



# State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT,  
CORPORATE CENTRE, MUMBAI

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(Advertisement No. CRPD/ABCL/2014-15/07)

## Recruitment in Clerical Cadre in Associate Banks of State Bank of India

ONLINE REGISTRATION OF APPLICATION : 20.11.2014 to 09.12.2014

PAYMENT OF FEES - ONLINE : 20.11.2014 to 09.12.2014

PAYMENT OF FEES - OFFLINE : 22.11.2014 to 11.12.2014

**Recruitment Examination will be conducted online tentatively in Jan/Feb 2015 on various dates. Candidates are advised to regularly check Bank's website [www.sbi.co.in](http://www.sbi.co.in) or [www.statebankofindia.com](http://www.statebankofindia.com) for details and updates. The examination will be as detailed under point No. 5 - Selection procedure.**

Applications are invited from eligible Indian Citizens for appointment in clerical cadre in Associate Banks of State Bank of India. Candidates can apply for vacancies in one Bank and one State only and will have to appear for the test from an examination centre for that particular State. Candidates can appear for the test only once under this recruitment project.

### Associate Banks Clerical Recruitment (2014-15) : Vacancies (Bankwise)

Name of Bank	Categorywise					PWD			Exservicemen	
	SC	ST	OBC	GEN	Total	VI	HI	OH	XS	DXS
State Bank of Mysore	116	50	196	363	725	7	8	7	72	33
State Bank of Patiala	307	26	271	596	1200	12	22	13	240	54
State Bank of Travancore	158	20	348	774	1300	13	12	14	130	58
State Bank of Bikaner & Jaipur	162	120	207	511	1000	11	29	10	98	40
State Bank of Hyderabad	305	197	641	1057	2200	20	20	20	204	92
<b>TOTAL</b>	<b>1048</b>	<b>413</b>	<b>1663</b>	<b>3301</b>	<b>6425</b>	<b>63</b>	<b>91</b>	<b>64</b>	<b>744</b>	<b>277</b>

### State-wise Vacancies in State Bank of Mysore

State	Categorywise					PWD			Exservicemen	
	SC	ST	OBC	GEN	Total	VI	HI	OH	XS	DXS
Karnataka	116	50	196	363	725	7	8	7	72	33
<b>TOTAL</b>	<b>116</b>	<b>50</b>	<b>196</b>	<b>363</b>	<b>725</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>72</b>	<b>33</b>

### State-wise Vacancies in State Bank of Patiala

State	Categorywise					PWD			Exservicemen	
	SC	ST	OBC	GEN	Total	VI	HI	OH	XS	DXS
Dadra & Nagar Haveli		1		2	3					
Gujrat		1	2	4	7				1	
Himachal Pradesh	23	11	18	48	100	1	2	1	13	5
Haryana	24		54	72	150	2	3	2	22	8
J & K		1	2	4	7				1	
Karnataka	1		2	3	6				1	
Maharashtra	1	12	5	12	30			1	4	1
Punjab	255		185	440	880	9	17	9	196	40
Tamil Nadu	1		2	4	7				1	
Uttarakhand	2		1	7	10				1	
<b>TOTAL</b>	<b>307</b>	<b>26</b>	<b>271</b>	<b>596</b>	<b>1200</b>	<b>12</b>	<b>22</b>	<b>13</b>	<b>240</b>	<b>54</b>

### State-wise Vacancies in State Bank of Travancore

State	Categorywise					PWD			Exservicemen	
	SC	ST	OBC	GEN	Total	VI	HI	OH	XS	DXS
Andhra Pradesh	5	2	8	15	30			1	3	1
Delhi	4	2	8	16	30	1		1	3	1
Goa				2	2					
Karnataka	10	4	16	30	60	1	1	1	6	3
Kerala	95	9	255	587	946	9	9	9	95	43
Madhya Pradesh	1	1		2	4					
Orissa				2	2					
Tamil Nadu	42	2	59	117	220	2	2	2	22	10
Uttar Pradesh	1		2	3	6				1	
<b>Total</b>	<b>158</b>	<b>20</b>	<b>348</b>	<b>774</b>	<b>1300</b>	<b>13</b>	<b>12</b>	<b>14</b>	<b>130</b>	<b>58</b>

(1) RESERVATION FOR PWD/XS/DXS IS HORIZONTAL RESERVATION AND INCLUDED IN THE VACANCIES OF VARIOUS PARENT CATEGORIES. PWD candidates applying for Banks in states where vacancies are not reserved for them will be eligible for upper age relaxation as available to PWD candidates. XS candidates applying for Banks in states where vacancies are not reserved for them will be eligible for age relaxation applicable to their parent category (SC/ST/OBC) only.

(2) 4.5% of the total vacancies are reserved for Disabled Ex-servicemen and dependents of Servicemen killed in action, clubbed together. First priority in the matter of appointment will be given to the Disabled Ex-Servicemen and second priority will be given to dependents of defence personnel killed in action or severely disabled (with over 50% disability attributable to defence services).

### State-wise Vacancies in State Bank of Bikaner & Jaipur

State	Categorywise					PWD			Exservicemen	
	SC	ST	OBC	GEN	Total	VI	HI	OH	XS	DXS
Rajasthan	141	108	166	415	830	9	27	8	83	37
Gujrat	1	4	8	15	28	1	1	1	3	1
Tamilnadu	3		5	12	20				2	
Andhra Pradesh	2	1	3	6	12				1	
Telangana	2	1	3	6	12				1	
Karnataka	2		2	5	9				1	
Madhya Pradesh		1		1	2					
Uttar Pradesh	2		3	6	11				1	
Haryana	1		2	6	9				1	
Punjab	1		1	4	6					
Orissa	1	1		2	4					
Maharashtra	4	4	12	27	47	1	1	1	4	2
Bihar	2		2	6	10				1	
<b>Total</b>	<b>162</b>	<b>120</b>	<b>207</b>	<b>511</b>	<b>1000</b>	<b>11</b>	<b>29</b>	<b>10</b>	<b>98</b>	<b>40</b>

### State-wise Vacancies in State Bank of Hyderabad

State	Categorywise					PWD			Exservicemen	
	SC	ST	OBC	GEN	Total	VI	HI	OH	XS	DXS
Andhra Pradesh	38	17	65	120	240	2	2	2	24	11
Delhi	1	1	3	5	10				1	
Goa			1	4	5					
Gujrat		2	1	2	5					
Haryana	1		2	2	5					
Karnataka	33	27	56	104	220	2	2	2	21	9
Kerala	3		9	8	20				1	1
Madhya Pradesh	1	1	0	3	5					
Maharashtra	47	74	204	250	575	5	5	5	47	21
Orissa	2	4	2	7	15				1	1
Tamilnadu	17	1	24	48	90	1	1	1	9	4
Telangana	160	70	270	500	1000	10	10	10	100	45
Uttar Pradesh	1		2	2	5					
West Bengal	1		2	2	5					
<b>Total</b>	<b>305</b>	<b>197</b>	<b>641</b>	<b>1057</b>	<b>2200</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>204</b>	<b>92</b>

**Abbreviations stand for:** Gen - General Category; SC - Scheduled Caste, ST - Scheduled Tribe; OBC - Other Backward Classes; PWD - Person with Disability; VI - Visually Impaired; HI - Hearing Impaired; OH - Orthopedically Handicapped; XS - Ex-Serviceman; DXS - Disabled - Ex-Serviceman (Dependent of Ex-servicemen).

The reservation under various categories will be as per prevailing government guidelines.

#### Important Note:-

- 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 for any relaxation/ reservation available to OBC category. They should indicate their category as General OR General (OH/VH/VI) as applicable.
- The OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having "Non-Creamy Layer" clause issued during period 01.04.2014 to the date of interview, if called for interview, failing which candidates will not be allowed to appear in the interview.

The above vacancies are provisional and may vary according to the actual requirement of the Bank(s). Merit list will be drawn up Bank-wise, State-wise, Category-wise. The vacancies of reserved category candidates are inclusive of Back-log/unfilled vacancies, if any.

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**1. EDUCATIONAL QUALIFICATION : (As on 01.12.2014)**

A Degree (Graduation level) from a recognised university, or any equivalent qualification recognised as such by the Central/State Government.

Note: (a) The date of passing the eligibility examination will be the date appearing on the marksheet/provisional certificate or the date on which the result was posted on the website of the university / institution. Candidate having integrated dual degree (IDD) certificate should ensure that the date of passing the IDD is on or before 01.12.2014. (b) Matriculate Ex-servicemen, who have obtained the Indian Army Special Certificate of Education or corresponding certificate in the Navy or Air Force, after having completed not less than 15 years of service in Armed Forces of the Union are also eligible for the post. Such certificates should be dated on or before 01.12.2014. (c) Should be able to write and speak English. (d) Knowledge of local language will be an added qualification.

**2. Age: (As on 01.12.2014)**

i. Minimum Age : 20 years ; Maximum Age : 28 years (as on 01.12.2014). Candidates born between 01.12.1986 and 01.12.1994 (both days inclusive) are only eligible to apply.

ii. The upper age limit will be relaxed as under :

Sr. No.	Category	Age Relaxation
1.	SC / ST	5 years
2.	Other Backward Classes (OBC)	3 years
3.	PWD (Gen)	10 years
4.	PWD (SC /ST)	15 years
5.	PWD (OBC)	13 years
6.	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
7.	Ex-Servicemen/Disabled Ex-Servicemen	Actual period of service rendered in defence services + 3 years. (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to max. age of 50 years
8.	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	9 years (subject to maximum age limit of 35 years for General, 38 years for OBC & 40 years for SC/ST candidates)

iii. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of interview, if qualifying. No change in the category of any candidate is possible after registration of online application. No correspondence/email/ phone will be entertained in this regard.

iv. CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEM.

**3. RESERVATION FOR PERSONS WITH DISABILITY (PWD) :**

Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above act: a) Blindness b) Low Vision c) Hearing Impairment d) Locomotor Disability or Cerebral Palsy.

Only such persons would be eligible for reservation in services/ posts who suffer from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government. The certificate should be dated on or before last date of registration of application.

Candidates falling in the following categories of the disabled may apply for the post :

Categories of the Disabled suitable for the post
OA, BL, OL, PD, D, B, LV

OA - One arm affected (Right or Left) - (a) impaired reach; (b) weakness of grip; (c) ataxia BL - Both legs affected but not arms, OL - One leg affected (Right or Left), PD - Partially deaf D - Deaf, B - Blind, LV - Low Vision

Only those Visually handicapped persons who suffer from any one of the following conditions are eligible to apply.

- i) Total absence of sight.
- ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.

Candidates having low vision as defined in Chapter I, Para 2 (u) of The persons with Disabilities (Equal opportunities, protections of rights and full participation) Act 1995.

The blind candidates/low vision candidates and candidates who are locomotor impaired in both hands and both arms and candidates whose writing speed is affected by cerebral palsy can use own scribe at their cost during the examination. In all such cases where a scribe is used, the following rules will apply:

- i) The candidate will have to arrange his/her own scribe at his/her own cost.
- 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 scribe at the time of online test.
- iii) Blind/low vision candidates/candidates who are locomotor impaired in both arms and whose writing speed is affected and also candidates whose writing speed is affected by Cerebral Palsy are eligible for compensatory time of 20 minutes for every hour of the examination.

**4. EX-SERVICEMAN**

Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt(SCT) dated 27th October, 1986 as amended from time to time.

Disabled Ex-Servicemen: Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen.

Dependents of Servicemen killed in Action : Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka. The reservation available to such candidates shall be as mentioned under point no. 2 given under the vacancy table.

For the purpose of this reservation, the member of the family would include his widow, son and daughter or near relations who agree to support his family. The relaxation in upper age and educational qualifications available to Ex-servicemen will not be available to dependents of Servicemen killed in action.

NOTE: 1) (i) Candidates, who are released / retired from Armed Forces, are required to submit a certificate as per Proforma 'A' attached to this advertisement if they do not possess discharge certificate/booklet, (ii) The candidates, who are still serving in Armed Forces and desirous of applying under Ex-Servicemen category will be required to submit a certificate (Proforma 'B') from the competent authority showing his/her date of completion of the specific period of engagement (SPE) along with declaration (Proforma 'C'). Such

candidates whose SPE is completed on or before 31.12.2015 only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining the Bank that he/she is entitled to the benefits admissible to Ex-Servicemen in terms of Govt. of India rules, (iii) Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificate as per Proforma 'D'. If selected, such candidates mentioned in (ii) and (iii) above, should get released and join the Bank on or before 29.02.2016. These certificates are required to be submitted at the time of interview invariably. 2) The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f. 15.11.1986. 3) An Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status will be governed in terms of OM No.36014/1/2014Estt(Res) dated 14.08.2014.

**5. SELECTION PROCEDURE :**

All eligible candidates should apply on-line before the last date for registration of application.

a. Final selection will be made on the basis of performance in the online test and interview taken together. Merely satisfying the eligibility norms does not entitle a candidate to be called for test or interview.

b. The test will be online objective type, consisting of (i) General Awareness (ii) General English (iii) Quantitative Aptitude (iv) Reasoning Ability (v) Marketing Aptitude / Computer Knowledge. The questions in objective tests, except for the test of General English, will be bilingual i.e., English & Hindi. Each test will be of 40 marks. For these objective type tests of total 200 marks candidates will be given a composite time of 2 Hours 15 minutes

There will be negative marks for wrong answers in the Objective tests. 1/4th mark will be deducted for each wrong answer. Candidates will have to pass in each of the objective tests.

The passing marks in each of the tests will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score a minimum percentage marks on aggregate (For SC/ST/OBC/PWD/XS candidates, 5% relaxation available thereon) for being considered for interview. Minimum percentage marks on aggregate will be decided by the bank.

NOTE: Other detailed information regarding the examination will be given in the

'Acquaint Yourself' booklet, which will be made available to the eligible candidates along with the call letter for the test.

c. **Interviews:** Candidates qualified in the test will be placed according to their marks in descending order in respective categories. Depending upon the number of vacancies only certain number of candidates from amongst those who qualify by ranking high enough in the merit will be called for interview in the ratio of maximum 3 candidates for each vacancy. Candidates are required to score a minimum percentage marks (to be decided by the bank) in interview to be considered for final selection. 5% relaxation for SC/ST/OBC/PWD/XS category will be available thereon. The knowledge of local languages will be tested in the interview. 10% weightage would be given out of total marks (35) for interview for possessing working knowledge of local language. Final selection will be made on the basis of candidate's performance in the test and interview taken together.

**Note: Interview call letters will be uploaded on the Bank's website after declaration of result of online test. Candidates will have to download the same from our website. No hard copy of interview call letter will be sent by post.**

**Date of online examination:** Various dates in the month of Jan/Feb 2015 (Tentatively). (Bank reserves the right to change the dates of examination.)

**6. EMOLUMENTS**

The total starting emoluments of a Clerical Cadre employee payable at Metro like Mumbai will be around Rs.17500.00 per month inclusive of D.A. and other allowances at the current rate. Allowances may vary depending upon the place of posting.

**7. PAY SCALE**

7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300 (under review).

**8. Probation period:** Selected candidates will be governed by the terms and conditions of the Service Regulations of the Bank in force at the time of joining. The newly appointed assistants will be on probation for a Minimum period of 6 months. Before the probation period comes to an end, the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Bank's expectation, may be extended.

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

Sr. No.	Category	Total
1.	SC/ST/PWD/XS	Rs. 100/- (Intimation Charges only)
2.	General and OBC	Rs. 600/- (App. Fee including intimation charges)

Fee once deposited will neither be refunded nor be adjusted against any future recruitment projects. The fee sent through Indian Postal Order, Bank Drafts, Cheques, Currency Notes etc. will not be accepted. Such applications will be treated as without fee and will be summarily rejected. Candidates also have an option to make online fee payment as detailed under item 12.

**10. PRE EXAM TRAINING**

The Associate Banks may arrange pre-examination training at certain centres for SC/ST/XS/Religious Minority Community candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost may indicate to that effect against relevant column while registering the application online. List of training centres given below is indicative. The concerned Bank has a discretion to conduct training at some additional centres or the Bank may delete some of the centres indicated for training. Candidates opting for pre-examination training can download their Call Letters for training after 29.12.2014 by entering his/her registration number and password/date of birth. (No hard copy will be sent).

Bank	Training Centre for Pre-Exam Training
SBBJ	Bikaner, Udaipur
SBH	Secunderabad, Warangal, Aurangabad
SBM	Bangalore, Mysore
SBP	Chandigarh, Patiala
SBT	Thiruvananthapuram, Ernakulam

All expenses regarding travelling, boarding, lodging etc. will be borne by the candidates for attending the Pre-Examination Training programme at the concerned Pre-Examination Training Centre.

**11. CALL LETTERS FOR EXAMINATION:**

The candidates should download their call letter and an 'acquaint yourself booklet' by entering his/her registration number and password/date of birth, after 07.01.2015 from the bank's website. NO HARD COPY OF THE CALL LETTER/ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.

**PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:**

The candidates must bring the call letter along with one photo identity proof such as passport /PAN Card/Driving Licence/Voter's Card/Unique Identification Card (AADHAR)/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in the official letter head 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 candidate is in doubt the candidate will not be permitted to appear for the test.

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#### EXAMINATION CENTRES (Tentative list):

The examination may be at the centres mentioned in the Annexure I and the address of the venue will be advised in the call letters. Bank reserves the right to cancel any of the Examination Centres and/ or add some other Centre, at its discretion, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for, if required.

While registering the application, candidate should indicate the name of the Centre where he/she desires to take the examination. The candidates will appear for the examination at their own expenses and risks and the bank will not be responsible for any injury or losses etc. of any nature. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED. BANK RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE OR ALTER EXAMINATION DATE AT ITS DISCRETION. EXAMINATION WILL NOT BE CONDUCTED IN STATES WHERE VACANCIES ARE NOT ADVERTISED.

#### 12. HOW TO APPLY

GUIDELINES FOR FILLING ONLINE APPLICATION: (Pre-requisite for applying online: Candidates should have valid email ID which should be kept active till the declaration of results). This will help him/her in getting call letter/interview advices etc. by e-mail). Candidates are required to register themselves online through Bank's website [www.statebankofindia.com](http://www.statebankofindia.com) or [www.sbi.co.in](http://www.sbi.co.in) After registration candidates are required to pay fee through either online (using Debit/Credit card /Internet banking) or off line mode

##### OPTION-I: PAYMENT OF FEE (OFFLINE):

- i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
- ii) Candidates to visit Bank's website [www.statebankofindia.com](http://www.statebankofindia.com) or [www.sbi.co.in](http://www.sbi.co.in) and open the appropriate Online Application Format available in the "Careers with us".
- iii) Fill the application carefully. Once the application is filled complete (candidates are advised to take printout of the application before submission of application and check its correctness carefully. If any discrepancy observed, they may edit. After edition/correction they should submit the application), candidates should submit the data. No change/ edit will be allowed after submission of the application. In the event of the candidates not able to fill the data in one go, they can save the data already entered. When the data is saved, registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password. Email & SMS indicating the Registration number and Password will be sent. They can reopen the saved data using registration number and password and edit the particulars, if needed. Candidates to take a printout of the system generated fee payment challan immediately. The registration at this stage is provisional. The system generated fee payment challan form will be required to be presented at any branch of SBI with the requisite fee. On payment of fee, registration of online application will be complete.
- iv) Fee Payment: Fee payment will be accepted from 2nd working day after registration and can be made within three working days (subject to last date for fee payment) at any branch of State Bank of India. Candidates who have registered online on the day before last day or last day of registration and opted for offline fee payment will be required to remit fee on or before last day stipulated for offline fee payment, positively. System generated fee payment challan will be used for depositing fee. Once fee paid, the registration process is completed.
- v) Candidates will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

Note: There is also a provision to reprint the submitted application containing fee details, after three days of fee payment.

##### OPTION-II: PAYMENT OF FEES: [ONLINE PAYMENT]:

- I. FOLLOW STEPS i) to iii) GIVEN UNDER OPTION-I ABOVE. However fee payment challan will not be generated and fee payment will have to be made online through payment gateway available thereat.
- II. After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.
- III. The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.
- IV. On successful completion of the transaction, e-receipt and application form will be generated; you may take its printout for your record. If online transaction fails i.e online transaction is not completed successfully (even amount debited to your account), please register again and pay the fee online.

**Note: There is also a provision to reprint the eReceipt and Application form containing fee details, at later stage. Once e-receipt/ application containing fee details is generated, registration is confirmed.**

**Imp note:- No application without proper payment of application fee/ intimation charges would be valid.**

Candidates are advised to take a printout of their online application form 3-4 days after submitting the fee/intimation charges and have for their record. This application will be containing fee details, if the registration is completed.

(Registration helpdesk email ID: [sbirect@ibpsorg.org](mailto:sbirect@ibpsorg.org))

#### 13. GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

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

##### Note:

- a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms before submitting and check whether photograph and signature are clear
- c. In case the photograph and/or signature is unclear, the candidate may edit his application and re-upload his photograph or signature. However, edit facility will be available only before submission of the application as mentioned earlier.

#### 14. IMPORTANT INSTRUCTIONS:

- a. Candidates serving in Government/Quasi Government offices, Public Sector undertaking including Nationalised Banks and financial Institutions will be required 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.
- b. In case of selection, candidates are required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- c. Caste certificate issued by the competent authority on format prescribed by the Govt. of India will have to be submitted by the SC/ST candidates, if called for interview
- d. A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date. Unless specified otherwise, the prescribed closing date for receipt of online recruitment application for the post is to be treated as crucial date. OBC certificate

issued by the competent authority during period 01.04.2014 to the date of interview on format prescribed by Govt. of India containing the "Non-creamy layer" clause must be submitted by such candidates at the time of interview, if called for.

#### 15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

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

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

- (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature 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:

- a) to be disqualified from the examination for which he/she is a candidate
- b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank

- (ii) **The Bank would be analysing 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**

- (iii) **Use of Mobile Phones, pagers, calculator or any such devices:**

Candidates before entering examination premises are likely to be frisked to ensure compliance with followings:

- a) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- c) Candidates are not permitted to use or have in possession of calculators in examination premises.

#### 16. GENERAL INFORMATION:

Candidates should satisfy themselves about their eligibility for the post applied for. Candidate's admission to the test / interview will be strictly provisional The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Bank.

- i) **Candidates are advised in their own interest to apply online much 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.**

- ii) **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.**

- iii) **Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in online examination and/ interview will be summarily rejected/ candidature cancelled.**

- iv) **The possibility for occurrence of some problems in the administration of the examination cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.**

- v) **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 CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS /HER SERVICES ARE LIABLE TO BE TERMINATED.**

- vi) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ Interview advices etc.

- vii) Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank.

- viii) **DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATION, 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.**

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.

- ix) The selection of the candidates will be on the basis of test and interview. The Bank reserves the right to hold any other test wherever deemed necessary.

Admission to examination will be purely provisional without verification of age / qualification / category (SC/ST/PWD/XS) etc. of the candidates with references to documents.

- x) The candidate will have option to answer test questions in Hindi or English except in General English paper.

- xi) The candidates will have to appear for the tests/ interviews, at their own cost. SC/ ST/ PWD candidates called for INTERVIEW are entitled to 1<sup>st</sup> class to & fro railway fare/ bus fare by shortest route on production of evidence of travel (Rail / bus ticket/ receipt etc).

- xii) The new recruits must have flair for marketing and will be required to make customer calls and provide banking services, advisory services and cross sell products etc. inside and outside Bank premises. The duties involve extensive outdoor travelling. Depending upon requirement, there will be flexible working hours and working in shifts.

- xiii) As record for this project will not be maintained after one year of declaration of result of online test, the information/data regarding this project will not be available thereafter.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

Mumbai - 400 021

Dated : 17.11.2014

**General Manager  
(CRPD)**

**The Bank is not responsible for printing errors, if any.**

(Contd. on next page...)

**EXAMINATION CENTRES (Tentative List)**

State/UT	Centre
Andhra Pradesh	Chirala Chittoor Guntur Kakinada Kurnool Nellore Ongole Puttur Rajahmundry Srikakulam Tirupati Vijaywada Vishakhapatnam Vizianagaram
Bihar	Arrah Aurangabad Bihar Sharif Bhagalpur Darbhanga Gaya Hajipur Muzaffarpur Patna Purnea Samastipur Siwan
Dadra & Nagar Haveli	Jamnagar Surat
Goa	Panaji Verna
Gujarat	Ahmedabad Anand Gandhinagar Himmatnagar Jamnagar Mehsana Rajkot Surat Vadodara
Haryana	Ambala Bahadurgarh Hissar Karnal Kurukshetra Panipat Rohtak Yamunanagar
Himachal Pradesh	Baddi Bilaspur Dharamshala Hamirpur Kangra Kullu Mandi Shimla Sirmaur Solan Una
Jammu & Kashmir	Jammu Kathua Samba Srinagar
Karnataka	Belgaum Bengaluru Bidar Gulbarga Hubli Mangalore Mysore Shimoga Udipi
Kerala	Alappuzha Kannur Kochi Kollam Kottayam Kozhikode Malappuram Palakkad Thrichur Thiruvananthapuram
Madhya Pradesh	Bhopal Gwalior Indore Jabalpur Satna Sagar Ujjain
Maharashtra	Amaravati Aurangabad Chandrapur Dhule Jalgaon

State/UT	Centre
	Kolhapur Latur Mumbai/ Thane/Navi Mumbai Nagpur Nanded Nasik Pune Ratnagiri Sangli Satara
Delhi -NCR	Delhi Faridabad Ghaziabad Greater Noida Gurgaon Palwal Sonipat
Odisha	Angul Balasore Bargarh Baripada Berhampur (Ganjam) Bhubaneswar Cuttack Dhenkanal Jharsuguda Rourkela Sambalpur
Punjab	Amritsar Bhatinda Fatehgarh Sahib Jalandhar Ludhiana Mohali Pathankot Patiala Phagwara Sangrur
Rajasthan	Ajmer Alwar Bhilwara Bikaner Jaipur Jodhpur Kota Sikar Udaipur
Tamilnadu	Chennai Coimbatore Dindigul Krishnagiri Madurai Nagercoil Namakkal Perambalur Salem Thanjavur Thiruchirapalli Tirunelveli Thoothukodi Vellore
Telangana	Hyderabad Karimnagar Khammam Warangal
Uttar Pradesh	Agra Aligarh Allahabad Bareilly Bulandshaher Gorakhpur Jhansi Kanpur Lucknow Mathura Meerut Moradabad Muzaffarnagar Unnao Varanasi
Uttarakhand	Dehradun Haldwani Haridwar Roorkee
West Bengal	Asansol Berhampur (West Bengal) Bardhaman Dumkal Durgapur Hooghly Howrah Kalyani Kolkata Siliguri"

**(i) PHOTOGRAPH IMAGE :**

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

**(ii) SIGNATURE IMAGE :**

- The 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.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

**SCANNING THE PHOTOGRAPH & SIGNATURE :**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

*Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.*

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

**Procedure for Uploading the Photograph and Signature**

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link "Upload Photograph / Signature".
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.

**PROFORMA - A**

**Form of Certificate applicable for Released/Retired Personnel**

It is certified that No. .... Rank..... Name..... whose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or (iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place:

**Signature, Name and Designation of the Competent Authority\*\***

Date:

SEAL

% Delete the paragraph which is not applicable.

**PROFORMA - B**

**Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank..... Name..... is serving in the Army/Navy/Air Force from.....

2. He is due for release retirement on completion of his specific period of assignment on.

3. No disciplinary case is pending against him.

Place:

**Signature, Name and Designation of the Competent Authority\*\***

Date:

SEAL

**PROFORMA - C**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

**Signature and Name of Candidate**

Date:

**PROFORMA - D**

**Form of Certificate applicable for Serving personnel who have already completed their initial assignment and are on extended assignment**

It is certified that No. .... Rank..... Name..... whose date of birth is..... is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of -- years on..... and is on extended assignment till

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment

Place:

**Signature, Name and Designation of the Competent Authority\*\***

Date:

SEAL

\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Airforce: Directorate of Personnel Officers, Air Hqrs., New Delhi. in case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.