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INSTITUTE OF BANKING PERSONNEL SELECTION
(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)
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# NOTIFICATION

## COMMON RECRUITMENT PROCESS FOR RECRUITMENT OF SPECIALIST OFFICERS IN PARTICIPATING BANKS (CRP SPL-XIII for Vacancies of 2024-25)

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## INTRODUCTION

**The online examination (Preliminary and Main) for the next Common Recruitment Process (CRP) for selection of personnel in Specialist Officers' cadre posts listed below in the Participating Banks is tentatively scheduled in December 2023/ January 2024**.

| Sr. No | POSTS |
|---|---|
| 01 | I.T. Officer (Scale-I) |
| 02 | Agricultural Field Officer (Scale I) |
| 03 | Rajbhasha Adhikari (Scale I) |
| 04 | Law Officer (Scale I) |
| 05 | HR/Personnel Officer (Scale I) |
| 06 | Marketing Officer (Scale I) |

Any eligible candidate, who aspires to join any of the Participating Banks listed at (A) as one of the Specialist Officers' post, is required to register for the Common Recruitment Process (CRP SPL-XIII). The examination will be two tier i.e. the online examination will be held in two phases, Online Preliminary and Online Main. Candidates who will qualify in Online Preliminary Examination and shortlisted will have to appear for Online Main Examination and shortlisted candidates in the Online Main examination will subsequently be called for a Common Interview to be conducted by the Participating Banks and co-ordinated by the Nodal Bank. **Depending on the actual vacancies to be filled in during the financial year 2024-25 based on the business needs of the Participating Banks and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Participating Banks keeping in view the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc. The validity for CRP SPL-XIII will automatically expire at the close of business on 31.03.2025 with or without giving any notice.**

**Indicative category-wise vacancies of each of the Participating Banks for each post are given vide Annexure I. Recruitment in Participating Banks is a dynamic process which depends upon restriction imposed, business volume, business growth, health of the banks, branch expansion, internal and external factors, structural changes etc. Vacancies mentioned here are indicative and anticipated as communicated by the Participating Banks. However, Provisional allotment will be made based on the actual vacancies reported by the Participating Banks.**

This system of Common Recruitment Process- Online Preliminary and Online Main Examination, Common Interview and provisional allotment for recruitment of Specialist Officers posts in Participating Banks has the approval of the appropriate authorities.

IBPS, an autonomous body, has received a mandate from the Banks mentioned at (A) below, to conduct the recruitment process as mentioned above, once a year. IBPS will make arrangements for conducting online preliminary examination, declare result of Online Preliminary Examination, inform the shortlisted candidates about the online main examination, declare the results of the Online Main Examination and inform the shortlisted candidates about the interview. Interviews will be conducted by the Participating Banks and coordinated by the Nodal Bank in each state/ UT. Prospective candidates will have to apply to IBPS after carefully reading the notification regarding the process of examinations, interview and provisional allotment, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

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## A. PARTICIPATING BANKS

| | | |
|---|---|---|
| Bank of Baroda | Bank of India | Bank of Maharashtra |
| Canara Bank | Central Bank of India | Indian Bank |
| Indian Overseas Bank | Punjab National Bank | Punjab & Sind Bank |
| UCO Bank | Union Bank of India | |

**The tentative schedule of events is as follows:**

| **Events** | **Tentative Dates** |
|---|---|
| On-line registration including Edit/Modification of Application by candidates | 01.08.2023- 21.08.2023 |
| Payment of Application Fees/Intimation Charges (Online) | 01.08.2023- 21.08.2023 |
| Download of call letters for Online examination – Preliminary | December 2023 |
| **Online Examination – Preliminary** | **30.12.2023/ 31.12.2023** |
| Result of Online exam – Preliminary | January 2024 |
| Download of Call letter for Online exam – Main | January 2024 |
| **Online Examination – Main** | **28.01.2024** |
| Declaration of Result of Online Main Examination | February 2024 |
| Download of call letters for interview | February/ March 2024 |
| Conduct of interview | February/March 2024 |
| Provisional Allotment | April 2024 |

**Candidates are advised to regularly keep in touch with the authorised IBPS website www.ibps.in for details and updates.**

## B. ELIGIBILITY CRITERIA

Candidates, intending to apply for CRP SPL-XIII should ensure that they fulfil the minimum eligibility criteria specified by IBPS in this notification. Candidates may please note that the eligibility criteria specified is the basic criteria for appointment to the aforesaid posts in the Participating Banks. However merely applying for, qualifying in the CRP and getting provisionally allotted in one of the Participating Banks does not imply that a candidate will necessarily be eligible for employment in any of the Participating Banks. It is expressly clarified that the ultimate authority for recruitment is the Participating Bank itself. The Participating Bank concerned may, in its sole discretion, reject the candidature of anyone provisionally allotted to it through the CRP.

**Please note that the eligibility criteria specified herein is the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of interview and any subsequent stage of the recruitment process as required by IBPS/ Participating Banks. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for CRP/ appearing for and being shortlisted in the online examination (Preliminary and Main) and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in any of the Participating Banks. No request for considering the candidature under any category other than the one in which one has applied will be entertained.**

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## I. NATIONALITY / CITIZENSHIP:

A candidate must be either -

(i) a Citizen of India or

(ii) a subject of Nepal or

(iii) a subject of Bhutan or

(iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or

(v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

## II. AGE (AS ON 01.08.2023):

Minimum: 20 years Maximum: 30 years

i.e. A candidate must have been born not earlier than 02.08.1993 and not later than 01.08.2003 (both dates inclusive)

**Relaxation of Upper age limit**

| Sr. No. | Category | Age relaxation |
|---|---|---|
| 1 | Scheduled Caste/Scheduled Tribe | 5 years |
| 2 | Other Backward Classes (Non- creamy layer) | 3 years |
| 3 | Persons With Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016". | 10 years |
| 4 | Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (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 invalidment, subject to ceiling as per Government guidelines | 5 years |
| 5 | Persons affected by 1984 riots | 5 years |

**NOTE:**

**(i)** **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. II (3) to II (5).**

**(ii)** The maximum age limit specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates.

**(iii)** **Candidates seeking age relaxation will be required to submit necessary certificate(s) in original along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by IBPS/ Participating Bank(s).**

Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PwBD category candidates.

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In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. **They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.**

**(iv)** If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman. There is no reservation for Ex-servicemen in Officers' Cadre.

## III. RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES

**Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.**

### A. "OC" category:

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, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/ limb dysfunction.. Orthopedically challenged persons are covered under locomotor disability:

**a. "Leprosy cured person"** means a person who has been cured of leprosy but is suffering from:
i. 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;
ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
iii. 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;

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

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

**b. Low Vision:**
i. 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
ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

**C. Hearing Impaired ("HI" Category):**
a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.
b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

**D. "ID" Category:** Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

**1. Intellectual disability.**
**a. Autism Spectrum disorder (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

**b. "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.

**c. "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.

**2. "Multiple Disabilities"** means multiple disabilities amongst clause "A"; "B"; "C";"D (1)".

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

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specified disability has been defined in measurable terms and includes 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.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies reported to IBPS by Participating Banks.

**(i) Guidelines for Persons with Benchmark Disabilities/ Specified Disabilities using a Scribe**

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16-110/2003-DD III 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 Finance, Department of Financial Services vide letter F. No. 3/2/2013- Welfare dated 26.04.2013, Office Memorandum F. No. 34-02/2015- DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and F. No. 29-6/2019-DD-III dated 10.08.2022. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- For candidates availing scribe in accordance with OM – F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I. Such candidates shall also, upload their certificate while filling the application form.
- The scribe may be from an academic stream different from that stipulated for the post. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the CRP.
- Deliberate wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for CRP examinations.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- In view of the importance of time element, the examination being of a competitive nature, the candidate must fully satisfy the Medical Officer of the Bank that there was necessity for use of a scribe as he/she has physical limitation to write including that of speed by the disabilities as mentioned in the guidelines regarding Persons with Benchmark Disabilities/ Specified Disabilities using the services of a scribe.
- **The scribe arranged by the candidate should not be a candidate for the online examination under (CRP-SPL-XIII). If violation of the above is detected at any stage of the process, candidature for CRP of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should**

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**provide carefully and accurate the same in the online application form. Any subsequent request may not be favourably entertained.**

- **A scribe can act as Scribe only for one candidate for CRP- SPL XIII process. If violation of the same is detected at any stage of the process, candidature of the candidates for CRP will be cancelled and scribe will be debarred from future CRP examinations.**
- **Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.**
- **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all CRP – examinations.**
- **IBPS reserves the right to share the list of debarred candidates/ scribes to other Recruiting agencies for their information.**
- **IBPS/ Participating Banks may also conduct online Aadhaar verification of the candidate/ scribe.**

**(ii) Guidelines for candidates with locomotor disability and cerebral palsy**

A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**(iii) Guidelines for Visually Impaired (VI) candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**(iv) Guidelines for Candidates with Intellectual Disability (ID)**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

**(v) Guidelines for persons with specified disabilities having less than 40% disability and having difficulty in writing:**

A compensatory time of not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

**NOTE: (i) These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

**(ii) IBPS reserves the right to conduct re-exam if there is doubt about the genuineness/ validity of candidate's score/ performance.**

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## IV. EWS (Economically Weaker Section)

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

i.) 5 acres of Agricultural Land and above;
ii.) Residential flat of 1000 sq. ft. and above;
iii.) Residential plot of 100 sq. yards and above in notified municipalities;
iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.
4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
5. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

**Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.**

**NOTE: These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

## V. EDUCATIONAL QUALIFICATIONS (AS ON 21.08.2023):

| Post Code | Name of the Post | Age | Educational Qualifications ** (from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies) |
|---|---|---|---|
| 01 | I.T. Officer (Scale-I) | Min- 20 Years Max-30 Years | a) 4 year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation<br>OR<br>b) Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications<br>OR<br>Graduate having passed DOEACC 'B' level |
| 02 | Agricultural Field Officer (Scale I) | Min- 20 Years Max-30 Years | 4 year Degree (graduation) in Agriculture/ Horticulture/Animal Husbandry/ Veterinary Science/ Dairy Science/ Fishery Science/ Pisciculture/ Agri. Marketing & Cooperation/ Co-operation & Banking/ Agro-Forestry/Forestry/ Agricultural Biotechnology/ Food Science/ Agriculture Business Management/ Food Technology/ Dairy Technology/ Agricultural Engineering/ Sericulture / Fisheries Engineering |
| 03 | Rajbhasha Adhikari | Min- 20 Years | Post Graduate Degree in Hindi with English as a subject at the degree (graduation) level |

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| | | | |
|---|---|---|---|
| | (Scale I) | Max-30 Years | 08 Post graduate degree in Sanskrit with English and Hindi as subjects at the degree (graduation) level. |
| 04 | Law Officer (Scale I) | Min- 20 Years Max-30 Years | A Bachelor Degree in Law (LLB) and enrolled as an advocate with Bar Council |
| 05 | HR/Personnel Officer (Scale I) | Min- 20 years Max- 30 years | Graduate and Two Years Full time Post Graduate degree or Two Years Full time Post Graduate diploma in Personnel Management / Industrial Relations/ HR / HRD/ Social Work / Labour Law.* |
| 06 | Marketing Officer (Scale I) | Min- 20 years Max- 30 years | Graduate and Two Years Full time MMS (Marketing)/ Two Years Full time MBA (Marketing)/ Two Years Full time PGDBA / PGDBM/ PGPM/ PGDM with specialization in Marketing * |

* In case of dual specialisations, one of the fields of specialisation should be in the field prescribed. In case of major/ minor specialisations, major specialisation should be in the stream prescribed. Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specialisations are not eligible to apply.

**** Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the notification and they fulfill the above eligibility criteria. No equivalent educational qualification shall be considered as eligible by IBPS or Participating Banks.**

**For posts other than IT Officer Scale I: Candidates should have Certificate/Diploma/Degree in computer operations/ Language/ should have studied Computer / Information Technology as one of the subjects in the High School/ College/ Institute.**

**Note :** (1) **All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 21.08.2023.**

**(2) Proper document from Board / University for having declared the result on or before 21.08.2023 has to be submitted at the time of interview.** The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(3) Candidate should indicate the percentage obtained in Graduation/ Post 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 online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(4) **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 semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. 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%.

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(5) **Candidates can apply for only one post. Multiple applications will be summarily rejected.**

## VI. CREDIT HISTORY:

(i) The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining of participating banks. The minimum credit score will be as per the policy of participating banks, amended from time to time.

(ii) Those candidates whose CIBIL status has not been updated before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer may be withdrawn / cancelled. The final discretion in this regard remains with the allotted Bank.

NOTE: Candidates with no bank account shall not be required to produce the CIBIL status. CIBIL Score requirement is not a pre-condition to apply.

## C. APPLICATION FEES & INTIMATION CHARGES

Application Fees/ Intimation Charges [Payable from 01.08.2023 to 21.08.2023 (Only online payment), both dates inclusive] shall be as follows:

- Rs. 175/- (inclusive of GST) for SC/ST/PwBD candidates.
- Rs. 850 /- (inclusive of GST) for all others.

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

## D. STRUCTURE OF EXAMINATION

### I. The structure of the Examinations which will be conducted online are as follows:

**a. Preliminary Examination**

**For the post of Law Officer and Rajbhasha Adhikari**

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Exam | Duration |
|---|---|---|---|---|---|
| 1 | English Language | 50 | 25 | English | 40 minutes |
| 2 | Reasoning | 50 | 50 | English and Hindi | 40 minutes |
| 3 | General Awareness with Special Reference to Banking Industry | 50 | 50 | English and Hindi | 40 minutes |
| | Total | 150 | 125 | | |

**For the Post of IT Officer, Agriculture Field Officer, HR/Personnel Officer and Marketing Officer**

| Sr. No. | Name of Tests | No. of Questions | Maximum Marks | Medium of Exam | Duration |
|---|---|---|---|---|---|
| 1 | English Language | 50 | 25 | English | 40 minutes |
| 2 | Reasoning | 50 | 50 | English and Hindi | 40 minutes |
| 3 | Quantitative Aptitude | 50 | 50 | English and Hindi | 40 minutes |
| | Total | 150 | 125 | | |

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**Candidates have to qualify in each of the three tests by securing minimum cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for Online Main Examination.**

**b. Main Examination**

**For the Post of Law Officer, IT Officer, Agriculture Field Officer, HR/Personnel Officer and Marketing Officer**

| Name of the Test | No. of Questions | Maximum Marks | Medium of Exam | Duration |
|---|---|---|---|---|
| Professional Knowledge | 60 | 60 | English & Hindi | 45 minutes |

**For the Post of Rajbhasha Adhikari**

| Name of the Test | No. of Questions | Maximum Marks | Medium of Exam | Duration |
|---|---|---|---|---|
| Professional Knowledge (Objective) | 45 | 60 | English & Hindi | 30 minutes |
| Professional Knowledge (Descriptive) | 2 | | English & Hindi | 30 minutes |

Any change in the structure of the examination will be intimated through authorised IBPS website www.ibps.in. **Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorised IBPS website www.ibps.in**

**Please note that candidates will not be permitted to appear for the Online Preliminary as well as Online Main Examination without the following documents:**

**(1) Valid Call Letter for the respective date and session of Examination. Those candidates who are called for Main Exam will also be required to bring authenticated/stamped call letter of Preliminary Exam (along with authenticated/ stamped copy of the ID proof)**

**(2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form**

**Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.**

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the Online Preliminary Examination is 2 hours, candidates may be required to be at the venue for about 3 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

For the Online Main Examination the duration of the examination is 45 minutes/ 60 minutes, candidates may be required to be at the venue for about 2 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

**PLEASE NOTE:**

Call letter for Online Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of the ID proof) safely. Those candidates who are called for

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On the Main Exam will be required to bring this call letter along-with Main Exam call letter and other requisite documents as per information provided in the "information handout" and call letter. However, scribe form (wherever applicable) will be collected during the Online Preliminary Exam.

Candidates need to bring one additional photograph (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per information provided in the "information handout" and call letter.
(Detailed instructions in this regard are provided in Clause P).

## E. PENALTY FOR WRONG ANSWERS (APPLICABLE TO BOTH – ONLINE PRELIMINARY AND ONLINE MAIN EXAMINATIONS)

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

## F. CUTOFF SCORE (ONLINE MAIN EXAMINATION)

Each candidate will be required to obtain a minimum score in the test of Online Main examination and also secure sufficiently high scores to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the Online Main examination will not be shared with the candidates shortlisted for interview.

Decision of IBPS in shortlisting and calling number of candidates for common interviews/ provisional allotment shall be final.

**MARKS OBTAINED IN THE ONLINE MAIN EXAMINATION ONLY WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND ALSO FOR FINAL MERIT LISTING**

## G. SCORES

- The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations.

## H. EXAMINATION CENTRES

(i) The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres for the Online Preliminary Examination and those for Online Main Examination is available in Annexure II.

(ii) No request for change of centre for Examination shall be entertained.

(iii) IBPS, however, 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.

(iv) IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

(v) Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.

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(iv) Any other behaviour/ activity in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by IBPS.

## I. INTERVIEW

Candidates who have been shortlisted in the Online Main Examination for CRP SPL-XIII will subsequently be called for an Interview to be conducted by the Participating Banks and coordinated by the Nodal Banks in each State/ UT with the help of IBPS. Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorised IBPS website www.ibps.in. **Please note that any request regarding change in date, centre etc. of interview will not be entertained.** However the conducting agencies reserve the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The total marks allotted for Interview are 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PwBD candidates). The weightage (ratio) of Online Main Examination and interview will be 80:20 respectively. The combined final score of candidates shall be arrived at on the basis of total scores obtained by the candidates in the Online Main Examination of CRP- SPL-XIII and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both in the Online Main Examination and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on authorised IBPS website.

**While appearing for the Interview, the candidate should produce valid prescribed documents given below.**
**In the absence of valid documents candidature of the candidates shall be cancelled. IBPS/ Nodal Bank/ Participating Banks take no responsibility to receive/ collect any certificate/ remittance/ document sent separately**

**List of Documents to be produced at the time of interview** (as applicable)

**The following documents in original and self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his / her candidature from further participation in the recruitment process.**

(i) Printout of the valid Interview Call Letter
(ii) Valid system generated printout of the online application form registered for CRP- SPL-XIII
(iii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
(iv) Photo Identify Proof as indicated in Point K of this notification.
(v) Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result on or before **21.08.2023** has to be submitted.
(vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in case of the SC / ST / OBC category candidates.
**Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**

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(vii) **Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of Economically Weaker Section (EWS) category candidates**

(viii) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category.

If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format.

(ix) Certificate in case of persons with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2 (r) of the said Act, i.e. persons having less than 40 % disability and having difficulty in writing, to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I.

(x) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services, on or before 20.08.2024. **Please note that failure to provide this certificate will result in immediate disqualification. The candidates falling in this category as well advised to apply for this certificate at the earliest to avoid disqualification.**

(xi) Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should not be issued for appearing in interview for selection to any particular Participating Bank as the Common Recruitment Process is for all Participating Banks. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.

(xii) Persons eligible for age relaxation under B II (5) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.

(xiii) Experience certificates, if any (Hardcopy/Digitally signed copy/ Received from Valid email id—subject to verification of experience certificates will be accepted).

(xiv) Persons falling in categories (ii), (iii), (iv) and (v) of Point B (I) should produce a certificate of eligibility issued by the Govt. Of India.

(xv) Any other relevant documents in support of eligibility.

**Note: - 1. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above.**

**2. Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment under CRP-SPL-XIII**

**3. No documents shall be directly sent to IBPS/ Nodal Banks by candidates before or after the interview.**

**4. IBPS may seek preferences from those candidates who apply under CRP-PSB-XIII for more than one post i.e. Clerks, Probationary Officers/ Management Trainees and Specialist Officers, to indicate their preference of post amongst the ones applied for. The option once exercised, will not be allowed to be changed/ modified. Once the candidate has been allotted as per the preference of post, he/she will not have any claim whatsoever over the allotment**

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**For the remaining posts, more information on this will be provided on the authorised IBPS website www.ibps.in at the time of interview process for PO/MT and Specialist Officers.**

**The Competent Authority for the issue of the certificate to SC / ST / OBC / Economically Weaker Section PERSONS WITH BENCHMARK DISABILITIES is as under (as notified by GOI from time to time):**

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

Economically Weaker Section :(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner, (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate, (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

For Persons with Benchmark Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.
Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of interview.

Prescribed Formats of SC, ST, OBC, EWS, PwBD certificates as applicable to be submitted at the time of interview can be downloaded from authorised IBPS website www.ibps.in. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

## J. PROVISIONAL ALLOTMENT

On completion of the interview process, depending on the vacancies to be filled in during the financial year 2024-25 based on the business needs of the Participating Banks and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Participating Banks, based on merit-cum-preference keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of India/Others from time to time, administrative exigency, etc. Vacancies given in this notification are indicative. Provisional allotment shall be done on the basis of actual vacancies to be reported by the Participating Banks. Candidates should not claim indicative vacancies as final for provisional allotment. No change in the data already registered by the candidate in the online application form is possible.

**A candidate belonging to reserved category, selected on the basis of norms as applicable to General Category, will be treated at par with a General category candidate. Such own merit candidates belonging to reserved categories who are provisionally allotted under unreserved (General) category will not be adjusted against a reserved post. However their original category as registered in the online registration will remain unchanged and they**

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shall be required to produce their caste certificates, applicable to them irrespective of **their selection under unreserved category. Failure to provide the same shall debar the candidate from further process.**

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

The provisional allotment is subject to the candidate fulfilling the criteria for Participating Banks and identity verification to the satisfaction of the allotted bank. This does not constitute an offer of employment. Non-production of relevant document shall make the candidate ineligible for further process under CRP SPL XIII. Verification of documents with regard to eligibility criteria will be carried out by the participating banks. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited.

As the provisional allotment will be made to Participating Banks on merit cum preference basis, once the provisional allotment is made, no request for change shall be entertained. Any request for change shall result in cancellation of candidature. Provisional allotment once made shall be final and binding on the candidate and no further allotment can be requested. Further, a candidate who is provisionally allotted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the allotted Participating Bank.

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the Participating Banks and shall be final and binding. IBPS shall have no role therein. Any queries in this regard shall be directed to the Participating Banks only.
A reserve list to the extent of approximately 10 percent of the vacancies under each category for each post may be kept, subject to the availability of candidates. This does not guarantee provisional allotment to/recruitment by the Participating Bank(s). In the event of Participating Banks providing further vacancies during April 2024-March 2025 at different intervals, provisional allotment may be carried out three to four times for the candidates in the reserve list, based on the vacancies provided by some or any of the participating banks at different intervals during the period. However, if no vacancy is furnished by the Participating Banks owing to exigencies or otherwise during the validity period, the candidates under the reserve list will not be considered for provisional allotment. The reserve list will expire automatically on 31.03.2025 without any notice. Candidates who are not provisionally allotted or not in the reserve list will not be considered for any further process under CRP SPL-XIII for vacancies for 2024-25.

**IBPS is not responsible in case the Participating Banks do not notify sufficient vacancies to exhaust the reserve list. Similarly, neither the Participating Banks nor IBPS is bound to notify every vacancy that may arise in any Participating Bank during pendency of reserve list. IBPS is not responsible for the recruitment of candidates, and will only act upon the vacancies notified by the Participating Banks in that regard within the specified period.**

**The decision of IBPS in provisional allotment of Banks shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel, reallot Bank-wise allocation/ change the process depending upon exigencies or otherwise. The candidates however, shall have not right to demand re-allotment on any grounds and allotment once done shall be final and binding on the candidates.**

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**This is an All India cadre and provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of the participating bank.**

**NOTE: IBPS may seek preferences from those candidates who apply under CRP-PSB-XIII for more than one post i.e. Clerks, Probationary Officers/ Management Trainees and Specialist Officers, to indicate their preference of post amongst the ones applied for. The option once exercised, will not be allowed to be changed/ modified. Once the candidate has been allotted as per the preference of post, he/she will not have any claim whatsoever over the allotment for the remaining posts. More information on this will be notified on the authorised IBPS website www.ibps.in at the time of interview process for PO/MT and Specialist Officers.**

## K. IDENTITY VERIFICATION

### (i) DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's currently valid photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer or People's Representative on official letterhead / Identity Card issued by a recognised college or university/ Aadhaa card/ E-aadhaar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.**

- **Ration Card and Learner's Driving License will <u>not be</u> accepted as valid id proof for this process.**
- **In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.**

**Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. To avoid any dispute, name recorded at the time of application should be identical to authorized identity proof.**

### (ii) IRIS Scan/Biometric Verification :

- At different stages of the process: Photograph and Biometric data (Right thumb impression or otherwise) may be captured/ verified. The photo captured will be matched with the photo uploaded by the candidate in the application. Candidate must NOT change his/her appearance from the photo uploaded in the application. Refusal to participate in the process of Biometric Thumb Impression capture/verification on any occasion may lead to cancellation of candidature.

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- With regards to the biometric data capture, please note the following:
  a) If fingers are coated (stamped ink/mehndi/coloured..etc.), ensure to thoroughly wash them so that coating is completely removed before the exam day.
  b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
  c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
  d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
- In such cases impression of other fingers, toes etc. may be captured.
- Decision of the Biometric verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

**(iii) IBPS/participating banks may also conduct Online Aadhaar verification of the candidates/scribes at different stages of the process.**

**(iv) <u>Social Distancing Mode conduct of Exam Related Instructions</u>**

1. Candidate is required to report at the exam venue strictly as per time mentioned in the Call Letter. Late comers will not be allowed to take the test.
2. **Items permitted into the venue for Candidates**

Candidates will be permitted to carry only certain items with them into the venue.

a. Mask ( Wearing a mask is compulsory)
b. Gloves
c. Personal transparent water bottle
d. Personal hand sanitizer (50 ml)
e. A simple pen and blue ink stamp pad
f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, one additional photograph etc.)
g. Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
h. In case of Scribe Candidates – Scribe form duly filled and signed with Photograph affixed.

No other Items are permitted inside the venue.

3. Candidate should not share any of their personal belonging/material with anyone.
4. Candidate should maintain safe social distance with one another.
5. Candidate should stand in the row as per the instructions provided at venue.
6. If candidate is availing the service of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and water bottle. Wearing a mask is compulsory.
7. **Candidate registration:**

a. Candidate registration will be done through photo capture.
b. Photograph will be taken while candidate is standing.
c. Seat number will be given to the candidate.

8. **Rough sheet call letter and ID proof management**

- Rough sheet(s) kept at each candidate desk will be used by candidate. After the end of examination candidates need to submit the rough sheets as instructed at the venue.

**<u>Call letter for Preliminary Exam</u>:** Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/ Stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of the ID proof) safely.

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However, some form (where ever applicable) will be collected during the Preliminary Exam.

Candidates need to bring one additional photograph (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per information provided in the "information handout" and call letter.

Candidates reporting without photograph pasted on the call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the exam.

(It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process.)

**At the time of Main Exam:** Candidates must bring duly authenticated/stamped Preliminary Exam call letter (with authenticated copy of ID proof) as well as Main Exam call letter. These documents along-with other requisite documents need to be submitted during the Main Exam.

Candidates need to bring the call letter **(with one photograph pasted on it)** and other requisite documents as per information provided in the "information handout" and call letter.

Candidates who do not bring the authenticated/ stamped call letter of preliminary examination and authenticated/ stamped photocopy of ID proof at the time of main examination will not be allowed to appear for the examination.

9. **Post Examination Controls**

- On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

(**Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam)**

## L. HOW TO APPLY

Candidates can apply online only from 01.08.2023 to 21.08.2023 and no other mode of application will be accepted.

**Pre-Requisites for Applying Online**

Before applying online, candidates should—

(i) scan their :

- photograph (4.5cm × 3.5cm)
- signature
- left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
- a hand written declaration (text given below). The hand written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)
- Certificate as mentioned in clause I (ix) for eligible candidates.

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ensuring that the all these scanned documents adhere to the requirements/ specifications as given in Annexure III to this Notification.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The Photograph/ Signature/ Left thumb impression/ Hand Written Declaration/ Certificate as mentioned in clause I (ix) (if applicable) should be properly scanned and should not be smudged/ blurred.

(iv) The text for the hand written declaration is as follows –

*"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

(vi) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges

(vii) have a valid personal email ID, which should be kept active till the declaration of results of this round of CRP. IBPS may send intimation to download call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

- **Application Fees/ Intimation Charges**

**Application Fees/ Intimation Charges [Payable from** 01.08.2023 to 21.08.2023 **(only Online payment, both dates inclusive)] shall be as follows:**

- Rs. 175/- (inclusive of GST) for SC/ST/PWBD candidates.
- Rs. 850 /- (inclusive of GST) for all others

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate

**Procedure for applying online**

(1) Candidates are first required to go to the IBPS's authorized website www.ibps.in and click on the Home Page to open the link "CRP Specialist Officers" and then click on the option "CLICK HERE TO APPLY ONLINE FOR CRP- Specialist Officers (CRP-SPL-XIII)" to open the On-Line Application Form.

(2) Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

(3) Candidates are required to upload their

- Photograph
- Signature
- Left Thumb Impression
- A hand written declaration
- Certificate as mentioned in clause I (ix) (if applicable)

as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure III).

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(4) **Candidates are advised to carefully fill in the online application form themselves as no change in any of the data filled in the online application form will be possible/ entertained. Prior to submission of the online application form candidates are advised to use the "COMPLETE REGISTRATION" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.**

**Mode of Payment**

Candidates can make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) Candidates should carefully fill in the details in the Online Application form at the appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the Online Application format. Before pressing the "COMPLETE REGISTRATION" button, candidates are advised to verify every field filled in the online application form. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application form as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the online application form in one go, he/ she 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 Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

(ii) The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/ Visa/ Master Card/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the online application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has **not** been successfully completed then candidates are advised to login **again** with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, **an e-receipt** will be generated.

(vii) Candidates are required **to take a printout of the e-receipt** and online application form containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

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After completing the procedure of applying online including payment of fees / intimation charges, the candidate should take a printout of the system generated online application form,

ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/ Banks.

**Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for Participating Banks etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.**

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

**An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression, the hand written declaration and Certificate as mentioned in clause I (ix) (if applicable) uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.**

**Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the authorised IBPS website www.ibps.in on account of heavy load on internet/website jam.**
**IBPS does not assume any responsibility for the candidates not being able to submit their online application form within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.**
**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

Any information submitted by an applicant in his/ her online application form shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

## M. GENERAL INSTRUCTIONS

(1) **Candidates will have to invariably produce the requisite documents such as valid call letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of online examinations (Preliminary & Main) and interview respectively. No document shall be directly sent to IBPS by the candidates before or after online examination.**

(2) During online preliminary examination the call letter and copy of Photo ID proof will not be collected at the examination centre. These will be duly authenticated by the examination centre

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staff functionaries and hand over facts to the candidates. The associates will be required to bring the authenticated call letter and copy of photo ID proof of Online Preliminary examination along with the call letter and other requisite documents of Online Main examination. However, candidates need to submit the scribe form (wherever applicable) during the online preliminary examination as well as the online main examination.

(3) Candidates who do not bring the authenticated/ stamped call letter of online preliminary examination and authenticated/ stamped photocopy of ID proof at the time of online main examination will not be allowed to appear for the examination.

(4) Candidates need to bring one additional photograph (same as pasted on call letter) along with the call letter and other requisite documents as per information provided in the information handout and call letter. Candidates reporting without photograph pasted on call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the examination.

(5) Before applying for the mentioned specialist posts, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given for submitting online application form.

(6) **A Candidate's admission to the online preliminary and main examinations/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS/ Participating Banks. IBPS/ Participating Banks would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a Participating Bank, his/her services are liable to be summarily terminated.**

(7) Decision of Nodal Banks/Participating Banks/ IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to CRP- SPL-XIII will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS/ Participating Banks in this regard. IBPS/ Nodal Bank/ Participating Banks take no responsibility to receive/ collect any certificate/remittance/ document sent separately.

(8) **The scribe arranged by the candidate should not be a candidate for the examination (CRP-SPL-XIII). A scribe can act as scribe only for one candidate for CRP-SPL-XIII process. If violation of the above is detected at any stage of the process, candidature for CRP of both the candidate and the scribe will be cancelled. The scribe should be from a different academic stream from the candidate and the post applied for.**

(9) **A candidate can apply for only one post and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.**

(10) **Multiple attendance/ appearances in the online examination and/or interview will be summarily rejected/ candidature cancelled.**

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(11) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

(12) Any resulting dispute arising out of this notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

(13) **Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.**

(14) Any request for change of date, time and venue for Online Examination (Preliminary and Main) and interview will not be entertained.

(15) **Any request for change of address, details mentioned in the online application form will not be entertained.**

(16) In case any dispute arises on account of interpretation of clauses in any version of this notification other than English, the English version available on authorized IBPS website shall prevail.

(17) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS/ Participating Banks in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted. **Signature uploaded should be of appropriate size and clearly visible.**

(18) A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification. Photo uploaded should be of appropriate size and clearly visible.

(19) The photograph/ signature/ left thumb impression/ handwritten declaration/ Certificate as mentioned in clause I (ix) (if applicable) which is scanned and uploaded in the Online Application Form should not be smudged and blurred. In case the face in the photograph or signature or left thumb impression or the handwritten declaration or Certificate as mentioned in clause I (ix) is unclear/ smudged the candidate's application form shall be rejected.

(20) The hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

(21) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of IBPS. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(22) Candidates will have to appear for the interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

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(23) Nodal Banks/ Participating Banks/ IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

(24) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the concerned Participating Bank and subject to service and conduct rules of the concerned Participating Bank. Decision of concerned Participating Banks to which candidates are provisionally allotted will be final and binding on candidates. IBPS has no role to play here. **Any queries in this regard are to be made to the Participating Banks only.**

(25) IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and Provisional Allotment etc.

(26) **Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form for CRP- SPL-XIII.**

(27) IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website www.ibps.in for latest updates.

(28) **Order of preference for Participating Banks has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this connection shall be entertained.**

(29) **If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.**

(30) The candidates are required to follow all the Guidelines regarding Social Distancing Mode of Exam given in this notification and subsequently. Any violation may result in cancellation of candidature.

(31) IBPS reserve the right to share the list of debarred candidates/ scribes to other recruiting agencies for their information.

## N. ITEMS NOT ALLOWED INSIDE THE EXAMINATION CENTRE

Following items are NOT allowed inside the examination centre:-

(a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
(b) Any communication device like Mobile Phone. Bluetooth, Earphones, Microphone, Pager, Health Band etc.-
(c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
(d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. will be thoroughly checked.
(e) Any watch/Wrist Watch, Camera, devices with screen freeze or storage facilities etc.
(f) Any metallic item
(g) Any eatable item opened or packed, water bottle etc.
(h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

**Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.**

**Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any**

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**of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.**

## O. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

(1) At the time of Online Preliminary examination, Main examination, Interview or in a subsequent selection procedure, if a candidate is (or has been ) engaged in :-

(i) using unfair means or

(ii) impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) resorting to any irregular or improper means in connection with his/ her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination hall or devices with screen freeze or storage facility etc.

(vii) furnishing any particulars that are false, tampered with or fabricated and suppress any material information while submitting online application form, shall be liable :

(a) to be subjected to criminal prosecution.

(b) to be disqualified from the examination for which he/ she is a candidate

(c) to be debarred either permanently or for a specified period from any examination conducted by IBPS

(d) for termination of service, if he/ she has already joined the Participating Bank.

IBPS reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.

**Important: IBPS would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates without any notice.**

## P. CALL LETTERS

The Centre, venue address, post applied for, date and time for both Online Preliminary and Online Main examination and interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the authorised IBPS's website www.ibps.in by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

**The candidates who have opted for the services of a scribe in the online application form will be required to fill in the details of the scribe at the time of downloading examination call letter. The scribe declaration form containing the filled in details has to be downloaded (separately) along with the call letter. The candidate will be required to bring the call letter as well as the filled in scribe declaration form at the time of examination along with other requisite documents.**

Intimations will be sent by email and SMS to the email ID and mobile number registered in the online application form for CRP SPL-XIII. IBPS/ Participating Banks will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of IBPS/ Participating

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Banks. Candidates are hence advised to regularly keep in view with the authorized IBPS website www.ibps.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

**PLEASE NOTE:**

**Call letter for Preliminary Exam:** Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/ Stamped by the exam venue staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of the ID proof) safely. Those candidates who are called for Main examination will be required to bring this call letter along with Main examination call letter and other requisite documents as per the information provided in the "Information Handout" and "Call letter". However, scribe form (wherever applicable) will be collected during the Preliminary Exam.

Candidates need to bring one additional photograph (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per information provided in the "information handout" and call letter.

Candidates reporting without photograph pasted on the call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the exam.

(It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process)

**At the time of Main Exam:** Candidates must bring duly authenticated Preliminary Exam call letter (with authenticated copy of ID proof) as well as Main Exam call letter. These documents along-with other requisite documents need to be submitted during the Main Exam.
Candidates need to bring the call letter and other requisite documents as per information provided in the "information handout" and call letter.
Candidates who do not bring the authenticated/ stamped call letter of preliminary examination and authenticated/stamped photocopy of ID proof at the time of main examination will not be allowed to appear for the examination.

**Q. ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on authorised IBPS website www.ibps.in from time to time.

**R. DISCLAIMER:**

**Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding process for recruitment of Specialist Officers in Participating Banks (CRP SPL-XIII) shall be final and binding.**

**Mumbai** **DIRECTOR**
**Date: 01.08.2023**

**Click here to apply for CRP SPL XIII**
https://ibpsonline.ibps.in/crpsp13jun23/

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## ANNEXURE I

### Indent for Specialist Officer for the year 2024-25
### (INDICATIVE)

**AGRICULTURAL FIELD OFFICER (SCALE-I)**

| SR.NO. | BANK | SC | ST | OBC | EWS | UR | TOTAL | Out of Which (PwBD) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | HI | OC | VI | ID |
| 1 | BANK OF BARODA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 2 | BANK OF INDIA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | BANK OF MAHARASHTRA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 4 | CANARA BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 5 | CENTRAL BANK OF INDIA | 60 | 30 | 108 | 40 | 162 | 400 | 4 | 4 | 4 | 4 |
| 6 | INDIAN BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 7 | INDIAN OVERSEAS BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | PUNJAB & SIND BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | PUNJAB NATIONAL BANK | 15 | 7 | 27 | 10 | 41 | 100 | 1 | 1 | 1 | 1 |
| 10 | UCO BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 11 | UNION BANK OF INDIA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| **TOTAL** | | **75** | **37** | **135** | **50** | **203** | **500** | **5** | **5** | **5** | **5** |

**HR/PERSONNEL OFFICER (SCALE-I)**

| SR.NO. | BANK | SC | ST | OBC | EWS | UR | TOTAL | Out of Which (PwBD) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | HI | OC | VI | ID |
| 1 | BANK OF BARODA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 2 | BANK OF INDIA | 1 | 0 | 3 | 1 | 7 | 12 | 0 | 0 | 0 | 0 |
| 3 | BANK OF MAHARASHTRA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 4 | CANARA BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 5 | CENTRAL BANK OF INDIA | 2 | 1 | 4 | 1 | 7 | 15 | 0 | 0 | 0 | 0 |
| 6 | INDIAN BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 7 | INDIAN OVERSEAS BANK | 0 | 0 | 1 | 0 | 3 | 4 | 0 | 0 | 0 | 0 |
| 8 | PUNJAB & SIND BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | PUNJAB NATIONAL BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | UCO BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 11 | UNION BANK OF INDIA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| **TOTAL** | | **3** | **1** | **8** | **2** | **17** | **31** | **0** | **0** | **0** | **0** |

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**I.T. OFFICERS (SCALE-I)**

| SR.NO. | BANK | SC | ST | OBC | EWS | UR | TOTAL | Out of Which (PwBD) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | HI | OC | VI | ID |
| 1 | BANK OF BARODA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 2 | BANK OF INDIA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | BANK OF MAHARASHTRA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 4 | CANARA BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 5 | CENTRAL BANK OF INDIA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | INDIAN BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 7 | INDIAN OVERSEAS BANK | 3 | 1 | 5 | 3 | 8 | 20 | 0 | 1 | 0 | 0 |
| 8 | PUNJAB & SIND BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | PUNJAB NATIONAL BANK | 15 | 7 | 27 | 10 | 41 | 100 | 1 | 1 | 1 | 1 |
| 10 | UCO BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 11 | UNION BANK OF INDIA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| **TOTAL** | | **18** | **8** | **32** | **13** | **49** | **120** | **1** | **2** | **1** | **1** |

**LAW OFFICER (SCALE-I)**

| SR.NO. | BANK | SC | ST | OBC | EWS | UR | TOTAL | Out of Which (PwBD) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | HI | OC | VI | ID |
| 1 | BANK OF BARODA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 2 | BANK OF INDIA | 1 | 0 | 2 | 1 | 6 | 10 | 0 | 0 | 0 | 0 |
| 3 | BANK OF MAHARASHTRA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 4 | CANARA BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 5 | CENTRAL BANK OF INDIA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | INDIAN BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 7 | INDIAN OVERSEAS BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | PUNJAB & SIND BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | PUNJAB NATIONAL BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | UCO BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 11 | UNION BANK OF INDIA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| **TOTAL** | | **1** | **0** | **2** | **1** | **6** | **10** | **0** | **0** | **0** | **0** |

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**MARKETING OFFICER (SCALE-I)**

| SR.NO. | BANK | SC | ST | OBC | EWS | UR | TOTAL | Out of Which (PwBD) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | HI | OC | VI | ID |
| 1 | BANK OF BARODA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 2 | BANK OF INDIA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | BANK OF MAHARASHTRA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 4 | CANARA BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 5 | CENTRAL BANK OF INDIA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | INDIAN BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 7 | INDIAN OVERSEAS BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | PUNJAB & SIND BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | PUNJAB NATIONAL BANK | 105 | 52 | 189 | 70 | 284 | 700 | 7 | 7 | 7 | 7 |
| 10 | UCO BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 11 | UNION BANK OF INDIA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| **TOTAL** | | **105** | **52** | **189** | **70** | **284** | **700** | **7** | **7** | **7** | **7** |

**RAJBHASHA ADHIKARI (SCALE-I)**

| SR.NO. | BANK | SC | ST | OBC | EWS | UR | TOTAL | Out of Which (PwBD) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | HI | OC | VI | ID |
| 1 | BANK OF BARODA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 2 | BANK OF INDIA | 2 | 1 | 4 | 1 | 8 | 16 | 0 | 0 | 0 | 0 |
| 3 | BANK OF MAHARASHTRA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 4 | CANARA BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 5 | CENTRAL BANK OF INDIA | 2 | 1 | 4 | 1 | 7 | 15 | 0 | 0 | 0 | 0 |
| 6 | INDIAN BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 7 | INDIAN OVERSEAS BANK | 2 | 1 | 3 | 1 | 3 | 10 | 0 | 0 | 0 | 0 |
| 8 | PUNJAB & SIND BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | PUNJAB NATIONAL BANK | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | UCO BANK | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| 11 | UNION BANK OF INDIA | NR | NR | NR | NR | NR | NR | NR | NR | NR | NR |
| **TOTAL** | | **6** | **3** | **11** | **3** | **18** | **41** | **0** | **0** | **0** | **0** |

**NR = VACANCY NOT REPORTED**

May include backlog vacancies for some Banks

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ANNEXURE IV

## EXAMINATION CENTRES – Preliminary and Main Examination (Tentative List)

The examination may be held at the following centres and the address of the venue will be advised in the call letters. IBPS, however, 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. IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

| State Code | State /UT / NCR | Preliminary Examination Centre | Main Examination Center |
|---|---|---|---|
| 11 | Andaman & Nicobar | Port Blair | Port Blair |
| 12 | Andhra Pradesh | Chirala, Chittoor, Kadapa, Kakinada, Kurnool, Nellore, Ongole, Rajahmundry, Srikakulam, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram | Vijaywada, Vishakhapatnam |
| 13 | Arunachal Pradesh | Naharlagun | Naharlagun |
| 14 | Assam | Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur | Guwahati |
| 15 | Bihar | Arrah, Aurangabad, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea | Patna |
| 16 | Chandigarh | Chandigarh/Mohali | Chandigarh/Mohali |
| 17 | Chhattisgarh | Bhilai Nagar, Bilaspur, Raipur | Raipur |
| 18 | Dadra & Nagar Haveli and Daman & Diu | Surat, Jamnagar | Surat |
| 19 | Delhi | Delhi/New Delhi/ Delhi NCR, Faridabad, Ghaziabad | Delhi/New Delhi/ Delhi NCR, Faridabad, Ghaziabad |
| 20 | Goa | Panaji | Panaji |
| 21 | Gujarat | Ahmedabad- Gandhinagar, Anand, Himatnagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara | Ahmedabad- Gandhinagar |
| 22 | Haryana | Ambala, Faridabad. Gurugram | Ambala |
| 23 | Himachal Pradesh | Bilaspur, Hamirpur, Mandi, Kangra, Kullu, Shimla, Solan | Bilaspur, Hamirpur, Shimla, Solan |
| 24 | Jammu & Kashmir | Jammu, Samba, Srinagar | Jammu, Srinagar |
| 25 | Jharkhand | Dhanbad, Hazaribagh, Jamshedpur, Ranchi | Ranchi |
| 26 | Karnataka | Bengaluru, Belagavi (Belgaum), Bidar, Kalaburagi (Gulbarga), Hubbali- Dharwad, Mangaluru (Mangalore), Mysuru (Mysore), Shivamogga (Shimoga), Udupi | Bengaluru, Hubballi- Dharwad |
| 27 | Kerala | Alappuzha, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thiruvananthapuram, Thrissur | Kochi, Thiruvananthapuram |
| 28 | Ladakh | Leh | Leh |
| 29 | Lakshadweep | Kavaratti | Kavaratti |
| 30 | Madhya Pradesh | Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain | Bhopal, Gwalior, Indore |
| 31 | Maharashtra | Amravati, Chhatrapati Sambhaji Nagar (Aurangabad), Jalgaon, Kolhapur, Latur, Mumbai/ Thane/ Navi Mumbai/ MMR, Nagpur, Nanded, Nashik, Pune, Ratnagiri | Chhatrapati Sambhaji Nagar (Aurangabad), Mumbai/ Thane/ Navi Mumbai/ MMR, Nagpur, Pune |
| 32 | Manipur | Imphal | Imphal |
| 33 | Meghalaya | Shillong | Shillong |
| 34 | Mizoram | Aizawl | Aizawl |
| 35 | Nagaland | Kohima | Kohima |
| 36 | Odisha | Balasore, Berhampur(Ganjam), Bhubaneswar, Cuttack, Rourkela, Sambalpur | Bhubaneswar |
| 37 | Puducherry | Puducherry | Puducherry |
| 38 | Punjab | Amritsar, Bhatinda, Jalandhar, Mohali, Patiala | Jalandhar, Mohali, Patiala |
| 39 | Rajasthan | Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur | Jaipur, Udaipur |
| 40 | Sikkim | Bardang/ Gangtok | Bardang/ Gangtok |
| 41 | Tamil Nadu | Chennai, Coimbatore, Madurai, Nagercoil, Salem, Thanjavur, Thiruchirapalli, Tirunelveli, Vellore | Chennai, Madurai, Tirunelveli |
| 42 | Telangana | Hyderabad, Karimnagar, Khammam, Warangal | Hyderabad |
| 43 | Tripura | Agartala | Agartala |
| 44 | Uttar Pradesh | Agra, Aligarh, Bareilly, Gorakhpur, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Noida/ Greater Noida, Prayagraj(Allahabad), Varanasi | Lucknow, Meerut, Noida/ Greater Noida, Prayagraj(Allahabad) |
| 45 | Uttarakhand | Dehradun, Haldwani, Roorkee | Dehradun |
| 46 | West Bengal | Asansol, Durgapur, Greater Kolkata, Hooghly, Kalyani, Siliguri | Greater Kolkata, Siliguri |

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## ANNEXURE III: Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression, the hand written declaration and certificate as mentioned in Clause I (ix) - if applicable, as per the specifications given below.

**Photograph Image:** (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- 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.
- Photo uploaded should be of appropriate size and clearly visible.

**Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
    - 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
    - Signature uploaded should be of appropriate size and clearly visible.

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
    - File type: jpg / jpeg
    - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
    - File Size: 50 KB – 100 KB

**Certificate as mentioned in Clause I (ix) for eligible candidates:**

- Document must be in PDF format.
- Page size of the document to be A4.

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

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- **Ensure that the photo, signature, left thumb impression, hand-written declaration and certificate as mentioned in Clause I (ix) - if applicable, are uploaded at the specified spaces only in the online application form.**

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, 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/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration and certificate as mentioned in Clause I (ix) - if applicable.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ certificate as mentioned in Clause I (ix) - if applicable. "
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/ certificate as mentioned in Clause I (ix) - if applicable, file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and certificate as mentioned in Clause I (ix) - if applicable, as specified.**

**Note:**

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(1) In case the face in the photograph or signature or left thumb impression of the hand written declaration or certificate as mentioned in Clause I (ix) - if applicable, is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration/ certificate as mentioned in Clause I (ix) - if applicable, in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration or certificate as mentioned in Clause I (ix) - if applicable, is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration or certificate as mentioned in Clause I (ix) - if applicable , prior to submitting the online application form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.

(7) After registering online candidates are advised to take a printout of their system generated online application forms.

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**FORM SC/ST**

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.**

**1.This is to certify that Sri / Smt / Kum*_____ son / daughter* of_____ of village / town* _____ in District / Division*_____of the State / Union Territory*_____belongs to the _____Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under :**

* The Constitution ( Scheduled Castes) Order, 1950 ;
* The Constitution ( Scheduled Tribes) Order, 1950 ;
* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
* The Constitution (Pondicherry) Scheduled Castes Order 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
* The Constitution (ST) Orders (Amendment) Ordinance, 1996**;**
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

.....2

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**# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.**

**This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____Father /Mother* of Sri / Smt / Kumari*_____of village / town_____in District/Division*_____of the State/Union Territory*_____ who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.**

**3.Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of_____ District / Division* of the State / Union Territory* of _____**

**Signature _____**

**Designation _____**

**Place:** **[With seal of Office]**
**Date :** **State/Union Territory**

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

---

* Please delete the words which are not applicable.
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time as per Government of India Guidelines.**

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**FORM OBC**

**FORM OF CERTIFICATE TO BE PRODUCED BY**

**OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT**

**TO POSTS UNDER THE GOVERNMENT OF INDIA**

**This is to certify that Sri / Smt. / Kumari_____son/daughter of _____ of village/Town _____District/Division _____ in the State/ Union Territory_____ belongs to the _____community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____dated _____*. Shri/Smt./Kumari _____and/or his/her family ordinarily reside(s) in the _____District/Division of the _____State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.**

**Dated :**

**District Magistrate**
**Deputy Commissioner etc.**

**Seal**

---

*** - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.**

****- As amended from time to time.**

**Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.**

**The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.**

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**FORM EWS**

Government of ……..

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

(Prescribed proforma subject to amendment from time to time)

Certificate No. ……

Date : ……

VALID FOR THE YEAR ……

This is to certify that Shri/Smt./Kumari …….. son/daughter/wife of …….. permanent resident of …….. Village/Street …….. Post Office……. District…… in the State/Union Territory …… Pin Code ……. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities

2. Shri/Smt./Kumari …… belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office ……

Name ……

Designation ……

Recent Passport size attested photograph of the applicant

* Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2 :The term **'Family"** for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3 : The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE :- **The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS : -**

(i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
(iii)Revenue Officer not below the rank of Tehsildar and
(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

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**FORM-I**

**Certificate of Disability**

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)**

**(Prescribed proforma subject to amendment from time to time)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

| Recent passport size attested photograph (Showing face only) of the person with disability |
|---|

**Certificate No. :** **Date :**

**This is to certify that I have carefully examined**

**Shri/Smt./Kum. _____ son/wife/daughter of Shri _____**

**Date of Birth (DD / MM / YY) _____**

**Age _____ years, male/female _____ registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that :**

**(A) he/she is a case of :**

- **locomotor disability**
- **Dwarfism**
- **Blindness**

**(Please tick as applicable)**

**(B) The diagnosis in his/her case is _____**

**(A) He/She has _____% (in figure) _____ percent (in words) permanent locomotor disability/ dwarfism /blindness in relation to his/her _____ (part of body) as per guidelines (……number and date of issue of the guidelines to be specified)**

**2. The applicant has submitted the following documents as proof of residence :-**

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|---|---|---|
| | | |

**(Signature and Seal of Authorised Signatory of notified Medical Authority)**

| Signature/Thumb impression of the person in whose favour disability certificate is issued. |
|---|

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**FORM - II**

**Certificate of Disability**

**(In case of multiple disabilities)**

**(Prescribed proforma subject to amendment from time to time)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

| Recent PP size Attested Photograph (Showing face only) of the person with disability |
|---|

**Certificate No. :** **Date :**

**This is to certify that we have carefully examined**

**Shri/Smt./Kum. _____ son/wife/daughter of Shri _____**

**Date of Birth (DD / MM / YY) _____**

**Age _____ years, male/female _____ registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that :**

**(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines ((……number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below :**

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---|---|---|---|---|
| 1 | Locomotor disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Dwarfism | | | |
| 5 | Cerebral Palsy | | | |
| 6 | Acid Attack Victim | | | |
| 7 | Low vision | # | | |
| 8 | Blindness | # | | |
| 9 | Deaf | £ | | |
| 10 | Hard of Hearing | £ | | |
| 11 | Speech and Language Disability | | | |
| 12 | Intellectual Disability | | | |
| 13 | Specific Learning Disability | | | |
| 14 | Autism Spectrum disorder | | | |
| 15 | Mental-illness | | | |
| 16 | Chronic Neurological Conditions | | | |
| 17 | Multiple sclerosis | | | |
| 18 | Parkinson's disease | | | |
| 19 | Haemophilia | | | |
| 20 | Thalassemia | | | |
| 21 | Sickle Cell disease | | | |

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**(B) In the light of the above, disability is permanent/ physical impairment as per guidelines (……number and date of issue of the guidelines to be specified), is as follows :-**

**In figures :- _____ percent**

**In words :- _____ percent**

**2. This condition is progressive/non-progressive/likely to improve/not likely to improve.**

**3. Reassessment of disability is :**

**(i) not necessary,**

**Or**

**(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____**

**@ - e.g. Left/Right/both arms/legs**

**# - e.g. Single eye**

**£ - e.g. Left / Right / both ears**

**4. The applicant has submitted the following documents as proof of residence :-**

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|---|---|---|
| | | |

**5. Signature and Seal of the Medical Authority**

| | | |
|---|---|---|
| **Name and seal of Member** | **Name and seal of Member** | **Name and seal of Chairperson** |

| |
|---|
| **Signature/Thumb impression of the person in whose favour disability certificate is issued.** |

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**FORM III**

**Certificate of Disability**

**(In cases other than those mentioned in Form I and II)**

**(Prescribed proforma subject to amendment from time to time)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

| Recent passport size Attested Photograph (Showing face only) of the person with disability |
|---|

**Certificate No. :** **Date :**

**This is to certify that I have carefully examined**

**Shri/Smt./Kum._____**

**son/wife/daughter of Shri _____ Date of Birth (DD / MM / YY) ____ ____ ____**

**Age _____ years, male/female _____Registration No. _____ permanent resident of House No._____ Ward/Village/Street _____ Post Office _____District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:**

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---|---|---|---|---|
| 1 | Locomotor disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Cerebral Palsy | | | |
| 5 | Acid Attack Victim | | | |
| 6 | Low vision | # | | |
| 7 | Deaf | € | | |
| 8 | Hard of Hearing | € | | |
| 9 | Speech and Language Disability | | | |
| 10 | Intellectual Disability | | | |
| 11 | Specific Learning Disability | | | |
| 12 | Autism Spectrum disorder | | | |
| 13 | Mental-illness | | | |
| 14 | Chronic Neurological Conditions | | | |
| 15 | Multiple sclerosis | | | |
| 16 | Parkinson’s disease | | | |
| 17 | Haemophilia | | | |

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| | | | | |
|---|---|---|---|---|
| 18 | Thalassemia | | | |
| 19 | Sickle Cell disease | | | |

**(Please strike out the disabilities which are not applicable.)**

**2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.**

**3. Reassessment of disability is:**

**(i) not necessary,**

**Or**

**(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____**

**@ - e.g. Left/Right/both arms/legs**

**# - e.g. Single eye / both eyes**

**£ - e.g. Left / Right / both ears**

**4. The applicant has submitted the following documents as proof of residence:-**

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|---|---|---|
| | | |

**(Authorised Signatory of notified Medical Authority)**
**(Name and Seal)**

**Countersigned**

**{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}**

**Signature/Thumb impression of the person in whose favour disability certificate is issued.**

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**APPENDIX- I**

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs …… (name of the candidate), S/o / D/o ……, a resident of ……..…… (Vill/PO/PS/District/State), aged …… yrs, a person with …… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

| (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) |
|---|---|---|---|---|
| Orthopedic/ PMR specialist | Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator | Neurologist (if available) | Occupational therapist (if available) | Other Expert, as nominated by the Chairperson (if any) |
| (Signature & Name) | | | | |
| Chief Medical Officer / Civil Surgeon / Chief District Medical Officer …… Chairperson | | | | |

Name of Government Hospital / Health Care Centre with Seal

Place :

Date :