



State Bank of India

Central Recruitment & Promotion Department
Corporate Centre, Mumbai

Phone: 022-22820427

RECRUITMENT OF PROBATIONARY OFFICERS

ADVERTISEMENT NO: CRPD/ PO/ 2019-20/ 01

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 02.04.2019 TO 22.04.2019

**APPLY
NOW**

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

- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- 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.
- Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates. No separate intimation/ advertisement etc. will be issued in case of any change/ update.

Eligible candidates, who aspire to join State Bank of India as a Probationary Officer, are required to register on-line for the Recruitment Process. The recruitment process will be held in three phases i.e. Preliminary Examination, Main Examination and Group Exercise & Interview. Candidates who are shortlisted after Preliminary Examination will have to appear for Main Examination. Candidates who are shortlisted after the Main Examination will be subsequently called for Group Exercises & Interview.

Prospective candidates can apply after carefully reading the advertisement regarding the process of examinations/ interview, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examinations, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

The tentative schedule of events is as follows:

Activity	Tentative Dates
On-line registration including Editing/ Modification of Application by candidates	02.04.2019 to 22.04.2019
Payment of Application Fee/ Intimation Charges	02.04.2019 to 22.04.2019
Download of call letters for online Preliminary Examination	3 rd week of May 2019 onwards
Online Preliminary Examination	8 th , 9 th , 15 th & 16 th June 2019
Result of Online Preliminary Examination	1 st week of July 2019
Download of Call letter for Online Main Examination	2 nd week of July 2019
Conduct of Online Main Examination	20.07.2019
Declaration of Result of Main Examination	3 rd week of August 2019
Download of Call Letter for Group Exercises & Interview	4 th week of August 2019
Conduct of Group Exercises & Interview	September 2019
Declaration of Final Result	2 nd week of October 2019
Pre-Examination Training for SC/ST/Religious Minority Community candidates	
Download of call letters for Pre-Examination Training	2 nd week of May 2019 onwards
Conduct of Pre- Examination Training	4 th week of May 2019

Candidates are advised to regularly keep in touch with the authorised SBI website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> for details and updates.

VACANCIES:

Category	SC	ST	OBC*	EWS^	GEN	Total	LD#	VI#	HI#	d & e# @
Vacancy	300	150	540	200	810	2000	20	20	20	20
Backlog	--	--	--	--	--	--	--	--	53	--
Total	300	150	540	200	810	2000	20	20	73	20

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

* Vacancies reserved for OBC category are available only to the 'Non-creamy layer' OBC candidates. 'Creamy layer' OBC candidates should indicate their category as 'General'.

Vacancies for PWD category candidates are reserved horizontally.

@ PWD categories under clauses 'd' & 'e' of Section 34(i) of RPWD Act 2016 –

(i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).

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

Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through the proper channels."

1. ELIGIBILITY CRITERIA:

(A) **Essential Academic Qualifications:** (as on 31.08.2019):

Graduation in any discipline from a recognised University or any equivalent qualification recognised as such by the Central Government. Those who are in the Final Year/ Semester of their Graduation may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before 31.08.2019. Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before 31.08.2019. Candidates possessing qualification of Chartered Accountant may also apply.

Note:

- The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
- Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.

- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of honours/ optional/ additional optional subject, if any. This will be applicable for those Universities also where Class/ Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

(B) **Age Limit:** (As on 01.04.2019):

Not below 21 years and not above 30 years as on 01.04.2019 i.e. candidates must have been born not later than 01.04.1998 and not earlier than 02.04.1989 (both days inclusive)

Relaxation in Upper age limit:

Sr.	Category	Age relaxation
1.	Scheduled Caste/ Scheduled Tribe	5 Years
2.	Other Backward Classes (Non-Creamy Layer)	3 Years
3.	Persons With Disabilities (PWD)	- PWD (SC/ ST) 15 Years
		- PWD (OBC) 13 Years
		- PWD (Gen/ EWS) 10 Years
4.	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 Years
5.	Persons Ordinarily domiciled of the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 Years

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

(C) **Other:** i. Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment.

ii. Candidates against whom there is/ are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post.

2. RESERVATION FOR PERSONS WITH DISABILITY (PWD):

4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016:

A. **Locomotor Disabilities (LD):** A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

- OA - One arm affected (Right or Left)
- OL - One leg affected (Right or Left)
- OAL - One arm & One Leg affected
- BL - Both legs affected but not arms

Persons with OA and OAL category should have normal bilateral hand functions.

a. **"Leprosy cured person"** means a person who has been cured of leprosy but is suffering from:

- Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
- Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

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

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

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

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

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

a. **Blindness:**

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

b. Low Vision:

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

C. Hearing Impaired (HI):

- Deaf:** means person having 70 DB hearing loss in speech frequencies in both ears.
- Hard of Hearing:** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

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

- “Specific Learning Disability” (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
- “Mental Illness” (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence
- “Multiple Disabilities”** means multiple disabilities amongst LD, VI, HI, SLD & MI.

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

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

Use of Scribe & compensatory time:

The facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.
- Both the candidate and the scribe will have to give a suitable undertaking, in the prescribed format at the time of online examination
- Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- Candidate will have to arrange his/ her/ their own scribe at his/ her/ their own cost.
- The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Department of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.

3. CATEGORY:**Instructions for writing Category Name & Code no. while applying online.**

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

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

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

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

4. SELECTION PROCEDURE:

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

Phase-I: Preliminary Examination:

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

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

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

Phase-II: Main Examination:

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 50 marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer the Descriptive Test by typing on the computer. The Descriptive Test will be administered immediately after completion of the Objective Test.

(i) Objective Test: The objective test of 3 hours duration consists of 4 Sections for total 200 marks. The objective test will have separate timing for every section.

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

(ii) Descriptive Test: The Descriptive Test of 30 minutes duration with two questions for 50 marks will be a Test of English Language (Letter Writing & Essay).

Selection criteria for Group Exercise and Interview: Category wise merit list will be drawn on the basis of the aggregate marks scored in the Main Examination. There will be no sectional cut-off. Candidates numbering up to 3 times (approx.) of the category wise vacancies will be shortlisted for the Group Exercise & Interview from the top of the category wise merit list subject to a candidate scoring the minimum aggregate qualifying score.

Penalty for Wrong Answers (Applicable to both - Preliminary and Main Exam):

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

Phase-III: Group Exercises (20 marks) & Interview (30 marks)

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

Final Selection

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

Marks secured by the candidates in the Main Examination (out of 250 marks) are converted to out of 75 marks and Group Exercises & Interview scores of candidate (out of 50 marks) are converted to out of 25 marks. The final merit list is arrived at after aggregating (out of 100) converted marks of Main Examination and Group Exercises & Interview. Selection will be made from the top merit ranked candidates in each category.

Results of the candidates who qualify for Main Examination and Group Exercise & Interview as well as the final select list will be made available on the Bank's website.

5. EXAMINATION CENTERS:

- The examinations will be conducted online at venues across many centres in India. A tentative list of centres for Preliminary Examination is attached as Annexure I.
- No request for change of Examination Centre shall be entertained.
- SBI reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- SBI also reserves the right to allot any centre to the candidate other than the one he/ she had opted for.
- Candidate will appear for the examination at an Examination Centre at his/ her/ their own risk and expenses and SBI will not be responsible for any injury or losses etc. of any nature.
- Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by SBI.
- The centres for the Main Examination will be limited.

6. EMOLUMENTS:

Presently, the starting basic pay is ₹27,620/- (with 4 advance increments) in the scale of ₹23700-980/7-30560-1145/2-32850-1310/7-42020 applicable to Junior Management Grade Scale-I. The official will also be eligible for D.A, H.R.A/ Lease rental, C.C.A, Medical and other allowances & perquisites as per rules in force from time to time. The total compensation per annum on CTC basis be a minimum of ₹8.20 lacs and maximum of ₹13.08 lacs depending on place of posting and other factors.

SBI may offer, subject to necessary approvals, a SMART Compensation Package which would enable candidates a choice to monetize specific elements of the salary package.

7. JOINING, TRAINING & CAREER PATH:

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

On joining, the selected candidates will be designated as “Probationary Officers” and will be on probation for two years. They will be subjected to continuous assessment during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank in Junior Management Grade Scale-I (JMGS-I). Further, those officers who achieve higher standards/ scores stipulated by the Bank, may be considered for direct placement in the next higher grade, Middle Management Grade Scale-II (MMGS-II) immediately after confirmation.

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

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

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

Sr.	Category	Total
1.	SC/ ST/ PWD	₹125/- (Intimation Charges only)
2.	General/ EWS/ OBC	₹750/- (App. Fee including intimation charges)

Fee/Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

9. PRE-EXAMINATION TRAINING:

Bank may arrange pre-examination training at certain centres for SC/ ST/ Religious Minority Community candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost may indicate to that effect against relevant column while applying on-line. An indicative list of training centres is given below:

Agartala, Agra, Ahmedabad, Aizwal, Akola, Allahabad, Asansol, Aurangabad, Bareilly, Bhubaneswar, Berhampur (Ganjam), Bhopal, Bangalore, Chandigarh, Chennai, Coimbatore, Dehradun, Dibrugarh, Ernakulam, Gangtok, Gorakhpur, Gulbarga, Guwahati, Hubli, Hyderabad, Imphal, Indore, Itanagar, Jabalpur, Jaipur, Kanpur, Kohima, Kolkata, Lucknow, Madurai, Meerut, Mumbai, Mysore, Nagpur, New Delhi, Panaji (Goa), Patna, Port Blair, Purnea, Pune, Raipur, Ranchi, Sambalpur, Silchar, Siliguri, Shillong, Srinagar, Toora, Tirupati, Vadodara, Varanasi, Vishakhapatnam, Vijayawada

Bank may add additional centers or may delete some of the centers indicated for training. Candidates opting for pre-examination training should download their call letter for training from Bank's website by entering their registration number and password/ date of birth. No hard copy of the call letter will be sent.

10. NUMBER OF CHANCES:

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

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

11. HOW TO APPLY:

Candidates can apply **online only** from 02.04.2019 to 22.04.2019. No other mode of application will be accepted.

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

GUIDELINES FOR FILLING ONLINE APPLICATION:

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

Helpdesk: In case of any problem in filling up the form, payment of fee/ intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 022-22820427 (between 11:00 AM to 06:00 PM on working days) or lodge their query on <http://cgrs.ibps.in>. Candidates should mention 'RECRUITMENT OF PROBATIONARY OFFICERS IN STATE BANK OF INDIA-2019' in the subject of the email.

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

- First scan the photograph and signature as detailed under guidelines for scanning the photograph and signature.
- Visit Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> and open the Online Application Form, available under 'Current Openings'.
- Fill the application carefully. Once the application is filled completely, candidates should submit the data. In the event of candidates not being able to fill the data in one go, they 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. Candidates 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 three times only.** Once the application is filled completely, candidates should submit the data. No change /edit will be allowed thereafter. The registration at this stage is provisional.
- After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record. The printout of the application form is **NOT** to be sent to the Bank.
- If the online transaction is not successfully completed, please register again and make payment online.
- There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

b. GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

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

- Note: i. In case, the face in the photograph or signature is unclear, the applicant's candidature may be rejected.
- ii. In case, the photograph or signature is unclear, the candidate may edit his/ her/ their application and re-upload his/ her/ their photograph or signature.

12. DOWNLOAD OF CALL LETTERS:

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

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

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

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

14. BIOMETRIC VERIFICATION:

The Bank, at various stages, may capture photo and thumb impression of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her/ their correct thumb impression is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands.

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

15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.
- At the time of examination/ interview, if a candidate is (or has been) found guilty of:
 - using unfair means during the examination or
 - impersonating or procuring impersonation by any person or
 - misbehaving in the examination hall or
 - resorting to any irregular or improper means in connection with his/ her/ their candidature for selection or
 - obtaining support for his/ her/ their candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:
 - Disqualified from the examination for which he/ she is a candidate
 - Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/ her/ their candidature.
- USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:
 - Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
 - Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones/ pagers to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.
 - Candidates are not permitted to use or have in possession calculators in examination premises.

16. GENERAL INFORMATION:

- Candidates are advised to take a printout of their system generated online application form after submitting the application.
- Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the 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.
- 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.
- Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination/ interview will result in summary rejection/ cancellation of candidature.
- The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.
- Candidates serving in Government/ Quasi Government 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.
- In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
- Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.
- 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 22.04.2019". OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2019 to the date of interview, should be submitted by such candidates, if called for interview.
- Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
- Candidates are advised to keep their e-mail ID alive for receiving advices.
- Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.
- 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.

17. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will be published/ provided only on <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> from time to time. No separate advertisement will be issues in this regard.

18. DISCLAIMER:

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

Mumbai
Date: 02.04.2019

APPLY NOW

General Manager
CRPD, SBI

The Bank is not responsible for printing errors, if any

Annexure I**EXAMINATION CENTERS (Tentative List)**

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

Annexure II**Guidelines for scanning and Upload of Signature & Photograph (4.5cm x 3.5cm)**

Before applying online a candidate will be required to keep ready a scanned (digital) image of his/ her/ their photograph and signature as per the specifications given below.

Photograph:

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

Signature:

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

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color and the File Size should be as specified above

- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be 'JPG' or 'JPEG' format. An example file name is: 'image01.jpg' or 'image01.jpeg'. The dimensions of the Image can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MSOffice can easily obtain photo and signature in '.jpeg' format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. The 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 to 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.
- 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/ her/ their 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 and select the location where the Scanned Photograph/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Open/ Upload' button.

Your Online Application will not be registered unless you upload your photograph and signature as specified.**Note:**

- 1) In case the face in the photograph or the signature is unclear, the candidate's application may be rejected. 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/ their application and re-upload his/ her/ their photograph or signature, prior to submitting the form.
- 2) After completing online registration, candidates are advised to take a printout of their system generated online application forms.