



# State Bank of India

Central Recruitment & Promotion Department  
Corporate Centre, Mumbai  
Phone: 022-22820427; Email ID – [crpd@sbi.co.in](mailto:crpd@sbi.co.in)



## HR AWARDS & ACCOLADES



- ET HUMAN CAPITAL AWARDS**
- HR Leader of the Year – Large Scale Organization
  - Excellence in Business Continuity Planning & Management
  - Most Valuable Employer during COVID 19

- MARKSMEN DAILY AWARDS**
- Most Preferred Workplace 2023-24

- GREENTECH HR AWARDS 2023**
- Transformative HR Practices Award
  - Employee Engagement Award
  - Learning & Development Award
  - Compensation & Benefits Award

**RECRUITMENT FOR THE POST OF ARMOURERS (Reserved for Ex-servicemen /Ex-CAPF/AR only) & CONTROL ROOM OPERATORS (Reserved for Ex-servicemen/ State Fire Service Personnel/Ex-CAPF/AR only) IN CLERICAL CADRE (Specialist cadre)**  
**ADVERTISEMENT NO: CRPD/ARMOURERS/2023-24/13**

- 1. ONLINE REGISTRATION OF APPLICATION: FROM 06.09.2023 TO 05.10.2023**
- 2. DATE OF ONLINE TEST (TENTATIVE): NOVEMBER/DECEMBER, 2023**
- 3. TENTATIVE DATE OF DOWNLOADING CALL LETTER FOR ONLINE TEST: 10 DAYS BEFORE EXAM DATE**

State Bank of India invites Online application from physically fit Indian citizens for appointment for the post of Armourer (Ex-servicemen /Ex-CAPF /AR only) and Control Room Operators (Ex-servicemen/ State Fire Service Personnel/Ex-CAPF/ AR only) in clerical cadre (Specialist cadre)  
 Candidates are requested to apply online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

1. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. Candidates can apply for vacancies in one State only. Candidates can appear for the test only once under this recruitment project.
3. **Candidates are required to upload all required documents (brief resume, ID proof, age proof, educational qualification, technical qualification, etc.)**
4. Admission to online test will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational, Technical Qualification, etc.) he/ she will not be allowed to appear for the interview.
6. Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of selected candidates). The Call letter/ advise, where required, will be sent by e-mail only (No hard copy will be sent).
7. **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
8. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
9. Hard copy of application & other documents not to be sent to this office.

**A. DETAILS OF STATE/VACANCY/AGE/ EDUCATION & TECHNICAL QUALIFICATION/ EXAMINATION PATTERN & SELECTION PROCESS ETC.:**

FOR THE POST OF ARMOURERS														
Sl.	Circle	State	Vacancy											
			Gen	Total										
1.	Kolkata	West Bengal	1	1										
2.	Chandigarh	Jammu & Kashmir (UT)	1	1										
		Himachal Pradesh	1	1										
		Punjab	2	2										
3.	Chennai	Tamil Nadu	2	2										
4.	Delhi	Delhi	1	1										
		Uttarakhand	1	1										
5.	Jaipur	Rajasthan	3	3										
6.	Thiruvananthapuram	Kerala	1	1										
7.	Lucknow/Delhi	Uttar Pradesh	2	2										
8.	Mumbai Metro	Maharashtra	1	1										
9.	North East	Assam	1	1										
10.	Patna	Bihar	1	1										
<b>Total</b>			<b>18</b>	<b>18</b>										
<b>Job Profile</b>		<ul style="list-style-type: none"> <li>Carry out inspection of arms and ammunition by visiting branches &amp; Offices.</li> <li>Carry out Pre &amp; Post Firing inspection of arms and ammunition and supervise cleaning during Firing practice at Ranges.</li> <li>Repair &amp; Maintenance of Arms.</li> <li>Impart training on arms and ammunition to guards.</li> <li>Any other duties pertaining to Security activities in relation to arms and ammunition.</li> </ul>												
<b>Age (As on 01.08.2023)</b>		Minimum 20 years and Maximum is 45 years.												
<b>Education Qualification (As on 01.08.2023)</b>		Minimum pass in class 10+2 exam or equivalent or armed forces special certificate equivalent to 10+2												
<b>Technical Qualification (As on 01.08.2023)</b>		<table border="1"> <thead> <tr> <th>Forces</th> <th>Technical Qualification</th> </tr> </thead> <tbody> <tr> <td>Army</td> <td>Should have been Armourer Grade I while in the service and should be fully qualified in Armament course conducted by Electrical &amp; Mechanical Engineers (EME) in 1<sup>st</sup> class.</td> </tr> <tr> <td>Navy</td> <td>Should be from Gunnery Trade and qualified in LDG Q course on small arms in 1<sup>st</sup> class.</td> </tr> <tr> <td>Airforce</td> <td>Should be from Weapon Fitter Trade and qualified in Weapon Fitter course on small arms in 1<sup>st</sup> class.</td> </tr> <tr> <td>CAPF/AR</td> <td>Should be from Armourer Trade and qualified in Basic Armourer Course conducted by respective CAPF/AR in 1<sup>st</sup> class.</td> </tr> </tbody> </table> <p><b>(Reserved for Ex-servicemen/ Ex- CAPF/AR)</b></p>			Forces	Technical Qualification	Army	Should have been Armourer Grade I while in the service and should be fully qualified in Armament course conducted by Electrical & Mechanical Engineers (EME) in 1 <sup>st</sup> class.	Navy	Should be from Gunnery Trade and qualified in LDG Q course on small arms in 1 <sup>st</sup> class.	Airforce	Should be from Weapon Fitter Trade and qualified in Weapon Fitter course on small arms in 1 <sup>st</sup> class.	CAPF/AR	Should be from Armourer Trade and qualified in Basic Armourer Course conducted by respective CAPF/AR in 1 <sup>st</sup> class.
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<b>Medical Fitness</b>		Only medically fit candidates can apply for the post. Aye-1 or Shape-One (For Ex-Servicemen/ Ex-CAPF/AR) / candidates wounded in Battle/ Operation/ having Gallantry award-lower medical category. However, they will also be subjected to medical examination by Bank's doctor for their medical fitness. State Fire Department personnel should be declared medically fit by Bank's doctor.												
<b>PATTERN OF ONLINE WRITTEN TEST*:</b>														
Sl	Name of the Test	No. of Questions	Max marks	Duration of Test										
1	General Awareness	10	20	1 Hour										
2	Quantitative Aptitude	10	20											
3	Reasoning Ability	10	20											
4	Professional Knowledge	20	40											
<b>Total</b>		<b>50</b>	<b>100</b>											

FOR THE POST OF CONTROL ROOM OPERATORS										
Sl.	Circle	State	Vacancy							ESM
			SC	ST	OBC	EWS	Gen	Total		
1.	Ahmedabad	Gujarat	--	1	2	1	6	10	1	
2.	Amrawati	Andhra Pradesh	--	--	--	--	2	2	--	
3.	Bangalore	Karnataka	--	--	--	--	1	1	--	
4.	Bhopal	Madhya Pradesh	1	1	1	--	5	8	--	
		Chhattisgarh	--	--	--	--	3	3	--	
5.	Kolkata	West Bengal	--	--	--	--	2	2	--	
6.	Bhubaneswar	Odisha	--	--	--	--	2	2	--	
7.	Chandigarh/Delhi	Haryana	--	--	--	--	2	2	1	
		Punjab	4	0	3	1	7	15	--	
8.	Chennai	Tamil Nadu	1	--	2	--	5	8	--	
9.	Delhi	Delhi	--	--	1	--	4	5	--	
		Uttar Pradesh	--	--	--	--	1	1	--	
10.	Hyderabad	Telangana	--	--	1	--	5	6	--	
11.	Jaipur	Rajasthan	1	1	1	--	5	8	--	
12.	Thiruvananthapuram	Kerala	--	--	1	--	3	4	--	
13.	Maharashtra/ Mumbai Metro	Maharashtra	--	--	1	--	7	8	--	
14.	North East	Assam	--	--	--	--	2	2	--	
15.	Patna	Bihar	--	--	--	--	2	2	--	
<b>Total</b>			<b>7</b>	<b>3</b>	<b>13</b>	<b>2</b>	<b>64</b>	<b>89</b>	<b>2</b>	
<b>Job Profile</b>		<ul style="list-style-type: none"> <li>Inspection of Arms and ammunition of the branches/offices, carrying out minor repairs maintenance of weapons, imparting training on arms and ammunitions to bank Guards and</li> <li>Any other duties pertaining to Security activities /posts.</li> </ul>								
<b>Age (As on 01.08.2023)</b>		Minimum 20 years and Maximum- i. Relaxation for Ex-servicemen/ Ex-CAPF/AR-Upper age-48 years. ii. Relaxation for State Fire Service Personnel- Upper age- 35 years.								
<b>Education Qualification (As on 01.08.2023)</b>		Pass in 10+2 examination with 50% marks or Armed Forces Special Certificate equivalent to class 10+2 or a Graduate Degree from a recognized University.								
<b>Experience (As on 01.08.2023)</b>		Ex-servicemen, Ex-CAPF & AR and State Fire Department Personnel with minimum 10 years of service. Capable of dealing with Building Security & Fire prevention measures and exigencies. Ex-servicemen/ CAPF/AR/Fire Department personnel should be of the rank of JCO or equivalent and of exemplary character. <b>(Reserved for Ex-servicemen/ State Fire Service Personnel/ Ex- CAPF/AR)</b>								
<b>Medical Fitness</b>		Only medically fit candidates can apply for the post. Aye-1 or Shape-One (For Ex-Servicemen/ Ex-CAPF/AR) / candidates wounded in Battle/ Operation/ having Gallantry award-lower medical category. However, they will also be subjected to medical examination by Bank's doctor for their medical fitness. State Fire Department personnel should be declared medically fit by Bank's doctor.								
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(ii) There is no sectional cut off. Aggregate marks out of 100 will be considered for merit. Minimum qualifying aggregate marks will be decided at the discretion of the Bank.

Abbreviations: SC- Scheduled Castes, ST- Scheduled Tribes; OBC- Other Backward Classes; EWS- Economically Weaker Section; Gen - General Category; ESM - Ex-Serviceman. Ex- CAPF/AR-Ex-Central Armed Police Force/Assam Rifles.

\*(ii) Test questions for Written examination shall be set in following Regional Languages viz. Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Oriya, Punjabi, Tamil, Telugu, Urdu in addition to English and Hindi Language as per Table appended below.

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Abbreviations: Gen - General Category; Ex-SM - Ex-Serviceman. Ex- CAPF/AR-Ex-Central Armed Police Force/Assam Rifles.

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**\* List of medium of examination according to state applied for:**

Sr.	State/UT	Medium of Exam	Sr.	State/UT	Medium of Exam
1	Andhra Pradesh	English, Hindi, Telugu, Urdu	12	Madhya Pradesh	English, Hindi
2	Assam	English, Hindi, Assamese, Bengali	13	Maharashtra	English, Hindi, Marathi
3	Bihar	English, Hindi	14	Odisha	English, Hindi, Oriya
4	Chhattisgarh	English, Hindi	15	Punjab	English, Hindi, Punjabi
5	Delhi	English, Hindi	16	Rajasthan	English, Hindi
6	Gujarat	English, Hindi, Gujarati	17	Tamil Nadu	English, Hindi, Tamil
7	Haryana	English, Hindi, Punjabi	18	Telangana	English, Hindi, Telugu, Urdu
8	Himachal Pradesh	English, Hindi	19	Uttar Pradesh	English, Hindi, Urdu
9	Jammu & Kashmir	English, Hindi, Urdu	20	Uttarakhand	English, Hindi
10	Karnataka	English, Hindi, Kannada	21	West Bengal	English, Hindi, Bengali
11	Kerala	English, Hindi, Malayalam			

**Selection Process:**

- The selection process comprises of online test (100 marks) and interview (25 marks).
- Minimum qualifying aggregate marks will be decided at the discretion of the Bank.
- If number of applications is less, Bank reserves the right to select the candidate(s) through shortlisting and interview, instead of online test & interview. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank, will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. The shortlisted candidates will be called for interview.**
- Written test will be held on-line. The online written test will be conducted tentatively in November/December 2023.
- The call letter for the online test shall be made available on Bank's website for downloading.
- A tentative list of test centers is Ahmedabad/Gandhinagar, Bangalore, Bhubaneswar, Bhopal, Chandigarh/Mohali, Chennai, Delhi/NCR, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai/Navi Mumbai/Thane/MMR, Patna, Thiruvananthapuram & Vijayawada. Candidates should choose the Name of the Centre where he/she desires to appear in the examination. Any request for change of examination centre will not be entertained. **However, Bank reserves the right to add or delete any centre and allot any centre to the candidate other than the one he/ she had opted for at the time of filling online application.**

- Interview:** A candidate shall be qualified for interview from the top of the State-wise and category-wise merit list drawn on the basis of online test score subject to scoring minimum qualifying marks (to be decided by the Bank).
- Merit List:** (i) Marks secured by the candidates in the Online Examination (out of 100 marks) are converted to out of 40 marks and Interview score of candidates (out of 25 marks) are converted to out of 60 marks. The final merit list is arrived at after aggregating (out of 100) converted marks of Online Examination & Interview. Selection will be made from the top merit ranked candidates in each category State-wise and will be posted in the State for which they are applying.  
(ii) In case process of selection is through Shortlisting and Interview, then the final merit list will be arrived out of 100 marks of interview and selection will be made from the top merit ranked candidates in each category State-wise and will be posted in the State for which they are applying.
- In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
- 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. They will be on probation for a minimum period of 6 months. Further, 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.

**NOTE:**

- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- The educational qualification prescribed is minimum. Candidate must possess the qualification/technical qualification as on specified date.
- Candidate belonging to reserved category for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category provided they fulfil all eligibility criteria applicable to unreserved category.
- Candidate 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 'GENERAL'.
- A declaration will have to be submitted in the prescribed format by candidates seeking reservations under OBC category stating that he/she does not belong to the creamy layer as on 31.3.2023. OBC certificate containing the 'non-creamy layer' clause, issued during the period 01.04.203 to the date of interview should be submitted by such candidates, if called for interview.
- Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates.
- Ex-servicemen:** (1) 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. 36034/5/86 Estt. (SCT) dated 27<sup>th</sup> October 1986 as amended from time to time. (2) 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. (3) 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 01.07.2024 only are eligible to apply under this recruitment. They will 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 (4) 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 (3) and (4) above, should get released and join the Bank on or before 01.09.2024. These certificates are required to be submitted at the time of joining invariably. (5) The Territorial Army personnel will be treated as Ex-servicemen w.e.f. 15.11.1986. (6) An Ex-servicemen who has once joined a government job on the civil side after availing of the benefits given to him as an Ex-servicemen for his reemployment, his Ex-servicemen status will be governed in terms of O.M. No.36034/1/2014-Estt. (Res) dated 14.08.2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions.

**B. REMUNERATION:**

Scale of pay: ₹17900- 1000/3 – 20900 – 1230/3- 24590- 1490/4- 30550- 1730/7- 42600- 3270/1- 45930- 1990/1- 47920.

(Since Armourers/Control Room Operators is a clerical post, selected candidate will be paid emoluments as applicable to Award staff under various rules/Awards/Settlements in force in the Bank from time to time.)

**C. Call Letter for Online Examination/Interview:**

- Online Examination:** The candidates should download their call letter for online examination and an "acquaint yourself" booklet by entering their registration number and password/date of birth, from the Bank's website. NO HARD COPY WILL BE SENT.
- Interview:** Intimation/call letter for interview, where required, will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.
- Proof of Identity to be submitted at the Examination Centre:** The candidates must bring one photo identity proof such as Passport/Aadhar Card/PAN Card/Driving License/Voter's Card/Bank Passbook with duly attested Photograph 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.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

- 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.
- 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/ their candidature for selection or (v) obtaining support for his/ her/ their 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.
- 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/ their candidature.
- USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:**
  - Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
  - Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones/ pagers to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.
  - Candidates are not permitted to use or have in possession calculators in examination premises.

**IRIS/ BIOMETRIC VERIFICATION:** The Bank, at various stages, may capture photo and thumb impression or IRIS of the candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that his/ her/ their correct thumb impression or IRIS is captured at various stages and any inconsistency will lead to rejection of their candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehndi, ink, chemical etc. on their hands.

**D.**

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

**GUIDELINES FOR FILLING ONLINE APPLICATION:**

- Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers>
- Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under "How to Upload Document").
- Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same.
- After registering online, the candidates are advised to take a printout of the system generated online application forms

**GUIDELINES FOR PAYMENT OF FEES: NIL.**

**E. HOW TO UPLOAD DOCUMENTS:****a. Details of Document to be uploaded:**

- i. Brief Resume (PDF)
- ii. ID Proof (PDF)
- iii. Proof of Date of Birth (PDF)
- iv. Educational Certificates: Relevant Mark-Sheets/ Certificate (PDF)
- v. Technical Qualification Certificate (PDF)
- vi. Discharge Book/Pension Order (PDF)
- vii. Form-16 (PDF)
- viii. Recent Photograph
- ix. Signature

**b. Photograph file type/ size: (4.5 cm x 3.5 cm)**

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

**c. Signature file type/ size:**

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

**d. Document file type/ size:**

- i. All Documents must be in PDF format.
- ii. Page size of the document to be A4.

**Document file type/ size (contd...)**

- iii. Size of the file should not be exceeding 500 kb.
- iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

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

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Color to True Color
- iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
- vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.
- vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

**f. Procedure for Uploading Document:**

- i. There will be separate links for uploading each document.
- ii. Click on the respective link "Upload"
- iii. Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vii. **After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**

**F. GENERAL INFORMATION:**

- i. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for the post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- ii. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they must fulfil all the eligibility conditions applicable to unreserved category.
- iii. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.
- iv. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- v. Appointment of selected candidate 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 for such post in the Bank, in force at the time of joining the Bank.
- vi. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.
- vii. The Bank takes no responsibility for any delay in receipt or loss of any communication.
- viii. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalised 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.
- ix. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- x. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
- xi. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- xii. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
- xiii. If interview without any written test is the mode of recruitment, merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.
- xiv. In case of multiple application, only the last valid (completed) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/ candidature cancelled.
- xv. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- xvi. At the time of interview, the candidate will be required to provide details regarding cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records, etc. The bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.
- xvii. The candidates will have to appear for the online test/interview, at their own cost.
- xviii. BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.

For any query, please write to us through link "CONTACT US" which is available on Bank's website (URL - <https://bank.sbi/careers/psq.htm?action=pquery> OR <https://sbi.co.in/careers/psq.htm?action=pquery>)

Mumbai,  
Date:06.09.2023

The Bank is not responsible for printing errors, if any

GENERAL MANAGER  
(RP & PM)