



**RECRUITMENT OF SPECIALIST CADRE OFFICERS IN  
STATE BANK OF INDIA ON REGULAR / CONTRACTUAL BASIS**  
(Advertisement No. CRPD/SCO/2018-19/02)

Online Registration of Application & Payment of Fee: 15.05.2018 to 02.06.2018

State Bank of India invites Online application from Indian citizen for appointment in following Specialist Cadre Officers posts in State Bank of India. Candidates are requested to apply Online through the link given in Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

1. A candidate can apply for more than one post separately under this project, subject to fulfilling eligibility criteria.
2. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for fee payment.
3. Before applying, candidate are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility. Short listing & interview will be purely provisional without verification of documents. Candidature will be subject to verification of all details/documents with original when the candidate reports for interview if called.
4. In case the candidate is called for interview and he/she does not satisfy 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.
5. Candidate are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including list of shortlisted / qualified candidates). Call letter/advise, where required will be sent by email only (No hard copy will be sent.)
6. All revisions / corrigenda will be hosted only on the Bank's above mentioned websites.
7. Candidates are requested to upload all required documents (age, educational qualification, experience etc) failing which their candidature may not be considered for Short listing / Interview

**VACANCIES AND OTHER DETAILS IN RESPECT OF VARIOUS POSTS AS DETAILED BELOW**

**I] REGULAR:**

Post SI No	Post	Grade	Vacancies					Age as on 31.03.2018 Min Yr / Max Yr	Educational Qualification	Eligibility Criteria as on 31.03.2018 Relevant Full Time post qualification experience and skill set (Excluding Training / Teaching experience)
			Total	Gen	OBC	SC	ST			
1	HR Specialist (Recruitment)	MMGS - III / SMGS - IV	1	1				32 / 35	MBA with specialisation in HR / PGDM with specialisation in HR	MMGS-III: Minimum 7 years & SMGS-IV: Minimum 10 years Experience in recruitment process for both grades
2	HR Specialist (Manpower Planning)	MMGS - III / SMGS - IV	1	1				32 / 35	MBA with specialisation in HR / PGDM with specialisation in HR	MMGS-III: Minimum 7 years & SMGS-IV: Minimum 10 years Experience in related field
3	Internal Communication Specialist	MMGS - II / MMGS - III	1	1				27 / 35	MBA / Post Graduate degree in Marketing / Mass Media / Finance / Commerce	MMGS-II: Minimum 5 years & MMGS-III: Minimum 9 years Experience in related field

**II] CONTRACTUAL:**

Post SI No	Post	Grade	Vacancies					Age as on 31.01.2018 Min Yr / Max Yr	Eligibility Criteria Relevant Full Time post qualification experience and skill set as on 31.03.2018
			Total	Gen	OBC	SC	ST		
1	Banking Supervisory Specialists (BSS)	On Contractual	3	3				55 / 65	20-25 years of working experience in the Banking regulations particularly in the credit and market risk related areas. Thorough understanding of Banking Regulatory environment.
2	Defence Banking Advisor (Army)	On Contractual	1	1				Max 62	Retired in the rank of Lieutenant General or above
3	Defence Banking Advisor (Para Military Forces)	On Contractual	1	1				Max 62	Retired in the rank of a. ADGP or above (Retired IPS Officers) b. 5 Years working experience in Central Reserve Police Force / Para Military Force
4	Circle Defence Banking Advisor	On Contractual	5	4	1			Max 60	Retired in the rank of Major General or Brigadier

**NOTE:**

- (a) Candidates must fulfil eligibility criteria as on 31.03.2018.
- (b) In case the certificate of degree/diploma does not specify the field of specialisation, the candidate will have to produce a certificate from the concerned university/college specifically mentioning the specialisation.

**ABBREVIATIONS**

**Category:** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes

**Grade:** MMGS III - Middle Management Grade Scale III, SMGS IV - Senior Management Grade Scale IV

**NOTE:**

1. 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 (OH/VI/II) as applicable.
2. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
3. Bank reserves the right to cancel the recruitment process entirely at any time.
4. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the OBC candidates.
5. 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 31.03.2018. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2018 to the date of interview, should be submitted by such candidates, if called for interview.
6. The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full time post qualification experience as on 31.03.2018.
7. Maximum age indicated is for General category candidates. Relaxation in upper age limit for reserved categories is as per Govt. guidelines.

**A] JOB PROFILE - REGULAR:**

Post SI No	Post	User Department	Grade	Role Expectations & KRAs	Likely place of Posting
1	HR Specialist (Recruitment)	HR Department	MMGS - III / SMGS - IV	<b>Job Profile</b> <ul style="list-style-type: none"> <li>Interaction with the user department and HR Department for finalisation of job profile, KRA, qualification, experience and finalisation of CTC.</li> <li>Interact with HR Consultant on the issue of recruitment.</li> <li>Co-ordination with various stake holder viz., User Department, Cadre Management Department, CRPD &amp; HR Consultants for handling various areas of recruitment.</li> <li>Bringing best practices on Recruitment.</li> </ul> <b>KRAs</b> <ul style="list-style-type: none"> <li>Assist in Manpower Planning exercise.</li> <li>Provide end-to-end support required for recruitment for different User Department in liaison with the HR Department.</li> <li>Providing support for recruitment process in conducting interview / Group Discussion, Salary Negotiation and On boarding.</li> <li>Building and adoption of best HR practices in recruitment.</li> <li>Building robust practices in recruitment process and onboarding process.</li> </ul>	Mumbai
2	HR Specialist (Manpower Planning)	HR Department	MMGS - III / SMGS - IV	<b>Job Profile</b> <ul style="list-style-type: none"> <li>Assessment of manpower requirement.</li> <li>Identification of skill gaps.</li> <li>Identification of training needs.</li> <li>Succession planning.</li> </ul> <b>KRAs</b> <ul style="list-style-type: none"> <li>Assessment of Manpower requirement in view of Business objectives.</li> <li>Conducting skill gap analysis.</li> <li>Identification of training requirements to fill the skill gap analysis.</li> <li>Career Progression planning.</li> <li>Adopting best HR practices in the Industry.</li> <li>Interact with other business verticals for roll out of HR policies.</li> </ul>	Mumbai
3	Internal Communication Specialist	HR Department	MMGS - II / MMGS - III	<b>Job Profile</b> <ul style="list-style-type: none"> <li>Strong business communication and writing skills.</li> <li>Ability to handle cross functional relationships.</li> <li>Knowledge of latest communication tools and concepts.</li> </ul> <b>KRAs</b> <ul style="list-style-type: none"> <li>Ensure close coordination with the Senior Management for implementing targeted internal communication strategies in line with organization's vision, values and objectives.</li> <li>Formulate and document operational procedures and guidelines for internal communications to facilitate and ensure strict adherence by the staff on all communication matters.</li> <li>Review internal communication content that is delivered across business units/ departments, including memorandums, policy/process documents, newsletter, report formats, executive emails etc. Ensure communication content is consistent and meets bank's objectives while adhering to defined guidelines.</li> <li>Manage relationships with internal stakeholders across business units / regional offices, becoming a trusted adviser for communication.</li> <li>Ensure proper documentation of all internal communication in order to maintain confidentiality and safety Manage and guide the team to ensure quality, timely and effective internal communication across the organization.</li> </ul>	Mumbai

**B] JOB PROFILE - CONTRACTUAL:**

Post SI No	Post	User Department	Grade	Role Expectations & KRAs	Likely place of Posting
1	Banking Supervisory Specialists (BSS)	Compliance Department	On Contractual	<b>Job Profile</b> <ul style="list-style-type: none"> <li>Applicant should be knowledgeable about governmental and financial regulations and laws, applicable to banking industry.</li> <li>He has to ensure that bank's policies and procedures comply with all the regulatory and governmental guidelines.</li> <li>He should work closely with the Senior Management in overseeing compliance in the Bank.</li> </ul> <b>KRAs</b> <ul style="list-style-type: none"> <li>Assess our Compliance Standards / extant due-diligence prevalent in the various functional area.</li> <li>Identify regulatory gaps and suggest / follow through a time bound remediation plan.</li> <li>Interpretation of regulatory directives so that frequent incidences of divergences are strictly avoided.</li> </ul>	Mumbai
2	Defence Banking Advisor (Army)	PBU	On Contractual	<ul style="list-style-type: none"> <li>To liaise with Army Headquarters/Other Defence Force HQ/Paramilitary forces for expanding the relationship between Army/other forces and SBI at the institutional level and also increasing the spread of Bank's Defence Salary Package (DSP) with their personnel including officers.</li> <li>Arranging for meeting with Army HQ/Command HQ/other defence Forces HQ etc. When senior functionaries of SBI have to call on them.</li> <li>Acting as one point of contact for the AHQ for complaint redressal.</li> <li>Assisting SBI in identifying locations for branch expansion and also for setting up ATMs.</li> <li>Generating and following up of business leads and also furnishing the Bank with the contact particulars of various units/regiments for communicating with them locally by our Circles/networks/RBOs whenever required.</li> <li>Assisting SBI in placing advertisements in the Army's in-house magazine as and when they are published.</li> <li>Coordinating with circle DBA for marketing DSP/other institutional business and handling complaints.</li> <li>Any other task assigned by his reporting authority.</li> <li>DBA will report to the General Manager (Govt. Business unit) If the position of GM (GBU) is vacant or not posted CGM (Personal Banking)/GM (Personal Banking), Corporate Centre, Mumbai will decide to whom DBA will report.</li> <li>The advisor should not represent the Bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.</li> </ul>	Delhi

Post SI No	Post	User Department	Grade	Role Expectations & KRAs	Likely place of Posting
3	Defence Banking Advisor (Para Military Forces)	PBU	On Contractual	<ul style="list-style-type: none"> <li>To liaise with Paramilitary Forces Headquarters for expanding the relationship between Paramilitary Forces and SBI at the institutional level and also increasing the spread of Bank's Paramilitary Salary Package (PMSP) with their personnel including officers.</li> <li>Arranging for meeting with Paramilitary Forces HQ when senior functionaries of SBI have to call on them.</li> <li>Acting as one point of contact for the Paramilitary Forces HQ etc. for complaint redressal.</li> <li>Assisting SBI in identifying locations for branch expansion and also for setting up ATMs.</li> <li>Generating and following up of business leads and also furnishing the Bank with the contact particulars of various units/regiments for communicating with them locally by our Circles/networks/RBOs whenever required.</li> <li>Assisting SBI in placing advertisements in the Paramilitary Forces' in-house magazine as and when they are published.</li> <li>Coordinating with circle DBA for marketing PMSP/other institutional business and handling complaints.</li> <li>Any other task assigned by his reporting authority.</li> <li>DBA will report to the General Manager (Govt. Business unit) If the position of GM (GBU) is vacant or not posted CGM (Personal Banking)/GM (Personal Banking), Corporate Centre, Mumbai will decide to whom DBA will report.</li> <li>The advisor should not represent the Bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.</li> </ul>	Delhi
4	Circle Defence Banking Advisor	PBU	On Contractual	<ul style="list-style-type: none"> <li>Liaising with local Divisions/Regimental Centres/Regiments/Brigade Head Quarters/Medical Units etc. as well as local units of other Defence Forces/Paramilitary Forces for expanding the relationship between Army/other Forces and SBI at the Institutional level and also increasing the spread of our DSP with their personnel including officers. In addition, <ul style="list-style-type: none"> <li>A. Dealing with any localised issues.</li> <li>B. Conducting mass account opening/loan campaigns in large Cantonments, participating in their monthly "darbars" etc. and</li> <li>C. Ensuring that the accounts of all new recruits in regimental centers are tapped and also the pension accounts and terminal.</li> </ul> </li> <li>Arranging for meeting with commanding officers of the above formations when senior functionaries of SBI have to call on them.</li> <li>Acting as one point of contact for the Army/Navy/Air Force/Paramilitary establishments for complaint redressal.</li> <li>Assisting SBI in identifying locations for branch expansion and also for setting up ATMs.</li> <li>Generating and following up of business leads and also furnishing the Bank with the contact particulars of various units/regiments for communicating with them locally by our Circles/networks/RBOs whenever required.</li> <li>Assisting SBI in placing advertisements in the Army's in-house magazine as and when they are published.</li> <li>Coordinating with DBA at corporate level for marketing DSP/other institutional business and handling complaints.</li> <li>Any other task assigned by his reporting authority.</li> <li>CDBA will report to the General Manager (Network), but for day to day working he will work under DGM/AGM(PBBU) of the network. The issues /clarifications/changes relating to the reporting authority of CDBA will be decided by the CGM (Personal banking)/GM (Personal Banking), Corporate Centre, Mumbai.</li> <li>The advisor should not represent the Bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.</li> </ul>	Bangaluru, Hyderabad, Kolkata, Lucknow, Mumbai

Remarks: Roles, in addition to the above mentioned Job Profile, may be assigned by the Bank from time to time for any Post.

**(C) EMOLUMENTS:**

**(i) For 3 Posts as mentioned in (I) Regular**

GRADE	SCALE OF PAY	CTC Annual Amount (Approx in Lacs)
Middle Management Grade Scale II (MMGS II)	31705-1145/1-32850-1310/10-45950	16.08 Lacs @
Middle Management Grade Scale III (MMGS III)	42020-1310/5-48570-1460/2-51490	19.50 Lacs @
Senior Management Grade Scale IV (SMGS IV)	50030-1460/4-55870-1650/2-59170	23.00 Lacs @

Emoluments will vary centre/place wise. The scale of pay applicable to different grades are furnished above. The official will be eligible for DA, HRA, CCA, PF, Contributory Pension, LFC, Medical Facility etc as per rules in force from time to time.

@ inclusive of lease rental at Mumbai.

**(ii) For 4 Posts as mentioned in (II) Contractual**

Post SI No	Post	Period of Contract	Remuneration
1	Banking Supervisory Specialists (BSS)	Initially for a period of 1 year and extendable at mutual consent.	CTC Negotiable.
2	Defence Banking Advisor (Army)	Selected candidate will be engaged for a period of 2 years initially. On completion of the contract period, DBAs aged 64 years or less with satisfactory health condition can be considered for re-engagement for a maximum period of two more years at Bank's discretion. Either party can terminate the contract by serving one month's notice period.	CTC of ₹ 32.00 lakhs per annum. Basic pay will be ₹ 1,00,000 p.m., and remaining portion of CTC will be paid as HRA, conveyance allowance and others. The CTC payable per annum is subject to deduction of monthly pension drawn (prior to commutation).
3	Defence Banking Advisor (Para Military Forces)		
4	Circle Defence Banking Advisor	Selected candidate will be engaged for a period of 2 years initially. On completion of the contract period, DBAs aged 62 years or less with satisfactory health condition can be considered for re-engagement for a maximum period of two more years at Bank's discretion. Either party can terminate the contract by serving one month's notice period.	CTC of ₹ 21.00 lakhs per annum. Basic pay will be ₹ 80,000 p.m., and remaining portion of CTC will be paid as HRA, conveyance allowance and others. The CTC payable per annum is subject to deduction of monthly pension drawn (prior to commutation).

**(D) PROBATION FOR REGULAR POSITIONS:** To be decided by the Bank.



**(E) SELECTION PROCEDURE:**

Selection will be based on short listing and Personal Interview.

**Interview:** 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 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.

**Merit List:** a) Merit list for selection will be prepared in descending order on the basis of scores obtained in Interview only. 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 selection list.

b) For regular positions (SMGS-IV / MMGS-III / MMGS-II) - Candidates will be selected as SMGS-IV / MMGS-III / MMGS-II as per their total relevant work experience.

**(F) PAYMENT OF FEES:**

- i) Application fee & intimation charges (non refundable) ₹ 600 is applicable for the Regular Posts of HR Specialists & Internal Communication Specialist. The application fee is **waived** for all four Contractual Positions viz, BSS, DBA, & CDBA.
- ii) Fee payment will have to be made online through payment gateway available thereat.
- iii) 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. No change/edit 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 with the date entered by the candidate will be generated, which should be printed and retained by the candidate.
- vi) If the online transaction is not successfully completed, please register again and make payment online.

**(G) Candidate has to upload following documents at the time of Online registration of application:**

- (i) Brief Resume (DOC or DOCX)
- (ii) ID Proof (PDF)
- (iii) Proof of Date of Birth (PDF)
- (iv) Educational Certificates (PDF)
- (v) Experience Certificates (PDF)

**GUIDELINES FOR DOCUMENTS UPLOAD IS AS UNDER:**

- (i) Please ensure that Documents uploaded are clear and readable.
- (ii) Once uploaded, documents can not be edited, after submission.

**DOCUMENTS:**

- (i) All Documents must be in PDF except Resume which should be in DOC or DOCX format.
- (ii) Page size of the document to be A4.
- (iii) Size of the file should not be exceeding 500 KB.
- (iv) 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 please adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.

**DOCUMENT SCANNING:**

- (i) Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- (ii) Set color to True Color
- (iii) File size as specified above.
- (iv) Crop the image in the scanner to the edge of the documents like certificates, then export/save as PDF (as specified above)
- (v) If the file size and format are not as specified, an error message will be displayed

**PROCEDURE FOR UPLOADING DOCUMENT:**

- (i) There will be separate links for uploading each document.
- (ii) Click on the respective link "Upload"
- (iii) Browse & select the location where the PDF, DOC or DOCX file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.
- (vi) Click Preview to confirm the document is uploaded and accessible properly before submitting the application.
- (vii) Once submitted, Documents uploaded can not be changed.

**(H) GENERAL INSTRUCTIONS:**

- i) Candidates should satisfy themselves about their eligibility for the post applied for.
- ii) 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.
- iii) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- iv) 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 31.03.2018. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2018 to the date of Interview, should be submitted by such candidates, if called for interview.
- v) 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.
- vi) 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.
- vii) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/Interview date advices etc.
- viii) 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.
- ix) 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 the Bank, in force at the time of joining the Bank.
- x) In case of multiple application for single 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.
- xi) 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.