



State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT, CORPORATE CENTRE, MUMBAI
ADVERTISEMENT NO. CRPD/SCO/2013-14/14

RECRUITMENT OF SPECIALIST CADRE OFFICERS IN STATE BANK GROUP

On-line registration of application : 17.02.2014 TO 06.03.2014
Payment of fee : On-line 17.02.2014 to 06.03.2014
Off line 19.02.2014 to 08.03.2014
Date of Online Test : 19.04.2014
Downloading of call letter for Online test : 10.04.2014 ONWARDS

State Bank of India invites on-line applications from Indian citizens for appointment in following Specialist Cadre Officers posts in State Bank Group. Candidates are requested to apply on-line between 17.02.2014 and 06.03.2014 through Bank's website www.statebankofindia.com or www.sbi.co.in as per the procedure given in **HOW TO APPLY** below. For applying online, the candidates should have a valid e-mail ID which should be kept alive during the currency of the project. The application fee and/or intimation charges are to be paid off-line / on-line as detailed under HOW TO APPLY.

Please note that:

1. A candidate can apply for only one post under this project.
2. The Process of Registration of Application is complete only when fee is deposited with the Bank through off-line/on-line mode on or before the prescribed last date for fee submission.
3. The candidates are requested to ensure before applying that they fulfill strictly the eligibility criteria (viz. age, qualification and post-qualification experience) for the post as on the date of eligibility. Admission to written test will be purely provisional without verification of documents showing age/qualification/category (SC/ST/OBC/PWD) etc. Candidature will be subject to verification of details/documents of the candidate when they report for the personal interview.
4. Candidates, applying for a particular post where two or more banks have shown vacancies, should submit only one application for any bank mentioned in column D against the post. Preference of Banks will be taken at the time of interview. Allotment of Bank will be done on the basis of ranking of the candidate in the merit list.
5. Candidates are advised to regularly check bank's website www.statebankofindia.com or www.sbi.co.in for details and updates

Sr. No.	Post	Grade	Post Code	Bank	Vacancies						PWD	Age as on 01.03.2014		Eligibility Criteria as on 01.03.2014	
					SC	ST	OBC	GEN	Bank Wise Total	Grand Total		Min	Max	Eligibility Qualification	Relevant full-time post qualification experience
					E	F	G	H	I	J					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
STATISTICIAN															
1	Manager (Statistician)	MMGS-III	MGRSTAT	SBI	1	-	2	7	10	10	OH-1	21	35	Full time PG Degree in Statistics/ Applied Statistics/ Econometrics from recognized University with minimum 60% marks in aggregate.	4 years
2	Dy. Manager (Statistician)	MMGS-II	DMSTAT	SBH	-	--	-	2	2	2	-	22	30	Full time PG Degree in Statistics/ Applied Statistics/ Econometrics from recognized University with minimum 60% marks in aggregate. Desirable – Full time MBA Finance/ Risk Management from recognized University with minimum 60% marks in aggregate	2 years
3	Asstt. Manager (Statistician)	JMGS-I	AMSTAT	SBI SBT	- 1	- -	1 1	4 2	5 4	9	OH-1	21	30	Full time Degree in Statistics/ Applied Statistics / Econometrics from recognized University with minimum 60% marks in aggregate.	1 year
ANALYSTS															
4	Chief Manager	SMGS-IV	CHANAL	SBI	-	-	-	2	2	2	OH-1	21	40	M. Sc. (Statistics /Operations Research/ Computer Science) OR MCA/BE/B.Tech. (CS/IT) OR MBA full time from a reputed Institute	7 years
LIBRARIAN															
5	Asstt. Manager (Library)	JMGS-I	AMLIB	SBI	-	-	-	2	2	2		21	30	A Bachelor's degree in Library Science or a graduate in any discipline with a Post Graduate degree/ diploma in Library Science from a recognized university.	Minimum 5 years experience in a library of a reputed institution/ University/ College/ Public Sector Undertaking / Bank.
CHARTERED ACCOUNTANT															
6	Manager (Chartered Accountant)	MMGS-III	MGCA	SBH	-	-	-	2	2	2	-	21	38	Qualified Chartered Accountant	Minimum 3 years experience in Accounts/ Taxation/ US GAAP/ Statutory Audit areas in reputed organisation. Candidates having own practice are also eligible to apply.
7	Dy. Manager (Chartered Accountant) Post-I	MMGS-2	DMCA-I	SBI	5	2	9	21	37	37	OH-2	21	35	Qualified Chartered Accountants.	Chartered Accountant with minimum 4 years of experience out of which 2 years experience preferably in reputed financial institutions.
8	Dy. Manager (Chartered Accountant)Post-II	MMGS-II	DMCA-II	SBI	2	1	4	11	18	18	OH-1	21	35	Qualified Chartered Accountants	Minimum 4 years experience in Accounting Standards/ Direct & Indirect Taxation/ Audit of banks. Preference will be given to those working in Banks.
9	Asstt. Manager (Chartered Accountant)	JMGS-I	AMCA	SBI SBT	2 1	1 -	4 1	11 1	18 3	21		21	30	Qualified Chartered Accountants.	-
ECONOMIST															
10	Asstt. Manager (Economist)	JMGS-I	AMECO	SBT	-	-	-	1	1	1		21	30	1. M. A. in Economics (minimum 55% marks) with Economics/ Mathematical Economics and M. Phil in related area from a reputed institution. 2. Should hold a proficiency certificate in MS-Office.	-
RISK RATER															
11	Asstt. General Manager (Risk Management)	SMGS-V	AGMRM	SBI	-	-	-	2	2	2		21	45	MBA (Finance), preferably with FRM(*)/ Post Graduate Diploma (2 years) in Risk Management.	Post Qualification experience of 8 years in Risk Management in Banks/ Financial Institutions
12	Chief Manager (Market Risk)	SMGS-IV	CMMR	SBI	-	-	-	1	1	1		21	35	MBA (Finance), preferably with FRM (*)/ Post Graduate Diploma (2 years) in Risk Management.	Post Qualification experience of 5 years in Treasury/ Market Risk Management in Banks/ Financial Institutions
13	Manager (Market Risk)	MMGS-III	MGMR	SBI	-	-	-	1	1	1		21	35	MBA (Finance), preferably with FRM (*)/ Post Graduate Diploma (2 years) in Risk Management.	Post Qualification experience of 4 years in Treasury/ Market Risk Management in Banks/ Financial Institutions
14	Manager (Risk Management)	MMGS-III	MGRM	SBI	1	-	2	5	8	8		21	35(@)	MBA (Finance)/ M. Sc. (Statistics)/ M. Stat. preferably with FRM (*)/ PRM (#)/ Post Graduate Diploma (2 years) in Risk Management. Others – Proficiency in MS Word, Excel, Power Point and SPSS (analytics software of IBM)/ SAS (Business analytics and business intelligence software)	Post qualification experience of minimum 4 years in the relevant area of Credit/ Operational/ Enterprise Risk Management in Banks/ Financial Institutions. (@) Candidates with more than 4 years of experience are eligible for relaxation in upper age by one year.
15	Dy. Manager (Risk Management)	MMGS-II	DMRM	SBI	-	-	-	2	2	2		21	30(\$)	MBA (Finance)/ M. Sc. (Statistics)/ M. Stat. preferably with FRM (*) / PRM (#) / Post Graduate Diploma (2 years) in Risk Management. Others – Proficiency in MS Word, Excel, Power Point and SPSS (analytics software of IBM)/ SAS (Business analytics and business intelligence software)	Post qualification experience of minimum 2 years in the relevant area of Credit/ Operational/ Enterprise Risk Management in Banks/ Financial Institutions. (\$) Candidates with more than 2 years of experience are eligible for relaxation in upper age by one year.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
		(*) FRM – Financial Risk Manager awarded by Global Association of Risk Professionals (GARP) (#) PRM – Professional Risk Manager awarded by Professional Risk Managers International Association (PRMIA)													
COMPUTER / SYSTEM															
16	Assistant Manager (Systems)	JMGS I	AMSY	SBI	32	16	55	104	207	207	VI-2 HI-2 OH-2	21	30	B.E./ B. Tech in Computer Science/ Computer Application/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communications/ Electronics & Instrumentation OR M. Sc. in Electronics/ Electronics & Telecommunications/ Electronics & Communications/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications OR MCA from Government recognized University/ Institutes	Experience in computer programming in a reputed organization, where available, would be desirable.
ENGINEERING															
17	Dy Manager (Civil Engineering)	MMGS II	DMCE	SBH	1	-	3	5	9	9		21	35	A degree in Civil Engineering from a recognized University/ Institution with 60% marks. Candidates with post graduate degree will be preferable.	Minimum 5 years experience in construction/ maintenance of multistoried commercial/ institutional/ residential buildings involving RCC framed construction or projects involving pile foundation, controlled concrete work, mixed design, testing of materials or projects, planning & control (preferably computer based). Some experience in design office or material testing laboratory is desirable besides experience in preparation of cost estimates for construction work and checking of contractors bills.
18	Asst. Manager (Civil Engg.)	JMGS I	AMCE	SBT SBP	- 1	- -	1 1	3 3	4 5	09	-	21	30	A degree in Civil Engineering from a recognized University/ Institution with 60% marks. Candidates with post graduate degree will be preferable.	Minimum 2 years experience in construction/ maintenance of multistoried commercial/ institutional/ residential buildings involving RCC framed construction or projects Involving pile foundation, controlled concrete work, mixed design, testing of materials or projects, planning and control (preferably computer based). Some experience in design office or material testing laboratory is desirable besides experience in preparation of cost estimates for construction work and checking of contractors bills.
19	Dy Manager (Electrical Engg.)	MMGS II	DMEE	SBH SBM	- -	- -	1 -	2 1	3 1	4	-	21	33	Graduate degree in Electrical Engineering from a recognized University/institution with 60% marks. Candidates with Post graduation qualification will be preferred.	Minimum 3 years experience in installation, handling & maintenance of all electrical equipments viz UPS generators, energy saving devices, starters, motors, control panels, HT-LT, switch gears, cabling, water pumps, air conditioning equipments, lifts etc. and also in preparation of tender specification and evaluation thereof.
20	Asst. Manager (Electrical Engg.)	JMGS I	AMEE	SBT	1	-	1	2	4	4	-	21	30	A degree In Electrical Engineering from a recognized University/ Institution preferably with 60% marks. Candidates with Post Graduation degree will be preferred.	Minimum 2 years experience in installation, handling & maintenance of all electrical equipments viz UPS generators, energy saving devices, starters, motors, control panels, HT-LT, switch gears, cabling, water pumps, air conditioning equipments, lifts etc. and also in preparation of tender specification and evaluation thereof.
OFFICIAL LANGUAGE															
21	Dy. Manager (Official Language)	MMGS II	DMOL	SBP SBM	1 -	- -	1 -	3 2	5 2	7	-	21	33	Post graduate degree in Hindi with English as a subject at Degree level OR Post graduate degree in Sanskrit with Hindi and English as subjects at Degree level. Knowledge of local language preferable.	Minimum 2 years experience of translation work from English to Hindi and vice versa or teaching experience for two years in full time post in reputed organization.
22	Assistant Manager (Official Language)	JMGS I	AMOL	SBH SBT	1 1	- -	2 1	5 -	8 2	10	-	21	30	Post Graduate Degree in Hindi with English as a subject at Degree level OR Post Graduate Degree in Sanskrit with Hindi and English as subjects at Degree level. Knowledge of local language preferable.	Minimum 1 year experience of translation work from English to Hindi & vice versa in full time post in reputed organization.
LAW															
23	Asstt. General Manager (Law)	SMGS-V	AGMLA	SBT SBM	- -	- -	- -	1 1	1 1	2		40	45	Graduate with a degree in Law or a Law Graduate who has passed 5 years integrated Law course from a recognized University in India. Knowledge of Local Language will be preferred.	Minimum15 years experience a) Out of which minimum five years experience as Law Officer in a Commercial Bank (Candidate at present working as Law Officer in Commercial Bank should be in MMGS-III or above grade. If worked earlier as Law Officer in Commercial Bank, should have been in MMGS-III at the time of leaving). b) Remaining 10 years as advocate practicing in any Court in India independently or as a member of a firm of Solicitors in India (after enrolment as an Advocate with the Bar Council) or as a Law Officer in a Financial Institution. OR Minimum 15 years service as Law officer in a Commercial Bank, present grade MMGS-III or above.
24	Chief Manager (Law)	SMGS-IV	CMLA	SBT	-	-	-	2	2	2		21	45	Graduate with a degree in Law or a Law Graduate who has passed 5 years integrated Law course from a recognized University in India. Knowledge of Local Language will be preferred.	Candidate should be enrolled as an advocate with the Bar Council AND i)Having not less than 10 years active independent practice as a Solicitor or Advocate mainly in the civil side or working in an Advocate firm or Solicitor's office OR i) Having minimum 3 years experience as above and employed for the remaining period in a legal department of Central/ State Government or Scheduled Bank/ Public Sector Undertaking/ organization etc. OR Having experience as a Munsif or Civil Judge (Junior or senior) for a minimum period of 10 years or a District Judge for a period not less than 2 years. Experience will be counted from the date of enrolment/ appointment till the date of application supported by requisite certificates. Knowledge of relevant local language preferable.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
25	Dy. Manager (Law)	MMGS - II	DMLA	SBM SBP	1 1	1 1	1 1	1 1	4 4	8	-	21	35	Graduate with a degree in Law or a Law Graduate who has passed 5 years integrated Law course from a recognized University in India	The candidate should be enrolled as an Advocate with the Bar Council and should have (i) minimum 2 yrs active practice as an Advocate in a) Civil Court or b) Solicitor's Firms or c) in the legal department of a Central / State Government or Scheduled Bank/ Public Sector Undertaking/company OR (ii) Holding the post of Munsif, Civil Judge (Junior or Senior) for a period of 2 years OR (iii) With a combined period of experience of 2 years in (i) & (ii) above. Experience gained before enrolment as an advocate will not be counted for eligibility.
26	Assistant Manager (Law)	JMGS I	AMLA	SBP	-	-	-	1	1	1	-	21	30	Graduate with a degree in Law or a Law Graduate who has passed 5 years integrated Law course from a recognized University in India	Law Graduates who have enrolled as an Advocate with the Bar Council.
SECURITY															
27	Dy. Manager (Security)	MMGS II	DMSE	SBH SBT SBM	1 - 1	- - 1	2 - -	4 2 1	7 2 3	12	-	21	35	An officer with minimum 5 years commissioned service in Army/ Navy/ Air Force or a Police Officer not below the rank of ASP/Dy. SP with minimum 5 years service in that rank or officer of identical rank with minimum 5 years service in para-military services. Officers from the fighting arms will be given preference.	

SUMMARY OF VACANCIES						ABBREVIATION	SCALE ABBREVIATION	SCALE OF PAY	APPROXIMATE MONTHLY EMOLUMENTS	
	SC	ST	OBC	GEN	Total	SBI - State Bank of India	JMGS-I	Junior Management Grade Scale-I	14500-600/7-18700-700/2-20100-800/7-25700	30,000/-
SBI	43	20	77	173	313	SBBJ - State Bank of Bikaner & Jaipur	MMGS-II	Middle Management Grade Scale-II	19400-700/1-20100-800/10-28100	40,000/-
SBBJ	-	-	-	-	-	SBH - State Bank of Hyderabad	MMGS-III	Middle Management Grade Scale-III	25700-800/5-29700-900/2-31500	52,000/-
SBH	3	-	8	20	31	SBM - State Bank of Mysore	SMGS-IV	Senior Management Grade Scale-IV	30600-900/4-34200-1000/2-36200	63,000/-
SBM	2	2	1	6	11	SBP - State Bank of Patiala	SMGS-V	Senior management Grade Scale-V	36200-1000/2-38200-1100/2-40400	75,000/-
SBP	3	1	3	8	15					
SBT	4	-	5	14	23					
Total	55	23	94	221	393					

- Note :**
- 1) The number of vacancies including reserved vacancies as mentioned above are provisional and may vary according to the actual requirements of the Banks.

2) Candidates belonging to reserved category, for which no reservation has been mentioned, are free to apply for vacancies announced for unreserved (General) category and they must fulfill all the eligibility conditions stipulated for unreserved (General) Category. However, Persons with Disabilities (PWD) candidates applying for posts/banks where vacancies are not reserved for them will be eligible for upper age relaxation available to PWD candidates.

3) Total initial emoluments per month have been worked out for posting in Metropolitan Centers. It will vary as per place of posting & percentage of dearness allowance payable from time to time.

4) For the Post relating to security, officers from the fighting arms will be given preference. Total emoluments are subject to deduction of pensionary benefits, if any, being enjoyed from previous employer ignoring ₹ 500/- p.m. & as per guidelines issued by Government of India from time to time.

5) The selected candidates will be eligible for leased residential accommodation at place of posting. Leave and other benefits, like LFC/HTC, Medical benefits, conveyance allowance and other perquisites will be as per concerned Bank's rules.

1. ELIGIBILITY CRITERIA

- A) EDUCATIONAL QUALIFICATIONS/ EXPERIENCE :** DETAILED UNDER COLUMN NO. 'N' AND 'O' IN THE ABOVE TABLE

- The qualification prescribed for various posts are the minimum. Candidates must possess the qualification and relevant full time post qualification experience as on 01.03.2014.
 - If CGPA scores or similar scores are awarded instead of marks, candidates must produce a certificate from the University/ Institution which has awarded the score showing the equivalent percentage.
 - CA candidates engaged in their own practice are advised to submit sworn affidavit on stamp paper showing period of post qualification experience, if called for interview.
- B) AGE:** Minimum – Maximum age is as mentioned against respective posts under column no. 'L' and 'M'.

RELAXATION IN UPPER AGE LIMIT :

Sl. No.	Category	Age relaxation
1	Scheduled Caste/ Scheduled Tribe	5 years
2	Other Backward Classes (Non Creamy Layer)	3 years
3	Persons With Disabilities (PWD)	PWD (SC/ST) – 15 years PWD (OBC) - 13 years PWD (General) – 10 years
4	Ex. Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs) Short Service Commissioned Officers (SSCO) 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 years
5	Persons Ordinarily domiciled in the Kashmir Division or the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years

NOTE : CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Notes for Orthopaedically Handicapped (OH)/Visually Handicapped (VH) Candidates

OH/VH Candidates who suffer from not less than 40% of relevant disability should posses disability certificate issued by Medical Board duly constituted by Central or State Government issued on or before last date of online submission of application :

- a) Only those OH candidates who have loco motor disability or cerebral palsy with locomotor impairment of minimum 40% and only those who fall in the following categories are eligible to apply:
MW – Muscular weakness and limited physical endurance
OL – One leg affected (R or L)
BL – Both legs affected but not arms
OA – One arm affected (R or L) -

(a) Impaired reach;

(b) Weakness of grip

© ataxia
- b) 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.

c) 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.

d) At the time of online examination, only blind/low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use scribe / writer at his/her own cost. In such cases where a scribe/writer is used, the following rules will apply ;
i) The candidate will have to arrange his/her own scribe/writer at his / her cost.
ii) The candidate will have to give a suitable undertaking, in the prescribed format at the time of online examination.
iii) Only those candidates who use a scribe/writer shall be eligible for compensatory time of 20 minutes and/or part
- thereof for every hour of the examination provided that the candidate uses scribe /writer for both the objective & descriptive test.
- C) CATEGORY
- VACANCIES RESERVED FOR OBC CATEGORY ARE AVAILABLE TO OBC CANDIDATES BELONGING TO “NON CREAMY LAYER”. OBC CANDIDATES BELONGING TO “CREAMY LAYER” ARE NOT ENTITLED FOR OBC RESERVATION OR AGE RELAXATION. SUCH CANDIDATES SHOULD INDICATE THEIR CATEGORY AS 'GENERAL OR GENERAL (OH)/(VH)/(HI) AS THE CASE MAY BE.
- D) PROBATION :**

1) For JMGS-I & MMGS-II posts

- Two years

2) For remaining posts

- One year
2. SELECTION PROCEDURE
- a) The selection of the candidates will be on the basis of either (i) Examination (test) and interviews or (ii) shortlisting and interview.

b) Test will be held on-line. Wherever there will be no test, short-listing and interviews will be held.

c) Where number of applications is less, Bank reserves the right to consider selection of the candidate(s) through shortlisting and interview, instead of test & interview.

d) The test will be of test of English Language, Reasoning and/or Quantitative Aptitude in addition to Professional Knowledge.

e) Except Professional Knowledge (PK) paper, other papers will be of qualifying in nature. Candidates have to score minimum qualifying marks in these papers. The minimum qualifying marks will be decided by the Bank. The questions will be bilingual i.e. in Hindi & English. The candidates will have option to answer the questions in Hindi or English (except for test of English Language).

f) To be eligible for being short-listed for interview, candidate have to score equal to or above the Cut-off marks to be decided by the Bank for the PK test, besides scoring equal to or above the Minimum qualifying marks in other tests.

g) Candidates must secure equal to or more than the minimum qualifying marks (to be decided by the Bank) in interview to be considered for selection. In the interview, the candidate can opt for Hindi also.

h) Merit List for selection will be prepared in descending order on the basis of scores obtained in PK test and interview or interview only, as the case may be.

i) In case more than one candidate score the cut off marks [common mark at cut off point], such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.
- SELECTION PROCEDURE FOR THE POST OF DY. MANAGER (SECURITY) :
- Selection for the post will be by shortlisting and interview.
Candidates for the post of Dy. Manager (Security) are advised **to send the computer generated hard copy of application** duly signed and pasted with their recent photographs along with relevant documents (date of birth, service certificate / discharge certificate, caste certificate, if belonging to SC/ST/OBC categories). **These documents should reach General Manager, State Bank of India, Central Recruitment & Promotion Department, Atlanta Building, 3rd Floor, BBR, Nariman Point, Mumbai – 400 021 (Maharashtra), India** in an envelop superscribed with **“Application for the post of Dy Manager (Security)”** by 24.03.2014. In case of non-receipt of application by the aforesaid date, their candidature will not be considered for the shortlisting and selection.
3. DATE OF ONLINE EXAMINATION : 19.04.2014
- VENUE DETAILS** - The tests, where applicable, may be held at Ahmedabad, Vadodara, Bangalore, Bhopal, Raipur, Bhubaneshwar, Chandigarh, Jammu, Srinagar, Chennai, Madurai, Guwahati, Hyderabad / Sikandrabad, Vishakhapatnam, Kolkata / Greater Kolkata, Lucknow, Varanasi, Mumbai / Greater Mumbai / Thane / Navi Mumbai, Nagpur, Pune, Dehradun, Jaipur, New Delhi / Delhi / NCR, Patna, Ranchi, Ernakulam & Trivandrum centres. The Bank, however, reserves the right to add, delete or allot any center at its discretion.
CANDIDATE SHOULD CHOOSE THE NAME OF THE CENTRE WHERE HE / SHE DESIRES TO TAKE THE EXAMINATION. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED.
4. APPLICATION FEE AND INTIMATION CHARGES (NON REFUNDABLE)
- | Sr. No. | Category | Total |
|---------|------------|--|
| 1 | SC/ST/PWD | ₹100/- (Intimation charges only) |
| 2 | All others | ₹500/- (App. Fee and intimation charges) |
- Cont to page: 4

5) HOW TO APPLY:

GUIDELINES FOR FILLING ONLINE APPLICATION :

Candidates will be required to register themselves online first through Bank's website **www.statebankofindia.com** or **www.sbi.co.in**. After which candidates are required to pay the requisite application fee through one of the following modes:

- (i) **Offline mode** The system will generate a cash voucher/ challan form pre-printed with the candidate's details which will be required to be presented at any State Bank of India branch counter with the requisite fee. On payment of the requisite fee through computer generated challan form, registration of the online application will be complete.
- (ii) **Online mode** The payment can be made by using debit card/ credit card/ Internet Banking.

Pre-requisites for Applying Online

Candidates should have valid email ID which should be kept active till the declaration of results. It will help him/her in getting call letter/interview advices etc. by email.

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** or **www.sbi.co.in** and open the appropriate Online Application Format, available in the 'Recruitment link'.
- iii) Fill the application carefully. Once the application is filled in completely, candidate should submit the data. In the event of candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data and take a printout of the system generated fee payment challan immediately. **No change/ edit will be allowed thereafter. The registration at this stage is provisional.**
- iv) **Fee Payment: Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. Once fee is paid, the registration process is completed.**
- v) Candidate will receive registration confirmation by SMS/e-mail after three working days from the date of payment of fees. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.
- vi) Three days after fee payment, candidates will also have a provision to reprint the submitted application containing fee details. The printout of the application form and fee receipt should be retained with the candidate. It will have to be submitted at the time of interview, if called for.

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

- I. FOLLOW STEPS i) to iii) GIVEN UNDER OPTION-I ABOVE.
No fee payment challan will be generated. Fee payment will have to 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 debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- IV. On successful completion of the transaction, e-receipt and application form with the date entered by the candidate will be generated; which may be printed for record.
- V. If the online transaction is not successfully completed, please register again and make payment online.
- VI. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

The printout of the application form is not to be sent to the Bank.

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-I.
Your online application will not be registered unless you upload your photo and signature as specified.

POINTS TO BE NOTED :

- a. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- b. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
- c. Candidates are advised to take a printout of their system generated online application forms after submitting.
- d. On-line registration of application & fee payment will be available from 17.02.2014 to 06.03.2014. Last date for cash deposit will be 08.03.2014 for offline registration.

6. CALL LETTER FOR WRITTEN EXAMINATION

The candidates should download their call letter and an “acquaint yourself “ booklet by entering their registration number and password / date of birth, after 10.04.2014 from the Bank's website. NO HARD COPY OF THE CALL LETTER / ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.

7. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:

The candidates must bring one photo identity proof such as passport /Adhar/PAN Card/ Driving Licence / Voter's Card / 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 alongwith 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.

8 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- (i) 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 written 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 :
 - 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 Bank.

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 has been shared and scores obtained are not genuine / valid, the Bank reserves the rights to cancel his/her candidature.

(ii) Use of Mobile Phones, pagers, calculator or any such devices:

- (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.

9 GENERAL INFORMATION

- (i) Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the written 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) Candidates serving in Govt./Quasi Govt. 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.
- (vii) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- (viii) Those who are still in Defence Services but have not completed their specific period of engagement, should submit a certificate from the competent Authority that they will be completing the specific period of engagement and will be relieved from the Defence Services within one year from the last date of online registration of applications.
- (ix) Caste certificate issued by Competent Authority on format prescribed by the Government of India to be submitted by the SC/ST candidates, if called for interview.
- (x) A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the creamy layer as on 01.03.2014. The OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2013 to 31.03.2014, should be submitted by such candidates, if called for interview.
- (xi) 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.
- (xii) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/Interview advices etc.
- (xiii) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank concerned.
- (xiv) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF WRITTEN EXAMINATION, OTHER TESTS, SELECTION, ALLOTMENT TO ANY BANK OF THE STATE BANK GROUP WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- (xv) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

LAST DATE FOR REGISTRATION OF APPLICATION : 06.03.2014

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

State Bank of India, CRPD, Mumbai

General Manager

Date : 10.02.2014

This advertisement is also available on Bank's Website : <http://www.statebankofindia.com> or <http://www.sbi.co.in>. The Bank is not responsible for printing errors, if any

ANNEXURE I

(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–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.

(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/MOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MOffice 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.