD Certificate (if applicable)
- x. Caste Certificate (if applicable)

b. Photograph file type/ size:

- i. Photograph must be a recent passport style colour picture.
- ii. File size should be between 20 - 50 kb and Dimensions 200 x 230 pixels (preferably)
- iii. Make sure that the picture is coloured and is taken against a light-coloured (preferably white) background.
- iv. Look straight at the camera with a relaxed face.
- v. If the picture is taken on a sunny day, please make sure that the sun is behind you, or you are in a shaded area, so that you are not squinting or there are no harsh shadows.
- vi. In case flash is used, ensure there's no "red-eye"
- vii. If you wear glasses make sure that there are no reflections and your eyes can be seen clearly.
- viii. Caps, hats, dark glasses are not acceptable. Religious headwear is allowed but must not cover your face.
- ix. Ensure that the size of the scanned image is not more than 50 kb. In case the file size is more than 50 kb, adjust the scanner settings such as the DPI resolution, number of colour etc., before scanning the photo.

c. Signature file type/ size:

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The signature will be used to put on the Call Letter and wherever necessary.
- iv. Size of file should be between 10 - 20 kb & Dimensions 140 x 60 pixels (preferably).
- v. Ensure that the size of the scanned image is not more than 20 kb.
- vi. Signature in CAPITAL LETTERS shall NOT be accepted.

d. Document file type/ size:

- i. All documents must be in PDF except Resume which should be in DOC/ DOCX format.
- ii. Page size of the document should be A4.
- iii. Size of the file should not exceed 500 kb.
- iv. In case a Document is being scanned, please saved it as PDF with size not more than 500 kb. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., before rescanning the file. **Please ensure that Documents uploaded are clear and readable.**

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

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Color to True Color
- iii. 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).

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

- iv. The photo/ signature file should be of JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- v. Image dimensions can be checked by listing the folder/ files or moving mouse over the file image icon.
- vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb 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 another photo editor also.
- vii. 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:

- i. There will be separate links for uploading each document. Click on the respective link "Upload"
- ii. Browse & select the location where the JPG or JPEG, PDF file has been saved.
- iii. Select the file by clicking on it and Click the 'Upload' button.
- iv. Click Preview to confirm that 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
- v. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vi. **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.**

I. 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. 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.
- iii. Candidates belonging to reserved category, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they must fulfil all the eligibility conditions applicable to unreserved category.
- iv. 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.
- v. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- vi. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank, for such post, in force at the time of joining the Bank.
- vii. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date/ advices etc.
- viii. The Bank takes no responsibility for any delay in receipt or loss of any communication.
- 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 serving in Govt./ Quasi Govt. offices, PSUs including Nationalised Banks/ 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.
- 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. 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 application for a particular post, 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 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, who may be called for interview after short-listing will be reimbursed the cost of travelling by **AC-III tier (Mail/ Express only)** for the shortest route in India OR actual travel cost (whichever is lower) from the current place of posting/place of residence on the basis of actual journey. Local conveyance/ transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.
- xvii. **BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
- xviii. At the time of interview, the candidate will be required to provide details regarding criminal case(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.

For any query, please write to us through link "CONTACT US" which is available on Bank's website (URL - <https://bank.sbi/careers/psq.htm?action=pquery> OR <https://sbi.co.in/careers/psq.htm?action=pquery>)

Mumbai,
Date: 24.12.2021

The Bank is not responsible for printing errors, if any

GENERAL MANAGER

