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State Bank of India

Central Recruitment & Promotion Department
Corporate Centre, Mumbai
Email: crpd@sbi.co.in

SBI RECOGNISED AS “BEST BANK IN INDIA” FOR THE YEAR 2024 BY “GLOBAL FINANCE”



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ENGAGEMENT OF SPECIALIST CADRE OFFICERS ON CONTRACTUAL BASIS (ADVERTISEMENT NO: CRPD/SCO/2024-25/20)

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 27.11.2024 TO 17.12.2024

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

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
2. **Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.**
3. Candidate can apply for more than one post.
4. Candidates are required to upload all required documents (brief resume, ID proof, age proof, caste certificate, PwBD Certificate (if applicable), educational qualification, experience etc.) failing which their application/candidature will not be considered for shortlisting/ interview.
5. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
6. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
7. Candidates are advised to check Bank's website https://bank.sbi/careers regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
8. ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.
9. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
10. Hard copy of application & other documents not to be sent to this office.

A: DETAILS OF POSTS/VACANCIES/ELIGIBILITY CRITERIA/SUGGESTED PLACE OF POSTING:

Sl. No.	Name of Post	Vacancies						Age as on 01/08/2024 (Years) #		Suggested place of posting ++
		SC	OBC	EWS^	UR	Total	PwBD+ VI	Min	Max	
1	**Head (Product, Investment & Research)**	--	--	--	1	**1**	1	35	50	Mumbai
2	**Zonal Head**	--	1	--	3	**4**	1	35	50	Mumbai / Chennai/Kolkata/ New Delhi
3	**Regional Head**	1	2	1	6	**10**	1	35	50	Pan India
4	**Relationship Manager - Team Lead**	1	2	--	6	**9**	1	28	42	Pan India
5	**Central Research Team (Product Lead)**	--	--	--	1	**1**	1	30	45	Mumbai

Abbreviation: UR- Unreserved, OBC-Other Backward Class-Non-Creamy Layer, SC-Scheduled Caste, EWS-Economically Weaker Section, PwBD- Person with Benchmark Disabilities, VI-Visually Impaired

^ EWS vacancies are tentative and subject to further directives of Government of India & outcome of any litigation

Relaxation in upper age for reserved categories is as per GOI guidelines.

+ PwBD Vacancies are horizontal in nature.

++ The Bank reserves the right to transfer the services of such OECs (Officers Engaged on Contract) to any of the offices of State Bank of India in India or to depute to any of its associates/subsidiaries or any other organization depending upon the exigencies of service. Request for posting/transfer to a specific place/office may not be entertained.

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IMPORTANT POINTS

i. The number of vacancies including reserved vacancies mentioned above are **provisional and may vary** according to the actual requirement of the Bank.

ii. The educational qualification prescribed for various posts are the minimum. Candidate **must possess the qualification** and **relevant full-time experience** as on specified dates.

iii. Candidate belonging to reserved category including Person with Benchmark Disabilities (PwBD) for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided they fulfil all the eligibility criteria applicable to General category.

iv. The reservation under various categories will be as per prevailing Government of India guidelines.

v. PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines. (Format available in page no. 15)

vi. Reservation for PwBD candidates is horizontal and is included in the vacancy of the respective parent category.

vii. Vacancies reserved for OBC Category are available to OBC candidates belonging to **'Non-creamy Layer'**. Candidates belonging to OBC category but coming in creamy layer are not entitled to any relaxation/reservation available to OBC category. They should indicate their category as General or General (VI), as the case may be.

viii. OBC category candidate should submit the **OBC certificate on format prescribed by Govt. of India**, having Non-Creamy Layer clause issued during the period 01.04.2024 to the date of interview. **Non-production of OBC (Non-creamy layer) certificate in format prescribed by Govt. of India may lead to cancellation of candidature at any point of time.** (Format available in page no. 14)

ix. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates. **Non-production of caste certificate in format prescribed by Govt. of India may lead to cancellation of candidature at any point of time.**

x. Reservation for Economically Weaker section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dtd. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel (DoPT), Public grievances & Pensions, Government Of India. Disclaimer: EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being through the proper channel.

xi. Benefit of Reservation under EWS category can be availed of only upon production of **"Income and Asset Certificate" issued by the competent authority on the format prescribed by Govt. of India** for the relevant financial year as per the extant DoPT guidelines on or before the closure of online application date. (Format available in page no. 16)

xii. The EWS candidates should note that in case, they are not in possession of "Income & Asset Certificate" for the FY2023-24 as per the extant DoPT guidelines on or before the closure of online application date, such candidates should apply under "General Category" only.

xiii. The relevant experience certificate from the employer must contain specifically that the candidate has experience in that related field as required. **Without the production of proper experience certificate, Bank has right to cancel the candidature at any point of time.**

xiv. Bank reserves the right to cancel the recruitment process entirely or for any particular post at any stage.

xv. Only those persons with benchmark disabilities would be eligible for reservation under PwBD category. "**Benchmark disability**" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.

xvi. **TRANSFER POLICY:** The bank reserves the right to transfer the services of such officers engaged on contract (OECs) to any of the offices of State Bank of India in India or to depute to any of its associates/subsidiaries or any other organization depending upon the exigencies of service. **Any request for posting/transfer to a specific place/office may not be entertained.**

xvii. **MERIT LIST:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

xviii. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. the shortlisting committee constituted by the bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the bank will be shortlisted and called for interview. **the decision of the bank to call the candidates for the interview shall be final. no correspondence will be entertained in this regard.**

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B. REMUNERATION & CONTRACT PERIOD:

Sl. No.	Name of Post	CTC Upper Range^ (Rs In Lakhs)	Variable Pay /Performance Linked Pay (PLP)**	Contract Period $
1	**Head (Product, Investment & Research)**	**135.00**	Eligible for Performance Linked Pay and Annual Increment based on the performance rating measured as per Bank's Policy.	**5 Years** (Renewable another 4 years at the discretion of the Bank subject to fulfillment of any such conditions as may be stipulated by the Bank)
2	**Zonal Head**	**88.10**		
3	**Regional Head**	**66.40**		
4	**Relationship Manager - Team Lead**	**51.80**		
5	**Central Research Team (Product Lead)**	**61.20**		

^ Annual CTC is negotiable and will depend upon experience & current emoluments of candidates in the present employment & place of posting.
**** Annual Cost to Company (CTC) upper range for Fixed + Variable Pay/PLP based on Performance Rating + Other Perks**
$ The contract period is of 5 Years. The contract can be terminated at any time, without prejudice, by giving two(2) months' notice from either side or on payment/surrender of two(2) months' compensation amount in lieu thereof.

OTHER PERKS:

Sl. No.	Post	Bifurcation of Annual CTC (Maximum Limit)	
1	Head (Product, Investment & Research)	Fixed Pay	INR 99.62 Lakhs
		Conveyance, Mobile, Medical Allowances	INR 0.38 Lakhs
		Performance Linked Pay	35% of Fixed Pay
		Annual Increment Band	0% to 25%
2	Zonal Head	Fixed Pay	INR 60.00 Lakhs
		Conveyance, Mobile, Medical Allowances	INR 1.04 Lakhs
		Performance Linked Pay	45% of Fixed Pay
		Annual Increment Band	0% to 25%
3	Regional Head	Fixed Pay	INR 45.00 Lakhs
		Conveyance, Mobile, Medical Allowances	INR 1.04 Lakhs
		Performance Linked Pay	45% of Fixed Pay
		Annual Increment Band	0% to 20%
4	Relationship Manager - Team Lead	Fixed Pay	INR 35.00 Lakhs
		Conveyance, Mobile, Medical Allowances	INR 1.04 Lakhs
		Performance Linked Pay	45% of Fixed Pay
		Annual Increment Band	0% to 25%
5	Central Research Team (Product Lead)	Fixed Pay	INR 45.00 Lakhs
		Conveyance, Mobile, Medical Allowances	INR 0.38 Lakhs
		Performance Linked Pay	35% of Fixed Pay
		Annual Increment Band	0% to 25%

C. DETAILS OF THE REQUIREMENTS OF EDUCATIONAL QUALIFICATIONS/POST-QUALIFICATION EXPERIENCES/SPECIFIC SKILLS /JOB PROFILE/KEY RESPONSIBILITY AREA ETC:

1. Post: Head (Product, Investment & Research)

Educational Qualification (As on 01.08.2024)	**Mandatory:** Graduation/Post-Graduation from Government recognized University/Institution or Reputed College **Preferred Qualification:** Knowledge & Experience in Market Analytics and Passion for Research in Economics trend and Products.
Post-Qualification Experience (As on 01.08.2024)	➢ **Mandatory**: i. Minimum 12 years of relevant work experience in financial services, financial product development, investment advisory & Private Banking. ii. Minimum 8 years of experience in Wealth Management. (Total 12 years' experience is inclusive of 8 years) iii. Excellent knowledge in equity products, PMS, Alternate Investment, Mutual funds. iv. Experience in Product Development and structuring for Private Wealth clients. v. Experience in managing Investment Counsellors/ Advisors at a National level with Leading Banks/ Financial Institutions.

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Specific Skills required (if any)	Nil
Job profile	❖ Designing the value proposition for Wealth Management business. ❖ Responsible for management of Research Team and Investment Team. ❖ Ensure high quality of research reports for Clients with proper coverage. ❖ Ensure product benchmarking is conducted at Quarterly intervals. ❖ Launch of innovative & superior wealth Management products after competitive scanning and benchmarking. ❖ Liaison with other departments and outside agencies to have best in class technology driven solutions.
Key Responsibility Areas	❖ **Investment & Research:** i. Introduce the current broader wealth products trends and high-quality research reports. ii. Create forward looking view on equity market and specific sectors. iii. Create regular updates on happening of equity markets. iv. Analise various PMS/AIF/MF/Structured Products scheme offerings and conduct due diligence for approval v. Liaison with other departments and outside agencies for equity markets. vi. Analytics of Equity PMS/AIF/Other wealth product and client portfolios. vii. Liaison with market data aggregators and research report providers. viii. Regular interaction with investment and RM Team. ❖ **Compliance**: i. Ensuring compliance of guidelines, system & procedures are followed while approving products. ii. Ensure the teams have necessary certification to comply with SEBI/IRDA instruction. ❖ **Knowledge Sharing**: Arranging investment conclaves. Any other matter, as may be entrusted by the Bank from time to time.

2. Post: Zonal Head

Educational Qualification (As on 01.08.2024)	**Mandatory**: Graduation from Government recognized University or Institution.
Post-Qualification Experience (As on 01.08.2024)	❖ **Mandatory**: i. Minimum 15 years of experience in managing sales in Wealth Management/retail Banking/ Investments in the financial services industry/Asset Management Company (AMC). ii. Out of which minimum 5 years of experience in leading a large team of Relationship Managers and Team Lead preferably in Wealth Management business.
Specific Skills required (if any)	Nil
Job profile	❖ Managing Wealth Management sales in the allotted Zone. ❖ Focusing on increasing the Total Relationship Value (TRV) and Assets Under Management (AUM) of customers as per the business objectives.
Key Responsibility Areas	➢ Managing the Zonal sales for the Wealth Management business. ➢ Managing the Relationship Manager Team Leads and Relationship Managers ensuring achievement of budgets by the RM Teams. ➢ Acquire HNI and affluent customers. ➢ Managing the team of Relationship Managers and ensuring the team achieve targets. ➢ Ensuring compliance of guidelines, systems & procedures by the Relationship Manager Team. ➢ Ensure all customer instructions are executed the same day. ➢ Ensure 100% documentation of all transactions. ➢ Conduct Zone investment seminars to spread financial awareness. ➢ Customer meets & Campaigns ➢ Ensuring customer satisfaction Any other matter, as may be entrusted by the Bank from time to time.

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3. Post: Regional Head	
Educational Qualification (As on 01.08.2024)	**Mandatory**: Graduation from Government recognized University or Institution.
Post-Qualification Experience (As on 01.08.2024)	❖ **Mandatory**: i. Post Qualification Experience of Minimum 12+ years of experience in relationship management preferably in wealth management with leading Public/Private/Foreign Banks/Broking/Security firms/Asset Management Company (AMC). ii. 5+ years of experience in leading a large team of Relationship Managers or a Team Lead preferably in Wealth Management.
Specific Skills required (if any)	Nil
Job profile	❖ Managing a team of Relationship Managers & RM (Team Lead)s & Investment Officers for the Wealth Management Business of the allotted Circle(s) ❖ Achieving the target of the team to Acquire, nurturing growing and strengthening relationship within the Affluent and UHNI/HNI segment of Clients in order to meet business objectives ❖ Cross Selling a range of Investment, Insurance products and other Asset Classes to these clients in order to meet their financial planning objectives and thus attaining the revenue objectives of the Wealth Management business of the allotted Circle(s) ❖ Focusing on increasing the Total Relationship Value (TRV), Assets Under Management (AUM), Investment AUM & Increase in Product per Clients as per the business objectives
Key Responsibility Areas	❖ **Acquire HNI and Affluent Clients** ➢ Managing the team of Relationship Mangers, Team Leads & Investment Officers and ensuring the team achieves its target ➢ Ensuring compliance of guidelines, systems & procedures by the Relationship Managers/ RM (Team Lead)/Investment Officers ➢ Allocation of leads and Clients to appropriate team members ❖ **Deepen Relationships** ➢ Manage the Clients of the Bank who are defined as Affluent/UHNI/HNI Clients ➢ Grow the CASA/Investment AUM of this portfolio & Other Asset Classes ➢ Cross-sell mortgages, credit cards and drive channel migration ➢ Acquire more Clients from the same household ➢ Service these Clients. ➢ Monitoring Financial Needs Analysis and Risk Profiling for the Clients in the portfolio. ➢ Monitoring Periodic Portfolio reviews for all Clients ➢ Monitoring Proper Mapping of Clients to team. ➢ Ensuring Certification of Training of Team members. ➢ Ensure Leave Discipline among the Team/proper maintenance of visit records ➢ Complaint Management: Timely redressal of Client complaints ❖ **Branch Development** ➢ Conduct Client Meet, seminars and Investment conclave to spread financial awareness. ➢ Any other matter, as may be entrusted by the Bank from time to time.

4. Post: Relationship Manager - Team Lead	
Educational Qualification (As on 01.08.2024)	**Mandatory**: Graduation from Government recognized University or Institution.
Post-Qualification Experience (As on 01.08.2024)	❖ **Mandatory**: Post qualification experience of minimum 8 years in relationship management preferably in wealth management with leading Public/Private/Foreign banks/Broking/ Security firms/Asset Management Company (AMC). ❖ **Preferred:** Experience as a Team Lead is preferred.
Specific Skills required (if any)	Nil

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Job profile	❖ Managing a team of Relationship Mangers for the Wealth Management Business ❖ Acquiring, nurturing growing and strengthening relationship within the Affluent and HNI segment of Clients in order to meet business objectives ❖ Selling a range of Investment and Insurance products to these Clients in order to meet their financial planning objectives and thus attaining the revenue objectives of the Wealth Management business ❖ Focusing on increasing the Total Relationship Value (TRV) and Assets Under Management (AUM) of Clients as per the business objectives
Key Responsibility Areas	❖ **Acquire HNI and Affluent Clients** ➢ Managing the team of Relationship Mangers and ensuring the team achieves its targets ➢ Ensuring compliance of guidelines, systems & procedures by the Relationship Manager team ➢ Allocation of leads and Clients to appropriate team members ➢ Increase product per customers (PPC) with reference to Wealth products as well as Bank products. ❖ **Deepen Relationships** ➢ Manage the Clients of the Bank who are defined as Affluent/HNI Clients ➢ Grow the CASA of this portfolio ➢ Selling mortgages, credit cards and drive channel migration ➢ Acquire more Clients from the same household ➢ Service these Clients. ❖ **Wealth Management** ➢ Do a Financial Needs Analysis and Risk Profiling for the Clients in the portfolio. ➢ Periodic Portfolio reviews for all Clients ➢ Selling investments, life insurance, general insurance and SIP. ➢ Ensure all Clients have a CASA for routing their investments. ❖ **Compliance** ➢ Ensure all Client instructions are executed the same day ➢ Ensure 100% documentation of all transactions. ❖ **Branch Development** ➢ Conduct branch Insurance & Investment seminars to spread financial awareness. ➢ Any other matter, as may be entrusted by the Bank from time to time

5. Post: Central Research Team (Product Lead)

Educational Qualification (As on 01.08.2024)	**Mandatory:** Post-graduation in Economics/Commerce/Finance/Accountancy/Business Management/Statistics/Business Administration from Government recognized University or Institution or CA/CFA. **Preferred Qualification:** NISM Investment Advisor/Research Analyst Certificate/CFP/NISM 21A or 21B.
Post-Qualification Experience (As on 01.08.2024)	➢ **Mandatory**: Minimum 5 years in Equity Research/Products experience in Wealth Management/AMC (Mutual Fund)/Banks. ➢ **Preferred**: i. Minimum 8 years' experience in Equity/Fixed Income Research/MF Research Analytics ii. Excellent Knowledge on local and global economic trends iii. Excellent Knowledge on local Primary/Secondary Equity Markets/Fixed Income and on PMS/AIF/MF/ Structured Products schemes in India. iv. Experience in creating views and research-based publication on capital Market / sector trends. v. Proficiency in using Excel / Modelling techniques / Bloomberg / Reuters /Morning Star / CRISIL data bases. vi. Flair for equity, understanding of all exchange traded products including bonds, INVIT, MLDs, REITs, Section 54 EC Bonds.
Specific Skills required (if any)	Nil

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Job profile	❖ The Official would work closely with Head - (Product, Investment & Research) and would be responsible for running program of wealth products and liaise with Market data Aggregators and Research providers. ❖ The Official will be responsible to prepare product notes, market updates, investment outlook and evaluate latest product offering in addition handling all queries related to products. ❖ He will also require to prepare notes related to products.
Key Responsibility Areas	The Official would work closely with Head - (Product, Investment & Research) and conduct the following activities: ❖ Understand the current trends of wealth products. ❖ Create forward looking view on equity market and specific sectors. ❖ Give regular updates on developments in equity market. ❖ Analyse various PMS/AIF/MF/Structured Products/ scheme offerings and conduct due diligence prior to approval. ❖ Liaise with other departments and outside agencies for equity markets. ❖ Analytics of Equity PMS/AIF/Other wealth product and Client portfolios. ❖ Liaise with Market data aggregators and research report providers. ❖ Regular interaction with Investment and RM teams. ❖ Any other matter, as may be entrusted by the Bank from time to time.

Remarks: KRA's: KRAs shall be assigned on joining. Job Profile mentioned above are illustrative. Role/Jobs in addition to the above mentioned may be assigned by the Bank from time to time for the above posts.

D. LEAVE: The proposed Officers engaged on Contract (OECs) shall be entitled to leave of 30 days during the financial year which will be granted by Bank for genuine and appropriate reasons.

E. NOTICE PERIOD: The contract can be terminated at any time, without prejudice, by giving two(2) months' notice from either side or on payment/surrender of two(2) months' compensation amount in lieu thereof.

F. CALL LETTER FOR INTERVIEW: Intimation/call letter for interview will be sent by email or will be uploaded on bank's website. No hard copy will be sent.

G. SELECTION PROCESS: The selection will be based on shortlisting, Interview & CTC negotiations.

- **Shortlisting: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview**. The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank, will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. **No correspondence will be entertained in this regard.** The shortlisted candidates will be called for interview.
- **Interview:** Interview will carry 100 marks. The qualifying marks in interview will be decided by the Bank. No correspondence will be entertained in this regard.
- **CTC Negotiation:** CTC Negotiation will be done one-by-one, with the candidates in order of the merit list drawn on the basis of marks obtained in the interview.
- **Merit list:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit list.

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H. HOW TO APPLY: Candidates should have **valid email ID** which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advice etc. by email.

GUIDELINES FOR FILLING ONLINE APPLICATION	GUIDELINES FOR PAYMENT OF FEES
i. Candidates will be required to register themselves online through the link available on SBI website **https://bank.sbi/careers/current-openings** and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc. ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document"). iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee. iv. **After registering online, the candidates are advised to take a printout of the system generated online application forms.**	i. Application fees and Intimation Charges (Non-refundable) is ₹750/- (₹Seven Hundred Fifty only) for General/EWS/OBC candidates and no fees/intimation charges for SC/ ST/ PwBD candidates. ii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter. iii. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates. iv. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate. v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment. vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage. vii. **Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.**

I. HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

i. Recent Photograph & Signature
ii. Brief Resume (PDF)
iii. ID Proof (PDF)
iv. Proof of Date of Birth (PDF)
v. SC/ST/EWS/OBC-NCL certificate, PwBD certificates (if applicable) (PDF) (formats available in page no 13 to 16 of this advertisement)
vi. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
vii. Experience certificates (PDF)
viii. Form-16/Offer Letter/Latest Salary slip from current employer (PDF)
ix. Salary account statement for last 3 months (PDF)
x. No Objection Certificate (If applicable) (PDF)
xi. Bio-data & CTC Negotiation Form (In PDF)

b. Photograph file type/ size:

i. Photograph must be a recent passport style colour picture.
ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)
iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
iv. Look straight at the camera with a relaxed face

d. Document file type/ size:

i. All Documents must be in PDF (except Photograph & Signature)
ii. Page size of the document to be A4
iii. Size of the file should not be exceeding 500 kb.
iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, 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.

e. Guidelines for scanning of photograph/ signature/ documents:

i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
ii. Set Color to True Color
iii. 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).
iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).

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v. 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
vi. If you have to use flash, ensure there's no "red-eye"
vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
ix. 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 colour etc., during the process of scanning.

v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.
vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

c. Signature file type/ size:

i. The applicant has to sign on white paper with Black Ink pen.
ii. The signature must be signed only by the applicant and not by any other person.
iii. The signature will be used to put on the Call Letter and wherever necessary.
iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).
v. Ensure that the size of the scanned image is not more than 20 kb.
vi. Signature in CAPITAL LETTERS shall NOT be accepted.

f. Procedure for Uploading Document:

i. There will be separate links for uploading each document.
ii. Click on the respective link "Upload"
iii. Browse & select the location where the JPG or JEPG, PDF, DOC or DOCX file has been saved.
iv. Select the file by clicking on it and click the 'Upload' button.
v. 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
vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
vii. **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. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**

J. GENERAL INFORMATION:

I. Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for General category provided they must fulfil all the eligibility conditions applicable to General category.
III. **IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER ENGAGEMENT, HIS/ HER CONTRACTS ARE LIABLE TO BE TERMINATED.**
IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly filled.
V. Engagement of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such engagement will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.

X. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
XI. DECISION OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
XII. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
XIII. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.
XIV. In case of multiple application, only the last valid (completed) application will be retained, the application fee/ intimation charge paid for other registration will stand forfeited.

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VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.

VII. The Bank takes no responsibility for any delay in receipt or loss of any communication.

VIII. **Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions and SBI Group companies are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid**.

IX. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.

XV. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.

XVI. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travelling by Air (Economy Class) fare for the shortest route in India OR the actual travel cost in India (whichever is lower) on the basis of actual journey. Local conveyance like taxi/cab/personal vehicle expenses/fares will not be payable. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.

XVII. **Bank reserves the Right to cancel the recruitment process entirely or for any particular post at any stage.**

XVIII. **At the time of interview, the candidate will be required 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. The Bank reserves the right to deny the engagement depending upon such disclosure and/or independent verification.**

For any query, please write to us through link "CONTACT US/ Post Your Query" which is available on Bank's website (https://bank.sbi/web/careers)

The Bank is not liable for printing errors, if any.

Mumbai
27.11.2024

GENERAL MANAGER
(RP&PM)

HOW TO APPLY

Login to https://bank.sbi/careers/current-openings

Scroll down and click on the respective advertisement

Download advertisement no. CRPD/SCO/2024-25/20
(Carefully read the detailed advertisement)

Apply Online
(Before final submission, please go through your application. Corrections will not be allowed after final submission)



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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. 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]
State/Union Territory

Date:

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

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* 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 / SubDivisional 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.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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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. 21

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Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs 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 PP 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
- Blindness

(Please tick as applicable)

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

(A) He/ She has _____% (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

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

2. Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorized Signatory of notified Medical Authority)

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

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Government of ----------
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY THE ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date:_____

VALID FOR THE YEAR _____

This is to certify that Sri/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 photograph of the applicant

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* 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 not 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