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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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RECRUITMENT OF PROBATIONARY OFFICERS
(ADVERTISEMENT NO: CRPD/PO/2025-26/04)
ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES:
FROM 24.06.2025 to 14. 07 .2025

State Bank of India invites online application from eligible Indian citizens for appointment as Probationary Officers. The selected candidates may be posted anywhere in India. Candidates are requested to apply online through the link given on Bank's official website https://bank.sbi/web/careers/current-openings. The prospective candidates, who intend to apply for the Post are advised to apply only after carefully reading and understanding the undernoted contents of this notification.

IMPORTANT INSTRUCTIONS:

1. Prospective candidates who aspire to join State Bank of India as a Probationary Officer, are requested to carefully read the advertisement regarding eligibility criteria, online registration processes, payment of application fee, issuance of call letters, process & pattern of examinations/ interview, etc. and ensure that they fulfil the eligibility criteria for the post as on the date of eligibility and follow the prescribed processes. The process of Registration is completed only when fee is deposited with the Bank through **online mode** only on or before the last date for payment of fee. **Hard copy of application & other documents need not be sent to this office.**
2. Candidates are advised to keep their e-mail ID & mobile connection active for receiving future advice. The valid email ID/Mobile phone number should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advice etc. by email or over mobile by SMS.
3. Before submission of the application, candidates must check that they have filled in correct details in each respective field of the application form. After expiry of Window for online application / registration period, no changes /corrections/modifications will be allowed under any circumstances. Requests received in this regard in any form like Post, Email, by hand etc. shall not be entertained and will be summarily rejected.
4. Request for change/ correction in any particulars (including category) in the application form, once application is finally submitted, will not be entertained under any circumstances. No correspondence/ phone/ email will be entertained in this regard. Candidates are advised to fill up the online application carefully and furnish the correct requisite information in the application.
5. Candidates are advised to check Bank's website **https://bank.sbi/web/careers/current-openings** regularly for details and updates (including the list of shortlisted/ selected candidates). No separate intimation will be issued in case of any change/ update. All Changes/ Updates/ Corrigendum will be hosted only on Bank's website **https://bank.sbi/web/careers/current-openings**
6. The Call letter/ advice, wherever required, will be sent by e-mail only **(No hard copy will be sent**).
7. Candidates are advised in their own interest to apply online well before the date of closing of the registration process and not to wait till the last date to avoid the possibility of disconnection / inability/ Technical 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, for not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason(s) beyond the control of SBI.
8. **The Candidates applying for the post must ensure that they fulfill all eligibility criteria for the post of Probationary Officer as on the date of eligibility. Their admission to all the stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issuance of call letter(s) / e-Admit Card(s) to the candidate will not imply that his/her candidature has been finally accepted for the post. The Bank takes up verification of eligibility conditions with reference to original documents only after the candidate has been shortlisted for the Interview and/or at later stages**.
9. **Candidates are advised to take a printout of their system generated online application form after submitting the application.**
10. The candidates will not be allowed to withdraw their applications after final submission of the online application.
11. Eligible candidates are required to register on-line for the recruitment process which will be held in three Phases viz. **Phase-I, Phase-II & Phase-III.** Candidates who are shortlisted after Phase-I (i.e. Preliminary Examination) will have to appear for Phase-II (i.e. Main examination). Candidates who are shortlisted after the Phase-II will be subsequently called for Phase-III (i.e. Psychometric Test, Group exercise & Interview).
12. Bank reserves the right to conduct Document verification at any stage (i.e. during Preliminary exam / Main Exam / Psychometric test / Group Exercise / Interview / medical / Joining etc.)

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13. The selected candidates may be offered appointment in the Bank subject to their completing other formalities such as verification of credentials, certificates, satisfactory reports from the references, medical examination and verification of antecedents etc.
14. Candidate(s) seeking age relaxation, fee exemption must submit valid requisite certificate of the Competent Authority in the prescribed format, when such certificate is sought at the time of document verification. Otherwise, their claim(s) will not be entertained, and their candidature will be liable for cancellation / rejection.
15. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude etc. are not eligible to apply for the post. If any such adverse orders / reports against the shortlisted/ selected candidates is found/ received by the Bank post their selection, their candidature/ service will be rejected forthwith.
16. At the time of interview, the candidate will be required to provide details regarding criminal case(s) 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 appointment depending upon such disclosures and/ or independent verification.
17. Candidates furnishing false information / suppressing the facts will be disqualified and shall be liable for debarment and legal/criminal action. Candidates who attempt fraud/impersonation shall be liable to be debarred from future recruitment process conducted by the Bank.
18. **Candidate should not submit more than one application**. In case of multiple applications, only the **last submitted valid** (completed) application will be retained, and the application fee/ intimation charges paid for the other registrations will stand forfeited. Further, multiple attendance/ appearance by a candidate at the time of interview / joining will result in rejection/ cancellation of candidature, summarily.
19. The Bank reserves the right to cancel / modify the recruitment process entirely or partially at any stage / time, if so warranted, without assigning any reason thereof and the Bank shall not be liable to refund the fee or pay any compensation to the applicant.
20. The Bank reserves the right to change the notified vacancies without assigning any reason(s), whatsoever.
21. Outstation candidates called for interview will be reimbursed Railway AC-III fare for the shortest route in India or actual expenses incurred (whichever is lower) from place of residence/ posting to Interview venue. Local transportation expenses will not be reimbursed. A candidate found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare.
22. The selected candidates, after appointment, shall be on probation as per existing Bank's recruitment Policy inforce / amended/ modified from time to time, for the post of probationary officer.
23. 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.
24. The original documents regarding eligibility criteria, Caste certificate issued by Competent Authority on the format prescribed by the Government of India and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
25. Appointment of selected candidates is subject to his/ her being declared medically fit as per the requirement of the Bank.
26. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination/ conduct of exam at another centre & date if considered necessary.
27. **Call letter for Preliminary Exam will not be collected at the examination venue. However, it will be duly Checked/ Authenticated/ Stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of ID proof) safely. Those candidates who are called for Main Exam will be required to bring duly authenticated "Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)" as well as "Main Exam Call Letter" and "Other Requisite Documents" as per information provided in the "Acquaint Yourself Booklet" and "Call Letter".**
28. Candidates serving in Government/ Quasi Government Offices, Public Sector Undertakings including Nationalized Banks and Financial Institutions are advised to submit **'No Objection Certificate'** from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid. **In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.**
29. The Bank will decide the examination / interview Centre(s), where the candidates will be called for the examination / Interview, if found eligible.
30. In case more than one candidate score 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.

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31. **Transfer Policy**: The Bank reserves the right of Allotment / transfer of the recruited Probationary officers to any of the Circles / offices of State Bank of India, in India or to depute to any of the associates / subsidiaries or any other organization depending upon the exigencies of the services. Request for Allotment / posting / transfer to specific place / office may not be entertained.

32. **CIBIL**: Candidates who have defaulted in repayment under any lending arrangement with Banks / NBFCs/ Financial Institutions including credit card dues and have not regularized / repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post. However, candidates who have regularized / repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated till then, shall, **on or before the date of joining**, shall have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the **CIBIL**, failing which the letter of offer shall be withdrawn / cancelled. Thus, the candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment. **Candidate are advised to check / confirm CIBIL score / status before applying.**

33. The OBC candidates coming in "Creamy Layer" are not entitled to OBC reservation. They should indicate their category as "Unreserved (UR) or UR (LD/VI/HI/d&e) as applicable". This means that "**once a candidate has chosen a OBC category, no request shall be entertained for change to unreserved or other reserved category"**.

34. **If the category indicated by the candidate in the application form is "unreserved category" but subsequently writes to change the category to reserved one, such request shall not be entertained by the Bank.**

35. **Once a candidate has chosen a reserved category, no request shall be entertained for change to unreserved or other reserved category.**

36. **Candidate belonging to any sub-category of Person with Benchmark Disabilities (PwBD) shall not be allowed to change the sub-category of Person with Benchmark Disabilities (PwBD).**

37. **The OBC candidate claiming reservation under "OBC category" must produce OBC (Non-Creamy Layer) certificate issued on / after April 01, 2025. The candidate should be in possession of requisite OBC certificate in the prescribed format in support of his / her claim for availing reservation on / or before the date of Interview. No request for extension of time for production of 'OBC Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'OBC Certificate' in the format prescribed by Govt. of India on the date of document verification at the time of interview, candidate will not be allowed to attend the interview and will not be considered for appointment in the Bank for the post of Probationary Officer.**

38. Benefit of reservation under EWS category can be availed upon production of an "Income & Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India for the Financial Year 2024-25 and valid for the Year 2025-26, based on gross annual income as per extant DoPT guidelines**.** The EWS category candidate should be in possession of requisite Income and assets certificate in the format prescribed by Govt. of India in support of his/ her claim for availing reservation on the date of document verification at the time of interview. **If a candidate fails to produce the 'Income & Asset Certificate' in the prescribed format on the date of document verification at the time of interview, candidate will not be allowed to attend the interview and he/ she will not be considered for appointment in the Bank for the post of Probationary Officer.**

39. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, during document verification, if called for interview. **If a candidate fails to produce the "Caste Certificate' in the prescribed format on the date of document verification at the time of interview,** candidate will not be allowed to attend the interview and **he/ she will not be considered for appointment in the Bank for the post of Probationary Officer.**

40. A person who wants to avail benefit of reservation under section 34 of "The Rights of Persons with Disabilities Act 2016" " (RPWD Act,2016). **Persons with Benchmark Disability (PwBD**) will have to submit a latest disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be dated **on or before last date of registration of application**. If a candidate fails to produce the "PwBD Certificate' in **the format prescribed by Govt of India on the date of document verification at the time of interview,** candidate will not be allowed to attend the interview and **he/ she will not be considered for appointment in the Bank for the post of Probationary Officer.**

41. **Final selection will be subject to verification of the eligibility for the Post and information furnished in the online application.**

42. Candidates who received the call letters for Preliminary examination / Main Examination / Psychometric test / Group exercise & Interview are advised to reach the examination / interview centre on or before the reporting time. Candidates reaching the examination center after the reporting time, mentioned in the call letter will not be allowed to enter the examination / interview center under any circumstances. Any complaint/request in this regard, made by them will not be considered.

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VACANCIES: Undernoted Vacancies are provisional and may vary according to Bank's requirements.

	CATEGORY WISE VACANCIES						PWBD VACANCIES (HORIZONTAL VACANCIES)			
Category	**SC**	**ST**	**OBC***	**EWS^**	**UR**	**Total**	**VI#**	**HI#**	**LD#**	**d & e# @**
Regular Vacancies	75	37	135	50	203	500	5	5	5	5
Backlog Vacancies	5	36	--	--	--	41	--	--	--	--
Total Vacancies	80	73	135	50	203	541	5	5	5	5

Abbreviations: SC- Scheduled Castes, ST- Scheduled Tribes, OBC- Other Backward Classes, EWS- Economically Weaker Section, UR- Unreserved Category, PwBD-Person with Benchmark Disability, VI- Visually Impaired, HI- Hearing Impaired, LD- Locomotor Disability.

* Reservation for OBC in recruitment is governed by office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993 as amended from time to time of department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India**. Vacancies reserved for OBC category are available to only those OBC candidates belonging to the 'non-creamy layer' OBC candidates**. **'Creamy layer' OBC candidates should indicate their category as 'UR'**. OBC category candidates should submit the OBC certificate on the format prescribed by Govt. of India containing the 'non-creamy layer' clause, issued during the period 01.04.2025 to the date of interview, if called for interview. **The candidate should be in possession of requisite OBC certificate in the prescribed format in support of his / her claim for availing reservation on / or before the date of Interview.**

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

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

Benefit of reservation under EWS category can be availed upon production of an "Income & Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India for the Financial Year 2024-25 and valid for the Year 2025-26, based on gross annual income as per DoPT guidelines. The EWS candidates are required to produce for verification the 'Income & Asset Certificate' issued based on gross annual income for the Financial Year 2024-25 as per extant DoPT guidelines, on the date of document verification at the time of interview. Hence the 'Income & **Asset Certificate' issued based on gross annual income for the financial year 2024-25 must be obtained by the candidate on or before the date of document verification at the time of interview.**

Vacancies for Person with Benchmark Disability (PwBD) category candidates are reserved horizontally.

@ PwBD categories under clauses 'd' & 'e' of Section 34 (i) of RPWD Act 2016 suitable for the post are: **(i)** Mental Illness (MI); **(ii)** Autism Spectrum Disorder (Mild)- ASD (M) (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, MI & ASD-M);

The tentative schedule of events is as follows:

Activity	**Tentative Dates**
On-line registration including Editing/ Modification of Application by candidates	**24.06.2025 to 14.07.2025**
Payment of Application Fee	**24.06.2025 to 14.07.2025**
Download of Preliminary Examination Call Letters	**3rd / 4th week of July 2025 onwards**
Phase-I: Online Preliminary Examination	**July / August 2025**
Declaration of Result of Preliminary Examination	**August / September 2025**
Download of Main Examination Call letter	**August / September 2025**
Phase-II: Online Main Examination	**September 2025**
Declaration of Result of Main Examination	**September / October 2025**
Download of Phase-III Call Letter	**October / November 2025**
Phase-III: Psychometric Test	**October / November 2025**
Interview & Group Exercises	**October / November 2025**
Declaration of Final Result	**November / December 2025**
Pre-Examination Training for SC/ ST/ OBC / PwBD candidates	
Download of call letters for Pre-Examination Training	**July / August 2025**
Conduct of Pre- Examination Training	**July / August 2025**

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1. ELIGIBLITY CRITERIA:

A. Age Limit: (As on 01.04.2025): Not below 21 years and not above 30 years as on **01.04.2025** i.e. candidates must have been born not later than 01.04.2004 and not earlier than 02.04.1995 (both days inclusive). Relaxation in Upper age limit shall be as below:

Sl.	Category		Age relaxation (In years)
a)	Other Backward Classes (OBC) (Non-Creamy Layer)		3
b)	Scheduled Castes/ Scheduled Tribes (SC/ ST)		5
c)	Persons with Benchmark Disabilities (PwBD)	- PwBD (UR/ EWS)	10
		- PwBD (OBC)	13
		- PwBD (SC/ ST)	15
d)	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 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

NOTE: Cumulative age relaxation will not be available either under the above items or in combination with any other items. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of Group exercise/interview, if shortlisted. **No change in the category of any candidate is permitted after registration of online application**, no correspondence/email/phone will be entertained in this regard.

(B) Essential Academic Qualifications (as on 30.09.2025):

Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Those who are in the Final Year/ Semester of their Graduation may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before 30.09.2025. Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before 30.09.2025. Candidates possessing qualifications such as Medical, Engineering, Chartered Accountant, Cost Accountant etc. would also be eligible.

Note: The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

2. RESERVATION FOR PERSONS WITH BENCHMARK DISABILITY (PwBD):

4% horizontal reservation has been provided to Persons with Benchmark Disabilities (PwBD) as per section 34 of "The Rights of Persons with Disabilities Act (RPWD), 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time:

SUITABLE CATEGORY		FUNCTIONAL REQUIREMENTS
a)	Blind (**B**), Low vision (**LV**)	S- Sitting W- Walking, MF- Manipulation with Fingers RW- Reading & writing SE- Seeing C- Communication
b)	Hard of Hearing (**HH**)	
c)	One arm affected (**OA**), Both Arms affected **(BA)**, One leg affected (**OL**), Both legs affected (**BL),** One arm & One Leg affected (**OAL),** Cerebral Palsy (**CP**), Leprosy Cured Person (**LC**), Dwarfism (**Dw**), Acid Attack victims (**AAV**), Spine deformity (SD) and Spine injury (SI).	
d)	Autism Spectrum Disorder- Mild **(**ASD-M), Mental Illness (**MI**)	
e)	Multiple Disabilities (**MD**) involving (a) to (d) above	

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

a. Blindness:

i. Total absence of sight; OR

ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR

iii. Limitation of the field of vision subtending an angle of less than 10 degree.

b. Low Vision:

i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR

ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degrees.

B. Hearing Impaired (HI):

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

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C. Locomotor Disabilities (LD):

Only those persons are eligible to apply under Locomotor Disability (LD) category who have inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured (LC), Dwarfism (DW), Acid Attack Victims (AAV), Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/ limb dysfunction. Orthopedically challenged persons are covered under locomotor disability with following benchmark:

i. OA - One arm affected (Right or Left) ii. BA – Both arms affected iii. OAL -One arm & One Leg affected
iv. BL – Both Leg affected Persons v. OL - One leg affected (Right or Left) Iv. Spine deformity (SD) and Spine injury (SI).

v. **Leprosy cured person (LC)** means a person is cured of leprosy but suffers from:

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

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

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

viii. **Acid attack victims (AAV)** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

ix. **Spine deformity (SD) and Spine injury (SI)** without any associated neurological / limb dysfunction under locomotor Disability under PwBD category.

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

i. **"Mental Illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

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

iii. **"Multiple Disabilities (MD)"** means multiple disabilities amongst (A) to (D) above

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

(i) A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. **The certificate should be dated on or before last date of registration of application.**

(ii) Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective sub-category. If no suitable person from that sub-category is available, such backlog would be filled up by interchange among the four sub-categories of disabilities viz. VI, HI, LD and d&e, at one percent to each category.

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

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

- Candidates belonging to OBC category but coming in the 'CREAMY LAYER' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'UR' or 'UR (LD)' or 'UR (VI)' or UR (HI) or UR (d&e) (as applicable).
- Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

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

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Guidelines for using a Scribe & Compensatory Time:

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

i. Candidates eligible for and who wish to use the services of a scribe in the examination should carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

ii. Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe and candidate at the time of examination.

iii. Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.

iv. Candidate will have to arrange his/ her own scribe at his/ her own cost.

v. Any candidate using scribe in violation of the scribe guidelines shall stand disqualified and can be removed from services without notice, if already joined.

vi. Any candidate who is using scribe should ensure that he/ she is eligible to use scribe in the examination as per the guidelines. Any candidate who is not eligible to use scribe as per guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of recruitment. In addition, Bank may take any other action against the candidate and the scribe, if required . Any candidate using scribe in violation of the above guidelines can be removed from the service without notice, if already joined Bank.

vii. **During the examination, at any stage, if it is found that scribe is independently answering / solving the questions himself, the examination session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**

viii. The scribe arranged by the candidate should not be a candidate for the same online examination process. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

ix. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No.16-110/2003-DD III dated 26.02.2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by GOI, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013-Welfare dated 26.04.2013.

(**B.**) Further, in terms of Office Memorandum F. No. 29-6/2019-DD-III dated 10.08.2022 of GOI Ministry of Social Justice & Empowerment, Department of Empowerment of persons with Disabilities (Divyangjan), the facility of scribe and/or compensatory time shall be granted solely to the PwBD candidates covered under section 2(s) of the RPwD Act 2016 but not covered under the definition of Section 2 (r) of the said Act, (i.e. persons having less than 40% disability and having difficulty in writing). Subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his / her behalf from the competent medical authority of a Government healthcare institution as per prescribed proforma at Appendix-I of the said OM. In case, the candidate opts to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The person opting for own scribe should submit details of the own scribe as per Proforma at Appendix-II of the said OM.

4. SELECTION PROCEDURE: The selection for Probationary Officers will be done through a **three-Phase** process**:**

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

SL.	Name of test	No. of Questions	Marks	Duration
1.	English Language	40	**Total Maximum Marks 100**	20 minutes
2.	Quantitative Aptitude	30		20 minutes
3.	Reasoning Ability	30		20 minutes
	Total	**100**		**1 hour**

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

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Phase-II: Main Examination: The Main Examination will be conducted **online** and will consist of Objective tests for 200 marks and Descriptive test for 50 marks. The Descriptive test will be administered immediately after conclusion of the Objective test and candidates will have to type their Descriptive test answers on the computer.

(i) Objective Test: The duration of objective test is 3 hours, and it consists of 4 Sections of total 200 marks. There will be separate timing for every section.

Test	Name of the test	No. of Qs.	Max. Marks	Duration
I	Reasoning & Computer Aptitude	40	60	50 minutes
II	Data Analysis & Interpretation	30	60	45 minutes
III	General Awareness / Economy/ Banking Knowledge	60	60	45 minutes
IV	English Language	40	20	40 minutes
	Total	**170**	**200**	**3 hours**
(ii) Descriptive Paper				
Communication Skills: Emails, Reports, Situation Analysis & Precis Writing		**3****	**50**	30 minutes
Grand Total			**250**	

** Emails (Compulsory, one out of two options), Reports(Compulsory, one out of two options) and Either of Situation Analysis or Precis Writing (one of the two).

SELECTION CRITERIA FOR PHASE-III:

(A) SECTIONAL CUT OFF IN MAIN EXAMINATION:

- Each candidate will have to score **a minimum score in each test** (i.e. Test I, II, III, IV & Descriptive paper individually) in Main Examination.
- Depending on the number of vacancies available, sectional cut offs will be decided.

(B) MINIMUM AGGREGATE QUALIFYING SCORE: Category wise merit list will be drawn on the basis of the aggregate marks scored in Main Examination. Candidates numbering **up to 3 times** (approx.) of the category wise vacancies will be shortlisted for Phase-III from the top of the category wise merit list subject to a candidate scoring the **minimum aggregate qualifying score**, as decided by the Bank.

PENALTY FOR WRONG ANSWERS (APPLICABLE TO BOTH - PRELIMINARY & MAIN EXAMINATION):

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

Phase-III: Comprise of (a) PSYCHOMETRIC TEST (b) GROUP EXERCISE (c) PERSONAL INTERVIEW

(a) PSYCHOMETRIC TEST: The Bank will conduct Psychometric test for personality profiling, of those candidates who will be shortlisted for Phase-III. Findings of the test may be placed before the Interview panel for having a thorough perspective on the candidates.

TEST STRUCTURE	(b) GROUP EXERCISE	(c) INTERVIEW	TOTAL
Maximum Marks	20	30	**50**

The minimum qualifying marks will be as decided by the Bank.

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

The marks obtained by the candidates in **Phase-II** (Main Examination both Objective & Descriptive Tests) and **Phase-III** (Group Exercise & Interview) will be normalized to 100 marks as detailed below.

Test	Main Examination (written Test) (objective & descriptive)	Group Exercise & Interview	Total
Maximum Marks	250	50	**300**
Normalized Marks	75	25	**100**

The final merit list is arrived at after aggregating (out of 100) converted marks of Phase-II and Phase-III. Selection will be made from the top merit ranked candidates in each category.

Result Publication: Results of the Preliminary Examination, Main Examination and the Final Result will be made available on the Bank's website.

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5. EXAMINATION CENTERS:

i. The examinations will be conducted online at venues across many centres in India. A tentative list of centres for Online Examination is attached as **Annexure I.**

ii. **No request for change of Examination Centre/Date/Session shall be entertained**.

iii. SBI reserves the right to cancel any of the examination centres and / or add some other centres, at its discretion, depending upon the response, administrative feasibility etc. SBI also reserves the right to allot any centre to the candidate other than the one he/ she had opted for. **The centres for the Main Examination will be limited.**

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

v. **Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from present & future exams conducted by SBI.**

6. Call letter for Preliminary Exam:

Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly Checked/ Authenticated/ Stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of ID proof) safely. Those candidates who are called for Main Exam will be required to bring duly authenticated "Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)" as well as "Main Exam Call Letter" and "Other Requisite Documents" as per information provided in the "Acquaint Yourself Booklet" and "Call Letter".

i. However, scribe form (wherever applicable) will be collected during the Preliminary Exam.

ii. **Candidates need to bring two additional photographs (same as pasted by the candidate on call letter) along with the call letter and other requisite documents as per information provided in the "Acquaint Yourself Booklet" and "Call Letter". Candidates reporting without photograph pasted on the call letter and without two additional photographs (same as pasted on call letter) will NOT be allowed to appear in the Preliminary Examination. It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of Application as these would be needed for further stages of this selection process.**

7. EMOLUMENTS:

Presently, the starting basic pay is ₹48,480/- (Plus 4 advance increments) in the scale of ₹48480-2000/7-62480-2340/2-67160-2680/7-85920 applicable to Junior Management Grade Scale-I. The official will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund i.e., NPS, LFC, Medical Facility, Lease rental facility etc. and other allowances & perquisites as per rules in force from time to time.
The approximate CTC at initial scale of pay at Mumbai Centre is Rs.20.43 Lacs.

8. JOINING, TRAINING & CAREER PATH:

The selected candidates shall be provided basic banking knowledge through online course, which they shall complete before joining. The selected candidates, at the time of joining, will have to **execute a Bond for a value of ₹2.00 Lacs (₹ Two Lacs only)** to serve the Bank for a **minimum period of three years**. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of three years from the date of joining. On joining, the selected candidates will be designated as "Probationary Officers" and may be on probation for two years. They will be subjected to continuous assessment, as per Bank's extant policy, during the probation period. Those candidates who qualify in the assessment as per standards determined by the Bank from time to time, will be confirmed in the Service of the Bank in Junior Management Grade Scale-I. If any candidate fails to achieve minimum standards stipulated, his/ her services may be terminated as per policy of the Bank in force at the material time. Bank provides immense opportunities for growth in career, including opportunities for posting abroad. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

9. APPLICATION FEE AND INTIMATION CHARGE (Non-Refundable):

Application Fee will be ₹750/- for Unreserved / EWS/ OBC candidates and 'Nil' for SC/ ST/ PwBD candidates. Application Fee once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection.

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10. PRE-EXAMINATION TRAINING:

Bank will arrange pre-examination training (PET) in **online mode** for SC/ ST/ OBC / PwBD candidates in consonance with the guidelines issued by Government of India. All eligible candidates who opt for and wish to avail of Pre-Examination Training (PET) should fill in the relevant column in the **ON-LINE APPLICATION**. Candidates opting for Pre-Examination Training should login for training from Bank's website by entering their registration number and date of birth. Intimation regarding schedule of Pre-Examination Training will be shared with the candidates through their registered email and SMS. No hard copies will be sent.

11. NUMBER OF CHANCES:

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

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

12. HOW TO APPLY: Candidates can apply **online only** from **24.06.2025 to 14.07.2025**. No other mode of application will be accepted.

PRE-REQUISITES FOR APPLYING ONLINE: Candidates should have valid email ID and mobile no. which should be kept active till the declaration of results. It will be essentially required for receiving any communication/ call letters/ advices from the Bank by email/ SMS.

GUIDELINES FOR FILLING ONLINE APPLICATION:

Candidates will be required to register themselves online through Bank's 'Career' website **https://bank.sbi/web/careers/current-openings**. After registration candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/ Internet Banking/UPI etc.

Helpdesk: In case of any problem in filling up the form, payment of fee/ intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 022-22820427 (between 11:00 AM to 5:00 PM on working days) or lodge their query on **http://cgrs.ibps.in**. Candidates should mention 'RECRUITMENT OF PROBATIONARY OFFICERS IN STATE BANK OF INDIA - 2025' in the subject of the email.

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

i. First scan the photograph, signature, left-hand thumb impression and hand-written declaration as detailed under the guidelines given in **Annexure-II**.

ii. The text for the hand-written declaration is as follows:
"I_____(Name of the candidate), _____(Date of Birth) hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. The signature, photograph and left-hand thumb impression is of mine".

iii. **Left-Hand Thumb Impression**: If a candidate is not having left-hand thumb impression, he/ she may use his/ her right-hand thumb impression.

iv. Visit Bank's website **https://bank.sbi/web/careers/current-openings** and open the Online Application Form, available under 'Current Openings'.

v. Fill the application carefully. Once the application is filled completely, candidates should submit their data. In case a candidate is unable to fill the data in one go, he/ she can save the entered data. On saving complete/ partially complete application, a provisional registration number and password is generated by the system and displayed on the screen which should be carefully noted. Candidates can reopen and edit their saved application form (if required) by using their registration number and password. Once the application is filled completely, candidates should carefully check the form before final submission. No change/ edit will be allowed thereafter. The registration at this stage is provisional.

vi. After rechecking and ensuring correctness of the particulars in the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.

vii. The payment can be made by using debit card/ credit card/ Internet Banking / UPI by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

viii. On successful completion of the transaction, e-receipt and application form will be generated, which may be printed for record.

ix. If the online transaction is not successfully completed, please register again and make payment online.

x. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

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xi. **Please do not send the printout of application form to the Bank**.

b. GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE, LEFT-HAND THUMB IMPRESSION AND HAND-WRITTEN DECLARATION:

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

Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process.

Note: In case, the face in the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, the applicant's candidature may be rejected. Therefore, it is advised that in case the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, the candidate may edit his/ her application and re-upload his/ her photograph, signature, left-hand thumb impression & hand-written declaration, prior to submitting the form.

13. DOWNLOAD OF CALL LETTERS:

The candidates should download their call letter (Pre-exam Training/ Preliminary Exam/ Main Exam/ Psychometric Test / GE & Interview) and an "acquaint yourself booklet", by entering their registration number and password/ date of birth from the Bank's website. **NO HARD COPY OF THE CALL LETTER/ ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.**

CARE: At the time of Main Exam, the candidate must bring duly authenticated "Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)" as well as "Main Exam Call Letter" with "Requisite Documents" at the time of Main Exam. These documents along-with requisite documents need to be submitted during the Main Exam.

14. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINTION:

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

15. BIOMETRIC VERIFICATION:

The Bank, at various stages, may capture photo and thumb impression/ IRIS Scan of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her correct thumb impression/ IRIS Scan is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised to follow the guidelines that shall be provided to them in their call letter. In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled. **Further, the candidate is advised not to apply any external matter like Mehandi, ink, chemical etc. on his/ her hands.**

16. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

a. Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.

b. At the time of examination/ interview, if a candidate is (or has been) found guilty of:

(i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:

- Disqualified from the examination for which he/ she is a candidate
- Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

c. The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/ her candidature.

d. USE OF MOBILE PHONES, CALCULATOR OR ANY SUCH ELECTRONIC DEVICES, BANNED:

i. The use of any Mobile phones (even in switched off mode), pagers or any other electronic communication devices or storage media like pen drive, smart watches or camera or blue tooth devices or any other storage devices or related accessories are not allowed inside the premises where the examination/ interview/ group exercise is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

ii. Candidates are advised in their own interest not to bring any of the valuable / costly items / prohibited items including pagers/calculator to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.

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iii. Candidates are not permitted to use or have in possession calculators in examination premises.

17. ANNOUNCEMENTS: All further announcements/ details pertaining to this process will be published/ provided only on **https://bank.sbi/web/careers/current-openings** from time to time. No separate advertisement/ corrigendum will be issued in this regard. All changes/updates/ corrigendum will be hosted only on Bank's website **https://bank.sbi/web/careers/current-openings**.

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

Mumbai

Date: 23.06.2025

General Manager (RP&PM)

The Bank is not responsible for printing errors, if any

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Annexure-I

EXAMINATION CENTERS (TENTATIVE LIST)

State Code	State/UT	Pre-Examination Training Centre/ Preliminary Examination	Main Examination Centre
11	Andaman & Nicobar	Port Blair	Port Blair
12	Andhra Pradesh	Eluru, Guntur/ Vijaywada, Kadapa, Kakinada, Kurnool, Ongole, Rajahmundhry, Srikakulam, Tirupati, Vishakhapatnam, Vizianagaram	Guntur / Vijayawada, Kurnool, Vishakhapatnam,
13	Arunachal Pradesh	Naharlagun	Naharlagun
14	Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur	Guwahati
15	Bihar	Arrah, Aurangabad (Bihar), Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea	Arrah, Patna, Muzaffarpur
16	Chandigarh	Mohali	Mohali
17	Chhattisgarh	Bhilai, Bilaspur, Raipur	Raipur
18	Goa	Panaji	Panaji
19	Gujarat	Ahmedabad/ Gandhinagar, Anand / Vadodara, Jamnagar, Mehsana, Rajkot, Surat	Ahmedabad/ Gandhinagar, Surat, Anand / Vadodara,
20	Haryana	Ambala, Faridabad, Gurugram,	Ambala, Faridabad, Gurugram
21	Himachal Pradesh	Bilaspur, Hamirpur, Kangra, Kullu, Mandi, Shimla, Una	Shimla, Bilaspur, Hamirpur
22	Jammu & Kashmir	Jammu, Samba, Srinagar	Jammu, Srinagar
23	Jharkhand	Bokaro, Dhanbad, Hazaribag, Jamshedpur, Ranchi	Jamshedpur, Ranchi
24	Karnataka	Belgaum, Bengaluru, Dharwad/ hubli, Mangalore, Mysore, Shimoga, Udupi	Bengaluru, Dharwad / hubli, Mangalore
25	Kerala	Alappuzha, Kannur, Ernakulam, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thrichur, Thiruvananthapuram	Ernakulam, Thiruvananthapuram, Thrichur
26	Ladakh	Leh, Kargil	Leh, Kargil
27	Lakshadweep	Kavaratti	Kavarrati
28	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Satna, Sagar, Ujjain	Bhopal, Indore, Ujjain
29	Maharashtra	Amaravati, Chhatrapati Sambhaji Nagar (Aurangabad, Maharashtra) Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Nagpur, Nanded, Nashik, Pune, Ratnagiri, Solapur, Mumbai/ Thane/ Navi Mumbai/ MMR,	Chhatrapati Sambhaji Nagar (Aurangabad), Nagpur, Pune, Nashik, Kolhapur, Mumbai/ Thane/ Navi Mumbai/MMR
30	Manipur	Imphal	Imphal
31	Meghalaya	Shillong, Tura	Shillong, Tura
32	Mizoram	Aizawl	Aizawl
33	Nagaland	Kohima	Kohima
34	Delhi -NCR	Delhi & New Delhi (All NCR cities)	Delhi & New Delhi (All NCR cities)
35	Odisha	Balasore, Berhampur (Ganjam), Bhubaneswar, Cuttack, Dhenkanal, Rourkela, Sambalpur	Bhubaneswar, Cuttack
36	Puducherry	Puducherry	Puducherry
37	Punjab	Amritsar, Bhatinda, Ludhiana, Mohali, Patiala, Phagwara	Bhatinda, Ludhiana, Mohali, Patiala
38	Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur	Jaipur, Udaipur
39	Sikkim	Gangtok	Gangtok
40	Tamilnadu	Chennai, Coimbatore, Erode, Madurai, Kanyakumari / Nagercoil, Salem, Thanjavur, Thiruchirapalli, Tirunelveli, Vellore, Virudhunagar, Villupuram	Chennai, Madurai, Tirunelveli, Thiruchirapalli
41	Telangana	Hyderabad, Karimnagar, Khammam, Warangal	Hyderabad, Khammam
42	Tripura	Agartala	Agartala
43	Uttar Pradesh	Agra, Aligarh, Prayagraj (Allahabad), Bareilly, Faizabad, Ghaziabad, Gorakhpur, Jhansi, Kanpur, Lucknow, Meerut, Moradabad, Muzaffarnagar, Noida/ Greater Noida, Varanasi.	Agra, Prayagraj (Allahabad), Ghaziabad, Noida/ Greater Noida, Kanpur, Lucknow, Meerut, Varanasi
44	Uttarakhand	Dehradun, Haldwani, Roorkee	Dehradun
45	West Bengal	Asansol, Durgapur, Hooghly, Kalyani, Kolkata, Siliguri, Burdwan	Hooghly, Kalyani, Kolkata

Annexure II

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Guidelines for scanning and Upload of Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration

Before applying online, a candidate will be required to keep ready a scanned (digital) image of his/ her photograph, signature, left-hand thumb impression and hand-written declaration as per the specifications given below. Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process.

a. **The text for the hand-written declaration is as follows**:

"I_____(Name of the candidate), _____(Date of Birth) hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. The signature, photograph and left-hand thumb impression is of mine".

b. Left-Hand Thumb Impression:
If a candidate is not having left-hand thumb, he/she may use his/her right-hand thumb for applying.

Photograph (4.5 cm x 3.5 cm):

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is coloured and is taken against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes are clearly visible.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- **It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of application as these would be needed for further process of this selection process.**

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.

On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture	
Dos	Don'ts
(i) Ensure the photo is captured against a light coloured, preferably white background and there is adequate light. (ii) Look straight at the webcam/ camera. (iii) Photograph should be of passport size	(i) Small size photograph not to be clicked/ uploaded. (ii) Coloured glasses or sunglasses/ Cap should not be worn. (iii) Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image. (iv) Photo not to be taken in dark/ improper background.

Signature:

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

Left-Hand Thumb Impression:

- The applicant has to put his left-hand thumb impression on a white paper with black or blue ink.
- **File Type**: jpg/jpeg
- **Dimension:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm x 3 cm (Width x Height)
- **File Size:** 20 kb- 50 kb

Hand-Written Declaration:

- The applicant has to write the **declaration in English** clearly on a white paper with black ink.
- **File Type**: jpg/jpeg
- **Dimension: 800** x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm x 5 cm (Width x Height)
- **File Size: 5**0 kb- 100 kb

Hand-Written Declaration in CAPITAL LETTERS shall NOT be accepted.

CARE:

(i) Ensure that Photo, Signature, Left-Hand Thumb Impression & Hand-Written Declaration are uploaded at the specified spaces only in the online application form.
(ii) The photo, signature, left-hand thumb impression and hand-written declaration must be of applicant only and not by any other person.
(iii) If the applicant's photo & signature on the attendance sheet or call letter signed at the time of the examination does not match with the photograph & signature uploaded at the time of online registration of application, the applicant will be disqualified.

Scanning the photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color and the File Size should be as specified above
- Crop the image in the scanner to the edge of the photograph/ signature/ left-hand thumb impression/ hand-written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be 'JPG' or 'JPEG' format. An example file name is: 'image01.jpg' or 'image01.jpeg'. The dimensions of the Image can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MSOffice can easily obtain the documents in '.jpeg' format not exceeding required size by using MS Paint or MS Office Picture Manager. The scanned photograph/ signature/ left-hand thumb impression/ hand-written declaration in any format can be saved in '.jpg' format by using 'Save As' option in the File menu and size can be adjusted using crop and then resize option.
- 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 separate link to upload his/ her photograph/ signature/ left-hand thumb impression/ hand-written declaration.

Procedure for Uploading photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration:

- There will be separate links for uploading photograph, signature, Left-Hand Thumb Impression & Hand-Written Declaration.
- Click on the respective link "Upload Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration".
- Browse and select the location where the Scanned Photograph, Signature, Left-hand Thumb Impression & Hand-Written Declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/ Upload' button.
- If the file size and formats are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear/ smudged, the same may be re-uploaded to the expected clarity/ quality.

Your Online Application will not be registered unless you upload your Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration as specified.

Note:

1) In case the face in the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, the candidate's application may be rejected. After uploading the photograph, signature, left-hand thumb impression & hand-written declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph, signature, left-hand thumb impression & hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph, signature, left-hand thumb impression & hand-written declaration, prior to submitting the form.
2) After completing online registration, candidates are advised to take a printout of their system generated online application forms.
3) Candidate should also ensure that Photo is uploaded at the place of Photo, Signature at the place of Signature, Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration. If Photo in place of Photo, Signature in place of Signature Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration, are not uploaded properly, candidate will not be allowed to appear in the exam.

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Corrections will not be allowed after final submission)

