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Advertisement No. 01 / 2023-24

Recruitment of Specialist Cadre Officers – 2023-24

IDBI Bank Ltd. invites online applications from eligible candidates for the below mentioned posts (Details given at Sr. No 1, 2 & 3). Candidates fulfilling required eligibility criteria may apply on-line through the link given on Bank's website www.idbibank.in.

Start Date of Online Registration & Payment of Application Fee/ Intimation Charges – Online:	February 21, 2023
Last Date of Online Registration & Payment of Application Fee/ Intimation Charges - Online :	March 03, 2023

PLEASE NOTE:

(a) Cut-off date for eligibility criteria i.e. age, qualification and experience for the advertised posts is **January 01, 2023.**

(b) Candidates are strictly advised to apply, after ensuring their eligibility as per the criteria given for the respective post.

(c) Candidates are strictly advised to **apply only for one** of the posts, after ensuring their eligibility as per the criteria given for the respective post. Please note that multiple applications are liable to be rejected without assigning any reason whatsoever.

(d) The process of Registration of application is complete only when fee is deposited/received with the Bank through On-line mode on or before the last date for fee payment.

(e) Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Participation to selection process will be purely provisional. Final selection of the candidate will be subject to verification of information/documents mention/submitted by the candidate at the time of application or during selection process.

(f) Candidates are advised to check Bank's website www.idbibank.in for all further announcements/information. Any revision/ corrigenda will be hosted on the Bank's website only and no separate communication will be sent to applicant separately.

(g) Only Candidates willing to serve anywhere in India, should apply.

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1. Details of Vacancies

Sr. No	Post Code/Functional Area	Grade			Total Vacancies
		Manager	Assistant General Manager	Deputy General Manager	
1	Digital Banking & Emerging Payments (DB&EP)	42	7	2	**51**
2	Information Technology & MIS (IT & MIS)	33	22	8	**63**
Total		**75**	**29**	**10**	**114**

2. Details of Reservation:-

Post	Unreserved (UR)	Reserved for				Total Number of Vacancies
		SC	ST	OBC	EWS	
Manager - Grade B	31	12	5	20	7	**75**
Assistant General Manager (AGM) - Grade C	13	3	3	8	2	**29**
Deputy General Manager (DGM) - Grade D	4	2	0	3	1	**10**
Total	**48**	**17**	**8**	**31**	**10**	**114**

Note - The number of vacancies/ reserved vacancies is provisional and may vary according to actual requirements of the Bank.

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3.**Age, Educational qualification and Experience (as on January 01, 2023) :**

Sr. No.	Post Code	Functional Area	Vacancies	Grade	Age (In years)	Educational Qualification	Experience
1	Digital Banking & Emerging Payment (DB & EP)	Digital Marketing	1	Deputy General Manager (Grade D)	Min – 35 Max – 45	(i) BCA/ B Sc (IT) /B Tech / BE in - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking from any University recognized by Govt. of India or its regulatory bodies. **And** M.Sc (IT)/ MCA/ M Tech/ M.E - Information Technology (IT) /Electronics & Communications/ Electronics & Electrical/ Electronics/Software Engineering/ Digital Banking/ Computer Science from any University recognized by Govt. of India or its regulatory bodies. **OR** (ii) BCA/ B Sc (IT) /B Tech / BE in - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking from any University recognized by Govt. of India or its regulatory bodies. **And** MBA (Finance/ Marketing/ IT/ Digital Banking) from a University/ Institute recognized by the Govt. of India. Certificate in Digital Marketing, Google Analytics & Social media marketing will be an added advantage.	Minimum 10 years' experience in Digital Banking & Emerging Payment in BFSI/ Fin-Tech/ Information Technology Services Organizations/ PSUs/ Government agencies/ units dealing in Digital Banking Products/Technology or Digital Payment Products/Technology Out of the above, 7 years relevant work experience may be in Digital Marketing, Social Media and Content Marketing, Search engine optimization (SEO) in Digital Marketing, Digital campaigns. Experience of managing digital marketing for a Bank/NBFC/Fintech will be preferred.

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Sr. No.	Post Code	Functional Area	Vacancies	Grade	Age (In years)	Educational Qualification	Experience
2	Digital Banking & Emerging Payment (DB & EP)	Digital Lending	1	Deputy General Manager (Grade D)	Min – 35 Max – 45	(i) BCA/ B Sc (IT) /B Tech / BE in - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking from any University recognized by Govt. of India or its regulatory bodies. **And** M.Sc (IT)/ MCA/ M Tech/ M.E - Information Technology (IT) /Electronics & Communications/ Electronics & Electrical/ Electronics/Software Engineering/ Digital Banking/ Computer Science from any University recognized by Govt. of India or its regulatory bodies. **OR** (ii) BCA/ B Sc (IT) /B Tech / BE in - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking from any University recognized by Govt. of India or its regulatory bodies. **And** MBA (Finance/ Marketing/ IT/ Digital Banking) from a University/ Institute recognized by the Govt. of India.	Minimum 10 years' experience in Digital Banking & Emerging Payment in BFSI/ Fin-Tech/ Information Technology Services Organizations/ PSUs/ Government agencies/ units dealing in Digital Banking Products/Technology or Digital Payment Products/Technology Out of the above, 7 years relevant work experience may be in Digital Lending. Experience of managing Digital Lending for a Bank/NBFC/Fintech will be preferred.

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Sr. No.	Post Code	Functional Area	Vacancies	Grade	Age (In years)	Educational Qualification	Experience
3	Digital Banking & Emerging Payment (DB & EP)	Digital Banking	7	Assistant General Manager (Grade C)	Min – 28 Max – 40	(i) BCA/ B Sc (IT) /B Tech / BE in - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking from any University recognized by Govt. of India or its regulatory bodies. **And** M.Sc (IT)/ MCA/ M Tech/ M.E - Information Technology (IT) /Electronics & Communications/ Electronics & Electrical/ Electronics/Software Engineering/ Digital Banking/ Computer Science from any University recognized by Govt. of India or its regulatory bodies. **OR** (ii) BCA/ B Sc (IT) /B Tech / BE in - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking from any University recognized by Govt. of India or its regulatory bodies. **And** MBA (Finance/ Marketing/ IT/ Digital Banking) from a University/ Institute recognized by the Govt. of India.	Minimum 7 years' experience in Digital Banking & Emerging Payment in BFSI/ Fin-Tech/ Information Technology Services Organizations/ PSUs/ Government agencies/ units dealing in Digital Banking Products/Technology or Digital Payment Products/Technology Out of the above, 4 years' experience may be related to (a) Innovation & FinTechs OR (b) Mobile Banking & Internet Banking OR (c) ATM/POS/UPI/IMPS OR (d) Credit, Debit & Prepaid Cards OR (e) Digital Lending.

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Sr. No.	Post Code	Functional Area	Vacancies	Grade	Age (In years)	Educational Qualification	Experience
4	Digital Banking & Emerging Payment (DB & EP)	Manager - Digital Banking	42	Manager (Grade B)	Min – 25 Max – 35	BCA/ B Sc (IT) /B Tech / BE in - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking from any University recognized by Govt. of India or its regulatory bodies **And** MBA (Finance/ Marketing/ IT/ Digital Banking) from a University/ Institute recognized by the Govt. of India. .	Minimum 4 years' experience in Digital Banking & Emerging Payment in BFSI/ Fin-Tech/ Information Technology Services Organizations/ PSUs/ Government agencies/ units dealing in Digital Banking Products/Technology or Digital Payment Products/Technology Out of the above, 2 year experience related to (a) Innovation & FinTechs OR (b) Mobile Banking & Internet Banking OR (c) ATM/POS/UPI/IMPS OR (d) Credit, Debit & Prepaid Cards OR (e) Digital Lending OR (f) Digital Marketing, OR (g) Merchant Acquiring Business

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Sr. No.	Post Code	Functional Area	Vacancies	Grade	Age (In years)	Educational Qualification	Experience
5	IT & MIS (Total – 8)	Data Analytics	1	Deputy General Manager (Grade D)	Min – 35 Max – 45	**For Data Analytics :** Graduate in any stream with M.A (Statistics)/M.Sc. Statistics / Data Science from any University recognized by Govt. of India or its regulatory bodies. **For other Functional Area:** B Tech / BE - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics/ Electronics and Electrical / Computer Science from any University recognized by Govt. of India or its regulatory bodies. **OR** Graduate in any stream with MCA/ M Tech/ M.E - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics/ Electronics and Electrical / Computer Science/ M Sc (IT) from any University recognized by Govt. of India or its regulatory bodies. **OR** Graduate in any stream with DOEACC B level certification Desirable Qualification– Oracle Certified Professional (OCP) / Certification in Data Analytics/SAS/Python/ Project Management/ IT Domain - Digital Banking and/or channels.	Minimum 10 years' experience in Information Technology (IT) in BFSI/ Fin-Tech/ Large Information Technology Services Organizations/ PSUs/ Government agencies. Out of the above, 7 years relevant work experience in the related functional areas.
		Architecture Management Group (Information Security)	1				
		Other Functions • EDW & EDO • Project Management Group • Architecture Management Group (Digital - APIM, Cloud & Innovation) • Vendor Management Group (VMG) • MIS Dept • Architecture Management Group (IT Infrastructure - Channels)	6				

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Sr. No.	Post Code	Functional Area	Vacancies	Grade	Age (In years)	Educational Qualification	Experience
6	IT & MIS (Total – 22)	Data Analytics	1	Assistant General Manager (Grade C)	Min – 28 Max – 40	**For Data Analytics :** Graduate in any stream with M.Sc Statistics / Data Science from any University recognized by Govt. of India or its regulatory bodies. **For other Functional Area:** B Tech / BE - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics/ Electronics and Electrical / Computer Science from any University recognized by Govt. of India or its regulatory bodies. **OR** Graduate in any stream with MCA/ M Tech/ M.E - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics/ Electronics and Electrical / Computer Science/ M Sc (IT) from any University recognized by Govt. of India or its regulatory bodies. **OR** Graduate in any stream with DOEACC B level certification Desirable – Oracle Certified Professional (OCP) / Certification in Data Analytics/SAS/Python/ Project Management/ IT Domain - Digital Banking and/or channels.	Minimum 7 years' experience in Information Technology (IT) in BFSI/ Fin-Tech/ Large Information Technology Services Organizations/ PSUs/ Government agencies. Out of the above, 4 years relevant work experience in the related functional areas.
		Finacle Core Group (FCG)	2				
		Architecture Management Group (AMG) - (DR)	1				
		AMG - DC	1				
		AMG - Network	1				
		AMG - Information Security	2				
		Other Functions • Vendor Management Group • AMG - IT Infrastructure – Channels • AMG - Digital - APIM, Cloud & Innovation • Project Management Group • Demand Management Group • EWD & EDO • MIS Dept	14				

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Sr. No.	Post Code	Functional Area	Vacancies	Grade	Age (In years)	Educational Qualification	Experience
7	IT & MIS (Total – 33)	Data Analytics	2	Manager (Grade B)	Min – 25 Max – 35	**For Data Analytics :** Graduate in any stream with M.Sc Statistics / Data Science from any University recognized by Govt. of India or its regulatory bodies. **For other Functional Area:** B Tech / BE - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics/ Electronics and Electrical / Computer Science from any University recognized by Govt. of India or its regulatory bodies. **OR** Graduate in any stream with MCA/ M Tech/ M.E - Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics/ Electronics and Electrical / Computer Science/ M Sc (IT) from any University recognized by Govt. of India or its regulatory bodies. **OR** Graduate in any stream with DOEACC B level certification Desirable – Oracle Certified Professional (OCP) / Certification in Data Analytics/SAS/Python/ Project Management/ IT Domain - Digital Banking and/or channels.	Minimum 4 years' experience in Information Technology (IT) in BFSI/ Fin-Tech/ Large Information Technology Services Organizations/ PSUs/ Government agencies. Out of the above, 2 years relevant work experience in the related functional areas.
		Finacle Core Group (FCG)	4				
		AMG – DR & NDR	3				
		AMG - DC	2				
		AMG - Information Security	2				
		AMG - Network	1				
		Other Functions • AMG-IT Infrastructure – Channels • AMG - Digital - APIM, Cloud & Innovation • Vendor Management Group • Project Management Group • Demand Management Group • EWD & EDO • MIS Dept	19				

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- **Roles and Job Description are appended as <u>Appendix I.</u>** *(Please click on Appendix I for details)*

<u>Note</u>

- The designation/ name of the post are only indicative as per respective functional area and same does not intend to confer any special advantages to the selected candidate. The Bank reserves the right to change /modify the name of post/designation at any time without notice and may also assign such other related jobs/assignments as may be decided from time to time. Irrespective of the position applied for, the Bank, at its discretion, reserves the right to place a selected candidate in any related/unrelated functional area of the Bank (as advertised) or place a selected candidate within any of the advertised positions, as above, if found suitable for the same.

- The numbers of posts are provisional and may vary depending upon the future requirements. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements, if any. Offers could be issued in phases, as per the Bank's requirement.

- IDBI Bank, at its discretion, reserves the right to make an offer for a post, one grade lower, even though the candidate applies and fulfills the eligibility criteria for the higher grade post.

- Degrees obtained from the recognized Universities or Institutes recognized by Government of India only will be considered and the final result should have been declared on or before **January 01, 2023**.

- Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the eligibility criteria. 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 issued and signed by the appropriate authority of the University / Institute, in original, indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- Wherever MBA/PGD/ equivalent post-graduation degree/diploma is mentioned as criteria for educational qualification, the course should be preferably Full time. The University/Institute of graduation/ post-graduation should be recognized/approved by Govt.; Govt. bodies like AICTE, etc.

- Experience below 06 months in any organization will not be reckoned.

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- The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or work experience and/or any criteria. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason thereof.

4. Emoluments (as on January 01, 2023):

4.1 **Pay and allowances**:

Post	Pay scale
Deputy General Manager, Grade 'D'	Rs. 76010-2220(4)-84890-2500(2)-89890 (7 years)
Assistant General Manager, Grade 'C'	Rs. 63840-1990(5)-73790-2220(2)-78230 (8 years)
Manager – Grade 'B'	Rs. 48170-1740(1)-49910-1990(10)-69810 (12 years)

In addition to the pay, the selected candidate will be eligible for allowances, perquisites and benefits as applicable to the respective Grade as per the Bank's rules, prevalent at the time of joining and thereafter. Further, fitment of pay for new recruits in the cadre will be governed by relevant guidelines and extant Bank's policies. In addition, candidates will also be eligible for Performance Linked Variable Pay as per the Bank's extant policy as modified/amended/revised from time to time.

4.2 **Appointment & Posting** :

Initial appointment for all posts will be on probation for a period of 1 year from the Date of Joining (which can be extended at the discretion of the Bank). Candidate will be posted at the Bank's discretion, to any offices/branches of the Bank or the departments/ offices/ business units/ the Bank's associate institutions. The candidate will also be liable to be transferred to any place in/ outside India, as the Bank may decide from time to time in terms of the Bank's prevailing rules. Candidates joining the Bank shall be governed by Service, Conduct Rules & Policies of the Bank, as amended from time to time.

5. Selection Procedure :

5.1 The selection process for aforesaid post/position will comprise of preliminary screening of stipulated eligibility criteria of Age, Educational Qualifications and working experience etc. as declared by the candidate in the application form and documents uploaded in support. The Candidature after preliminary screening and without verification of documents would be provisional for all Posts/ Grades and would be subject to verification with the originals.

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5.2 Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional selection etc.

5.3 The Bank reserves its right to call any number of candidates for selection process at its sole discretion and/or as per the Banks requirement. Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for selection process. Most suitable candidates will be called for the selection process i.e. Group Discussion and /or Personal Interview (PI) and merely applying /being eligible for the post does not entitle any right to the candidate to be called for the selection process.

5.4 The venue, time and date for selection process will be informed to the shortlisted candidates through notification on Bank's website and/or call letter through Registered Email/SMS. Request for change of center /date/time etc. shall not be entertained/ considered. However, the Bank reserves its right to change/ add/ cancel the date, time, venue for the selection process at its discretion. The changes, if any, would be suitably advised to the candidates by notification on Bank's website or as decided by the Bank.

5.5 Have a **valid personal email-id and mobile number**, **which should be kept active till the completion of Recruitment Process**. The Bank may send call letters for the examination and/ or other information to the registered email-id/ mobile number. In case of non-receipt of the communication/information due to technical defect, error or failure, the Bank shall not be responsible for the same. Candidates are advised not to change their email-id/ mobile number till the recruitment process is completed

5.6 Mere fulfilling minimum qualification & experience will not vest any right in candidate being called for Group Discussion and /or Personal Interview (PI). The decision of the Bank to call the candidates for Group Discussion and /or Personal Interview (PI) shall be final. No correspondence will be entertained in this regards.

5.7 The candidates who have not cleared /selected in Group Discussion and /or Personal Interview (PI) will not be considered for subsequent selection process. The qualifying marks for selection will be decided by the Bank and candidates would be advised suitably. Bank's decision would be binding on the candidates and no separate communication will be sent to the non-selected candidates.

5.8 The final selection of candidate is subject to fulfilling the stipulated eligibility criteria as on the cut-off date, qualifying in selection process, being declared medically fit as per the Bank's medical standards of fitness and subject to satisfactory Reference/ Background check.

5.9 Mere eligibility, qualification/participation in selection process does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection/appointment. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he/she is found to be ineligible and/or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, candidate may be terminated from the services of the Bank.

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6 Eligibility criteria:

6.1 Nationality/Citizenship:

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally 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 (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The candidate, in whose case a certificate of eligibility is necessary, may be provisionally admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

6.2 Age (As on January 01, 2023):

Post	Age
Deputy General Manager, Grade 'D'	Minimum: 35 years Maximum: 45 years A candidate must have been born not earlier than 02.01.1978 and not later than 01.01.1988. (both dates inclusive)
Assistant General Manager, Grade 'C'	Minimum: 28 years Maximum: 40 years A candidate must have been born not earlier than 02.01.1983 and not later than 01.01.1995. (both dates inclusive)
Manager – Grade 'B'	Minimum: 25 years Maximum: 35 years A candidate must have been born not earlier than 02.01.1988 and not later than 01.01.1998. (both dates inclusive)

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6.3 Relaxation in Upper age limit:

Sr. No	Category	Age Relaxation
a	Scheduled Caste/Scheduled Tribe	5 years
b	Other Backward Classes (Non-Creamy Layer)	3 years
c	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.	5 years
d	Persons affected by 1984 riots	5 years

Note:

a) 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 at c & d

b) The maximum age limit specified is applicable to General Category candidates

c) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original / copies at the time of Interview and at any subsequent stage of the recruitment process.

d) In case of an Ex-serviceman who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-serviceman status for the purpose of reemployment in Government ceases.

7 Reservations:

7.1 Reservations/ Relaxations/ Concessions for SC/ST/OBC/EWS candidates would be extended as per rules / guidelines of Government of India.

7.2 Vacancies reserved for OBC category are available only to the candidate belonging to 'Non-Creamy Layer'. 'Creamy Layer' OBC candidates should indicate their category as 'General'.

7.3 **Ex-Serviceman**: Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/ 5/85/Estt. (SCT) dated 27.10.1986 as amended from time to time. An Ex-Serviceman who has once joined in a Govt. Job on the civil side after availing the benefits given to him/ her as an Ex-Serviceman for his/ her re-employment, his/ her Ex-Serviceman status for the purpose of re-employment in Govt. jobs ceases.

7.4 **Reservation for Economically Weaker Sections (EWS)** : Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWS for benefit of

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reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. 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 EWS, 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.

7.5 Competent Authority for the issue of the certificate to SC/ ST/ OBC/ EWS is as under (as notified by Government of India from time to time):

i) For Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Economically Weaker Sections : (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.

ii) 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. OBC caste certificate containing the Non-creamy layer clause should be valid as on cut-off date. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. 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.

iii) For Economically Weaker Sections(EWS): The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure- I** shall only be accepted as proof of candidate's claim as belonging to EWS:

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

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Note - Guidelines are subject to change in terms of Government of India guidelines/ clarifications, if any, from time to time.

8 Other Eligibility criteria :

8.1 Candidature of candidates with record of default in repayment of loans / credit card dues and/or against, whose name, adverse reports of CIBIL or any similar external agencies is available, is liable to be rejected at any stage of the recruitment process.

8.2 Candidature of candidates against whom there is/ are adverse report regarding character, antecedents, moral turpitude etc. is also liable to be rejected at any stage of the recruitment process.

8.3 Completing the Online Application will be deemed as consent from the candidate to check his/her Credit history with the relevant agencies.

8.4 Staff candidates i.e. IDBI Bank Ltd.'s employees applying for any of the advertised post should refer to the Bank's internal circular before applying for the post.

8.5 Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the Bank will be provisional.

9 List of Documents to be produced at the time of Selection process (as applicable):

The following documents in original together with a self-attested photocopy in support of the candidate's eligibility and identity are to be invariably submitted by the candidate, failing /non submission of requisite documents, will debar his/her candidature from further participation in the recruitment process.

i) System-generated printout of the online application form.
ii) Print out of the Call Letter/email
iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std.X Certificate with DOB).
iv) Photo Identify Proof as indicated in Point 12 below.
v) Mark sheets & provisional / degree certificates for educational qualification.
vi) Work Experience: Experience certificate/ Relieving letter or Experience certificate cum relieving letter from the previous and/or current employers clearly indicating the Date of Joining and Date of Relieving for each of the previous employment (s). In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

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vii) Caste or Tribe or Class Certificate for SC, ST, OBC (NCL) and EWS: If declared, the Caste/ Tribe/Class certificate must be submitted in Central Government format. The certificate must –

- carry the name of the caste/tribe as it appears in the Central List;
- be completely filled;
- be stamped (round seal) and signed by competent issuing authority to issue such certificate as per the Central List;
- be issued in the current financial year based on income of the previous financial year (for OBC (NCL) and EWS);
- satisfy all requirements for availing reservation benefits as per Government of India guidelines.

viii) An Ex-serviceman candidate has to produce a copy of the Discharge Certificate/ Pension Payment Order and documentary proof of Rank last/ presently held (substantive as well as acting).

ix) Candidates serving in Government/ Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

x) Persons eligible for age relaxation under "Persons affected by 1984 riots" 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.

xi) Candidates will not be allowed for selection process if he/ she fails to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above mentioned documents (both original and attested copy) will render the candidates ineligible for the selection. **No documents shall be directly sent to the Bank by candidates before or after the selection process.**

10. **Application Fee/ Intimation Charges (Non-Refundable):**

Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future Selection process. Candidates should ensure their eligibility before paying the fees/ applying online.

Category of Applicant	Application Fees
SC/ST	Rs.200/- (Intimation charges only) including GST
General, EWS & OBC	Rs.1000/- (Application fee + Intimation charges), including GST

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

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- In case of multiple applications, only the last valid (complete) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.
- Online application once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded.

10.1 Mode of Payment:

- Candidates have to make the payment of requisite fee/ intimation charges through ONLINE mode only.
- The payment can be made using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- On successful completion of the transaction, an e-receipt would be generated.
- Candidates are required to take a print of the online application and e-receipt. Online payment receipt will have to be produced, at the time of selection process.
- If the online transaction has not been successfully completed, then the following message is displayed 'Your online transaction was unsuccessful. Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- Without call letter and online payment receipt, the candidates will not be allowed to appear for selection process.
- Candidates are advised to keep 3 copies of the online payment receipt for future use.

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 charges.
- ✓ For Credit Card users: All charges are listed in Indian Rupees. If non-Indian credit card is used, your bank will convert the transaction amount to local currency based on prevailing exchange rates. Any exchange charges/ fees or commission etc. shall be borne by the candidate.
- ✓ To ensure the security of your data, please close the browser window once your transaction is completed.
- ✓ Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for **any other recruitment or selection process.**
- ✓ In case of multiple debits, Bank will try to refund the excess credit, subject to reconciliation. However, candidates will not have any right or claim for such refunds**.**

11 How to apply:

- **Candidates are required to apply Online through website www.idbibank.in (Careers). No other means/ mode of application will be accepted.**
- **Candidates are required to have a valid personal Email ID and Mobile number.** It should be kept active till completion of this recruitment process. Bank may send notification through the registered Email ID. In case, a candidate does not have a valid personal email

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ID, he/ she should create his/ her new email ID before applying Online.

- Use of special characters while filling the form will not be allowed**. In case the candidate is unable to fill in the 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. This facility will be **available for three times only**. Once the application is filled in completely, candidate should submit the data.

- Candidates are advised to carefully fill in the online application themselves as **no change** in any of the data filled in the online application will be possible/ entertained at later stage. Prior to submission of the online application candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. **No change is permitted after clicking on FINAL SUBMIT** button. Visually Impaired candidates will be responsible for carefully getting the details filled and verification of such details, in the online application form ensuring that the same are correct prior to submission as no change is possible after submission.

- All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, etc. will be considered as final and no change/ modifications will be allowed after submission of 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 photograph, signature, Brief Resume (PDF), ID Proof (PDF), Proof of Date of Birth (PDF), Caste Certificate (PDF), Educational Certificate i.e. Consolidated/ Last year Mark sheet and Degree Certificates and Mandatory certificates wherever applicable (PDF), Previous Employment - Experience & Relieving Letter or Experience cum Relieving letter and Current Employment – Experience certificate, No Objection certificate (NOC) or Experience cum NOC (PDF) uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

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

- Instruction for uploading of Photograph and Signature are as per **Annexure II**. Instruction for uploading of Brief Resume, ID Proof, Proof of

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Date of Birth, Caste, Educational certificate and relevant experience/relieving letter (if any) is as per **Annexure III.**

12 Identity Verification

- At the time of selection process, the original call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card 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 selection process. Ration Card **will not be accepted as valid id proof**.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original, mentioning the changed name.

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 same.

13 General Instructions

(i) Cut-off date: **January 01, 2023**

(ii) Before submitting the online application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.

(iii) Applications should be submitted only by the on-line mode through IDBI Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.

(iv) Candidates are advised in their own interest to apply online much before the closing date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the above reasons or any other reason beyond the control of the Bank.

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(v) **Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (complete) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances at the time of PI will be summarily rejected/ candidature cancelled**.

(vi) Bank reserves the right to cancel/ modify/ amend any or all of the provisions of the recruitment process including eligibility criteria.

(vii) Bank may at its sole discretion, re-hold the selection process if required, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.

(viii) The candidate's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, EWS and Ex-Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.

(ix) Only SC/ ST candidates eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of selection process. **This concession will not be admissible to SC/ST candidates who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats**.

(x) The Candidates, belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they must fulfill all the eligibility criteria applicable to unreserved category.

(xi) Candidates already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of PI. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.

(xiii) The Bank shall not furnish the mark-sheet/score card of all and/or any selection process to candidates.

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(xiv) Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected Candidates.

(xv) Canvassing in any form will be a disqualification.

(xvi) In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., IDBI Bank's decision shall be final and binding on the Candidates and no correspondence shall be entertained in this regard.

(xvii) Bank at its discretion reserve rights, in the mode of communication/ publication of result of the candidates. IDBI Bank's decision shall be final and binding on the Candidates and no correspondence shall be entertained in this regard.

(xviii) At the time of PI, the candidates may require to provide details regarding criminal cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records etc. and /or conduct e-court verification, if required. The Bank reserves the rights to deny the appointment depending upon such disclosure and/or independent verification.

(xix) Candidates with suppression or concealment of any information and containing incorrect or misleading information will lead to the Candidates being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection any time after appointment.

(xx) The appointment of the Candidates is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information if found to be suppressed, or concealed by them.

(xxi) Candidates are advised not to change their signature at any point of time during and after the recruitment process. Candidates are advised to keep their email ID and mobile number live for receiving advices like call letters, interview advices, etc.

(xxii) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

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(xxiii) The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of selection process without assigning any reason(s) thereof.

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 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 of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for selection process. The Bank reserves the right to call only the requisite number of candidates for selection process after preliminary screening/ short-listing with reference to the candidate's age, qualification, experience, essential requirements, suitability etc.*

Human Resource Department
IDBI Bank Ltd

Place - Mumbai
Date: - February 15, 2023

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Annexure I

Government of ……..

(Name and Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

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. 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).

Recent Passport size attested photograph of the applicant

Signature with seal of office_____
Name_____
Designation_____

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

** Note 2: The term "Family" for this purpose includes the person who seek 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

Annexure – II

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

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

(i) 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 10 kb to 60 kb
- Ensure that the size of the scanned image is not more than 60kb. If the size of the file is more than 60 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature Image

- The candidate has to sign on white paper with Black Ink pen.
- The signature must be signed only by the candidate and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The candidate's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels(preferred)
- Size of file should be between 10kb –30kb
- Ensure that the size of the scanned image is not more than30kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

(iii) Scanning the photograph & signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 60kb & 30kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 60 kb (photograph) & 30 kb(signature) by using crop and then resize option (Please see point & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

(iv) Procedure for Uploading the Photograph and Signature

- There will be two separate links on 2 separate pages for uploading Photograph and Signature
- Click on the respective link on respective pages to upload photo and signature
- Click on Choose File to browse and select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button to upload the photo / sign.
- Click on Continue button to move to next page.
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

(a) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re- upload his/ her photograph or signature, prior to submitting the form.

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

(c) 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.

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Annexure – III

GUIDELINES FOR SCANNING & UPLOADING OF DOCUMENTS

Before applying online a candidate will be required to have a scanned (digital) image of his/ her documents as per the specifications given below.

Document file type/ size

- All Documents must be in PDF format.
- Page size of the document to be A4
- Size of the file should not be exceeding 500 KB
- 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.

Procedure for uploading Documents

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the PDF file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed

Note:

In case the documents uploaded are irrelevant/ unclear, the candidate's application may be rejected.