



# State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT, CORPORATE CENTRE, MUMBAI  
ADVERTISEMENT NO. CRPD/SCO/2013-14/01

## RECRUITMENT OF RAJBASHA OFFICERS IN STATE BANK OF INDIA

<b>Online registration starts from</b>	<b>24.06.2013</b>	<b>Last date for Online registration</b>	<b>13.07.2013</b>
<b>Payment of fee Online</b>	<b>24.06.2013</b>	<b>Payment of fee Offline</b>	<b>26.06.2013</b>
<b>Last date for Payment of fee Online</b>	<b>13.07.2013</b>	<b>Last date for Payment of fee Offline</b>	<b>16.07.2013</b>
<b>Date of Online Exam</b>	<b>11.08.2013</b>		

State Bank of India invites online applications from Indian citizens for appointment of Rajbasha Officers in State Bank of India. Candidates are requested to apply on-line between 24.06.2013 and 13.07.2013 through Bank's website [www.statebankofindia.com](http://www.statebankofindia.com) or [www.sbi.co.in](http://www.sbi.co.in) as per the procedure given in HOW TO APPLY below. For applying online, the candidates should have an e-mail ID which should be kept alive during the currency of the project. The application fee and/or intimation charges are to be paid off-line / on-line as detailed under HOW TO APPLY.

### Please note that:

1.	The Process of Registration of Application is complete only when fee/Intimation charge is paid to the Bank through off-line/on-line mode on or before the prescribed last date for payment.
2.	The candidates are requested to ensure before applying that they fulfill strictly the eligibility criteria (viz. age, qualification and post-qualification experience) for the post as on the date of eligibility. Admission to Online test will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWD) etc. of the candidates with references to documents. Candidature will be subject to verification of details/documents of the candidate when they report for the personal interview.

Sr. No.	Post	Grade	Vacancies *					Maximum age as on 01.06.2013	Eligibility Criteria as on 01.06.2013	
			SC	ST	OBC	GEN	Total		Essential Qualification	Relevant full-time post qualification experience
1.	Assistant Manager	JMGS I	2	1	4	10	17	30 yrs	Post Graduate Degree in Hindi with English as a subject at Degree level OR Post Graduate Degree in Sanskrit with Hindi and English as subjects at Degree level.	Minimum 1 year experience of translation work from English to Hindi & vice versa in full time post in reputed organization.

JMGS-I: Junior Management Grade Scale - I

- \* 1) The number of vacancies including reserved vacancies as mentioned above are provisional and may vary according to the actual requirements of the Bank.  
2) Candidates belonging to PWD category, for which no reservation has been mentioned, are free to apply for vacancies announced for unreserved (General) category and will be eligible for upper age relaxation available to PWD candidates.

### GENERAL INSTRUCTIONS

**A) EDUCATIONAL QUALIFICATIONS/EXPERIENCE :** The qualification prescribed for posts are the minimum. Candidates must possess the qualification and relevant full time post qualification experience as on 01.06.2013.

**B) AGE LIMIT :** The minimum age limit for the post is 21 yrs. Candidates born on or after 02.06.1992 are not eligible to apply. (Candidates Born between 31/05/1983 to 02/06/1992 are eligible to apply)

**C) RELAXATION IN UPPER AGE LIMIT:**

- 1) SC/ST candidates by 5 years; SC/ST - PWD candidates by 15 years.
- 2) OBC candidates by 3 years ; OBC - PWD candidates by 13 years ; Gen - PWD candidates by 10 years.
- 3) Ex-servicemen, Commissioned Officers including those ECOs/SSCOs who have rendered at least 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 on invalidment :
  - a) by 5 years for selection through written test and interview
  - 4) Person domiciled in the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 by 5 years.

**D) PROBATION :** 1) Two years

**E) EMOLUMENTS:**

**PAY:** The starting basic pay is in the scale of Rs 14500-600/7-18700-700/2-20100-800/7-25700 applicable to Junior Management Grade Scale I. The official will also be eligible for D.A., H.R.A & C.C.A as per rules in force from time to time.

The selected candidates will be eligible for leased residential accommodation at place of posting. Leave and other benefits, like LFC/HTC, medical benefits, conveyance allowance and other perquisites will be as per Bank's rules.

**F) The selection of the candidates will be on the basis of Online Written test followed by interview. Written test will be held at Chandigarh, Delhi, Lucknow, Patna, Guahati, Kolkata, Bhubaneswar, Bhopal, Ahmedabad, Mumbai, Hyderabad, Chennai, Bangalore & Ernakulam centres. The Bank however reserve the right to add, delete or allot any centre at its decision.**

**G) APPLICATION FEE AND INTIMATION CHARGE: (Non Refundable)**

Sr. No.	Category	Total
1.	SC / ST / PWD	Rs. 50/- (Intimation Charges only)
2.	General and Others	Rs. 200/- (App. fee including intimation charges)

**H) HOW TO APPLY:**

**GUIDELINES FOR FILLING ONLINE APPLICATION:**

Candidates will be required to register themselves online first through Bank's website [www.statebankofindia.com](http://www.statebankofindia.com) or [www.sbi.co.in](http://www.sbi.co.in). After which candidates are required to pay the requisite application fee through one of the following mode-

- (i) Offline mode (the system will generate a cash voucher/ challan form pre-printed with the candidate's details which will be required to be presented at any State Bank of India branch counter with the requisite fee. On payment of the requisite fee through computer generated challan form, registration of the online application will be complete).
- (ii) Online mode (the payment can be made by using debit card/ credit card/ Internet Banking).

**Pre-requisites for Applying Online**

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

**OPTION-I : PAYMENT OF FEE (OFFLINE):**

- i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
- ii) Candidates to visit Bank's website [www.statebankofindia.com](http://www.statebankofindia.com) or [www.sbi.co.in](http://www.sbi.co.in) and open the appropriate Online Application Format, available in the 'Recruitment link'.

iii) Fill the application carefully. Once the application is filled in completely, candidate should submit the data. In the event of candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data and take a printout of the system generated fee payment challan immediately. No change/ edit will be allowed thereafter. The registration at this stage is provisional.

iv) Fee Payment: Fee will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. Once fee is paid, the registration process is completed.

v) Candidate will receive registration confirmation by SMS/e-mail after three working days from the date of payment of fees. Please ensure to furnish correct Mobile number / email address to receive the registration confirmation.

vi) Three days after fee payment, candidates will also have a provision to reprint the submitted application containing fee details. The printout of the application form and fee receipt should be retained with the candidate. It will have to be submitted at the time of interview, if called for.

**OPTION-II: PAYMENT OF FEES : [ONLINE] :**

I. FOLLOW STEPS i) to iii) GIVEN UNDER OPTION-I ABOVE.

No fee payment challan will be generated. Fee payment will have to be made online through payment gateway available thereat.

II. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.

III. 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.

IV. On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record.

V. If the online transaction is not successfully completed, please register again and make payment online.

**Note:** There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage. The printout of the application form is not to be sent to the Bank.

**I) GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in Annexure-I.

Your online application will not be registered unless you upload your photo and signature as specified. On uploading your photo and signature, as specified, your online application will be provisionally registered.

**Note:**

- a. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms after submitting.
- c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
- d. On-line registration of application & fee payment will be available from 24.06.2013 to 13.07.2013. Last date for cash deposit will be 16.07.2013 for offline registration.
- e. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised 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.

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- f. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- g. Caste certificate issued by Competent Authority on format prescribed by the Government of India to be submitted by the SC/ST candidates, if called for interview.
- h. Candidates belonging to OBC category but coming under the 'CREAMY LAYER' are not entitled to OBC reservation. They should indicate their category as 'GEN' or 'GEN PH' as applicable.
- i. A declaration to be submitted in the prescribed format by candidates seeking reservation under OBC category that he/she does not belong to the creamy layer.
- The OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2013 to 31.03.2014, should be submitted by such candidates, if called for interview.

**j) CALL LETTERS FOR WRITTEN EXAMINATION:**

The candidates should download their call letter and an "acquaint yourself" booklet by entering their registration number and password / date of birth, after 01.08.2013 from the Bank's website.

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

**Note: The candidates must bring one photo identity proof** such as passport/Adhar/PAN Card/Driving Licence/Voter's 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.**

**k) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

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 written 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.

**Note: The Bank would be analysing 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 rights to cancel his/her candidature.**

**l) USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:**

- (a) 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.
- (b) 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.
- (c) Candidates are not permitted to use or have in possession of calculators in examination premises.

**m) GENERAL INFORMATION:**

- (i) Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the Online test all the candidates applying for the posts 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.
- (ii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- (iii) 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.
- (iv) 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 CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS /HER SERVICES ARE LIABLE TO BE TERMINATED.
- (v) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/Interview advices etc.
- (vi) Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of the Bank concerned.
- (vii) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF ONLINE EXAMINATION, 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.
- (viii) 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.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

State Bank of India, Corporate Centre, Mumbai  
Date: 18.06.2013

General Manager

This advertisement is also available on Bank's Website: <http://www.statebankofindia.com> or <http://www.sbi.co.in>.

**The Bank is not responsible for printing errors, if any.**

**ANNEXURE-I**

**(i) PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**(ii) SIGNATURE IMAGE:**

- 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.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

**SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- 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 image file should be JPG or JPEG format. An example file name is: 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/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (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.*

**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 link to upload his photograph and signature.

**Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.