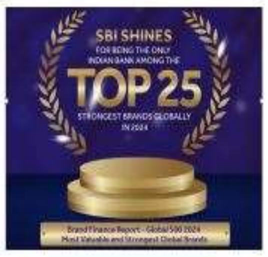
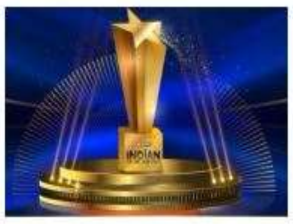
	State Bank of India Central Recruitment & Promotion Department Corporate Centre, Mumbai Email: crpd@sbi.co.in

AWARDS & ACCOLADES

SBI was awarded the **"Company of the Year Award – 2023"** by the **ET Awards** for Corporate Excellence 2023 on 15.03.2024.

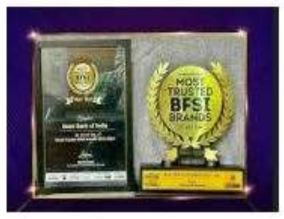


SBI Featured among the **top 25 strongest Brands globally** for 2024 – Brand Finance Annual Report on most valuable and **Global Brands – Global 500 2024.** *(19.01.2024)*

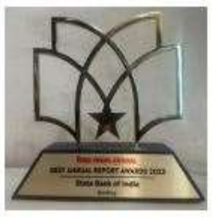


SBI Chairman was honoured with the **Indian of the year award (IOTY) 2023** in the business category at **CNN – News 18 awards** on 10.01.2024.

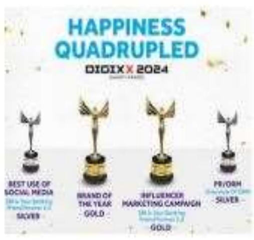
SBI was recognized as the **"Best Bank in India"** for the year 2023 by **Global Finance Magazine** at its 30th Annual Best Banks Awards event. The award ceremony took place in Marrakech, **Morocco** during the occasion of 2023 IMF/WB Annual Meetings held from 9th to 15th October 2023.



Most trusted BFSI Brands 2023-24, on 21.06.2023, by the Economic Times Group.



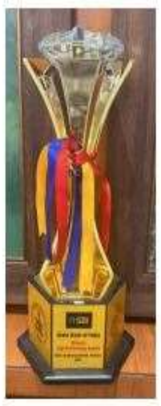
SBI received the **"India's Best Annual Report Awards 2023"** award



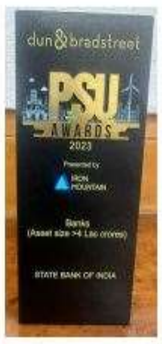
Won 4 **awards** at **DIGIXX 2024 Summit & Awards** on 22.03.2024 at New Delhi.

- Brand of the Year
- Best Influencer marketing Campaign
- best use of Social Media
- PR/ Online Reputation Management

SBI received the **"Iconic Banking Brand"** award at the 3rd edition of **Navbharat BFSI 2023** presented by the Honorable Speaker of Maharashtra Legislative Assembly on 13.01.2024



SBI received the Top Performing Bank award under **EASE 5.0** of PSBs Reforms Agenda.



Dunn & Bradstreet Award in the Category – **PSU Banks over 4 lacs crore assets** size at the PSU & Government Summit 2023 on 07th October 2023.

SBI received the **"ICAI Awards for Excellence in Financial Reporting"** award

RECRUITMENT OF SPECIALIST CADRE OFFICER ON REGULAR BASIS
(ADVERTISEMENT NO: CRPD/SCO/2024-25/05)
ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 07.06.2024 TO 27.06.2024

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

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
3. Candidates are required to upload all required documents (resume, ID proof, age proof, caste certificate, EWS Certificate, PWBD Certificate (if applicable), educational qualification, experience etc.) failing which their application/candidature will not be considered for shortlisting/ interview.
4. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
6. Candidates are advised to check Bank's website https://bank.sbi/careers regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
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 POSTS/VACANCIES/SUGGESTED PLACE OF POSTING/SELECTION PROCESS:

Post	Grade - Scale	Vacancies						PwBD* (Horizontal Vacancy)				Age as on 31/12/2023 (Years) #		Suggested place of posting **	Selection Procedure
		SC	ST	OBC	EWS ^	UR	Total	VI	HI	LD	d&e	Min	Max		
Trade Finance Officer (MMGS-II)	Middle Management Grade – Scale II	25	11	38	15	61	**150**	2	2	1	1	23	32	Hyderabad & Kolkata	Shortlisting and Interview

Abbreviation: SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section, UR – Unreserved, PwBD – Person with Benchmark Disability, VI-Visually Impaired, HI-Hearing Impaired, LD-Locomotive Disability, d&e- i. Specific Learning Disability, ii. Mental Illness, iii. Autism spectrum disorder, iv. Multiple disabilities

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

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

***** A person who wants to avail benefit of reservation under section 34 of "The Right of Persons with Disabilities Act 2016" [Persons with Benchmark Disability (PwBD)] will have to submit a latest disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be dated on or before last date of registration of application.

****** Place of Posting is indicative only and the selected candidates may be Posted anywhere in India at the sole discretion of the Bank.

IMPORTANT POINTS:

i) **The position of Trade Finance Officers (MMGS II) shall remain in Specialist cadre and will have no provision for conversion into General cadre. The maximum career path for these resources is upto Senior Management Grade Scale – V.**

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

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

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

v) The reservation under various categories will be as per prevailing Government Guidelines.

vi) PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.

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

viii) OBC category candidate should submit the OBC certificate on **format prescribed by Govt. of India**, having Non-Creamy Layer clause issued during the period 01.04.2024 to the date of interview.

ix) Caste certificate issued by Competent Authority on **format prescribed by the Government of India** will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates.

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

xi) Benefit of Reservation under EWS category can be availed of only upon production of **"Income and Asset Certificate"** issued by the **competent authority** on the **format prescribed by Govt. of India** for the relevant financial year as per the extant DOPT guidelines.

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

xiii) The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.

xiv) In case where the certificate of Degree/ Post graduation/ Professional qualification/ Diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned university/ institute/ college specifically mentioning the specialization.

xv) Bank reserves the right to cancel the recruitment process entirely at any stage.

xvi) Maximum age indicated is for General category candidates. **Relaxation in upper age limit** will be available to reserved category candidates as per Govt. of India guidelines (wherever applicable).

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

xviii) **TRANSFER POLICY:** THE BANK RESERVES THE RIGHT TO TRANSFER THE SERVICES OF SUCH OFFICERS TO ANY OF THE OFFICES OF STATE BANK OF INDIA IN INDIA OR TO DEPUTE TO ANY OF ITS ASSOCIATES/SUBSIDIARIES OR ANY OTHER ORGANIZATION DEPENDING UPON THE EXIGENCIES OF SERVICE. **REQUEST FOR POSTING/TRANSFER TO A SPECIFIC PLACE/OFFICE MAY NOT BE ENTERTAINED.**

xix) **MERIT LIST:** MERIT LIST FOR SELECTION WILL BE PREPARED IN DESCENDING ORDER ON THE BASIS OF SCORES OBTAINED IN INTERVIEW ONLY. IN CASE MORE THAN ONE CANDIDATE SCORE THE CUT-OFF MARKS (COMMON MARKS AT CUT-OFF POINT), SUCH CANDIDATES WILL BE RANKED ACCORDING TO THEIR AGE IN DESCENDING ORDER, IN THE MERIT

xx) MERE FULFILLING MINIMUM QUALIFICATION AND EXPERIENCE WILL NOT VEST ANY RIGHT IN CANDIDATE FOR BEING CALLED FOR INTERVIEW. THE SHORTLISTING COMMITTEE CONSTITUTED BY THE BANK WILL DECIDE THE SHORTLISTING PARAMETERS AND THEREAFTER, ADEQUATE NUMBER OF CANDIDATES, AS DECIDED BY THE BANK WILL BE SHORTLISTED AND CALLED FOR INTERVIEW. **THE DECISION OF THE BANK TO CALL THE CANDIDATES FOR THE INTERVIEW SHALL BE FINAL. NO CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD**.

xxi) 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 (VI/HI) as applicable.

xxii) **OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having "Non-Creamy Layer'' clause issued during period 01.04.2024 to the date of interview, if called for. No request for extension of time for production of 'Income & Assets Certificate' beyond the said date shall be entertained and candidature will be cancelled.**

xxiii) EWS candidates are required to produce for verification, the 'Income & Assets Certificate' for the relevant financial year as per the extant DoPT guidelines, on the date of document verification, which shall be intimated to the provisionally selected candidates by the Bank. Hence, the 'Income & Assets Certificate' for the relevant financial year can be obtained by the candidate on or before the date of document verification. No request for extension of time for production of 'Income & Assets Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'Income & Assets Certificate' on the date of document verification, he / she will not be considered for appointment in the Bank for the post of Trade Finance Officer (MMGS II).

xxiv) **RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):** Horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "The Rights of Persons with Disabilities Act (RPWD), 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016:

Suitable Category of Benchmark Disabilities	Functional Requirement
a) B - Blind, LV - Low Vision b) HH - Hard of Hearing c) One Arm, Both Arms, One Leg, Both Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attacked Victims, Muscular Dystrophy, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/ limb dysfunction. d) Autism Spectrum Disorder (Mild), Intellectual Disability, Specific Learning Disability, Mental Illness e) Multiple Disabilities involving (a) to (d) above	S- Sitting, W- Walking, MF- Manipulation by Fingers, BN-Bending, ST- Standing, RW- Reading and Writing, SE- Seeing, H- Hearing, C- Communication

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

a. Blindness: i. Total absence of sight; OR ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR

b. Low Vision: i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

xxvi) **Hearing Impaired (HI):** Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

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

i. **OA** - One arm affected (Right or Left)
ii. **BA** – Both arms affected
iii. **OL** - One leg affected (Right or Left)
iv. **BL** – Both Leg affected

Persons with OA & BA category should have normal bilateral hand functions.

a. **"Leprosy cured person"** means a person who has been cured of leprosy but is suffering from:

i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

iii. Extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

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

c. **"Dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

d. **"Muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and death of muscle cells and tissue;

e. **"Acid attack victims"** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

xxviii) **‘d’ & ‘e’ category:** Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

a. **“Specific Learning Disability” (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

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

c. **"Autism spectrum disorder (Mild)" (ASD- M)** means a neurodevelopmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviour.

d. **“Multiple Disabilities”** means multiple disabilities involving (a) to (d) above.

Note: Only “Person with benchmark disability” would be eligible for reservation with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

A person who wants to avail the benefit of reservation will have to submit latest Disability Certificate, on prescribed format, issued by Medical Authority or any other notified Competent Authority (Certifying Authority). The certificate should be dated on or before last date of registration of application.

B. DETAILS OF THE REQUIREMENTS OF EDUCATIONAL QUALIFICATIONS/POST-QUALIFICATION EXPERIENCES/SPECIFIC SKILLS ETC.

Educational Qualification (As on 31/12/2023)	Post-Qualification Experience (As on 31/12/2023)	Specific Skills required
Graduate (any discipline) from Government recognized University or Institution **AND** Certificate in Forex by IIBF **Other Qualification:** Certificate for Documentary Credit Specialists (CDCS) certification will be preferred / Certificate in Trade Finance / Certificate in International Banking **(Preferably)**	Min. 2 years’ experience (Post Essential Academic Qualification experience) in Trade Finance processing as an executive in supervisory role in any Scheduled Commercial Bank.	Outstanding communication, presentation and processing skills.

C. JOB PROFILE & KEY RESPONSIBILITY AREAS:

Job Profile	➢ **Trade Finance Document Scrutiny –** Scrutiny of all trade finance related documents (Letters of Credit / Collections / Bank Guarantees etc.) for compliance in terms of Bank/RBI/ICC/FEDAI/any other regulatory guideline. Support/Guide junior staff at CPC, front office at branch, and customers, where required, appropriately. ➢ **Processing of Trade Finance and Forex transactions –** Processing of Trade Finance and Forex transactions at a centralized location on behalf of all the branches. Ensure accurate processing of transactions within the benchmarked Turnaround Time (TAT). ➢ **Reconciliation of Trade Finance and Forex related entries** in Bank's Trade Finance, Forex and CBS systems and IDPMS/EDPMS. ➢ **Any other tasks related to Bank's Trade Finance and International Business back-office operations.**
Key Responsibility Areas	➢ Accurate, and efficient processing of all allotted Trade Finance and / or Forex transactions/processes within the benchmarked TAT. ➢ Tracking, and ensuring periodic activities including maturities, payments, prompt follow-up, customer reconciliation, etc. ➢ Timely reconciliation of related accounts/systems as per Bank's norms. ➢ Work closely with all stakeholders to maintain agreed customer TAT. ➢ Ensure adherence to all regulatory/bank/ICC/FEDAI guidelines. ➢ Participation in RCSA, BCOR, process review and training activities by providing relevant inputs for enhancements thereto. ➢ Any other activity as directed by Team Leaders and Department/Branch Heads based on exigencies/requirements. ➢ Timely submission/compliance of All Audit Reports.
Role & Responsibility	➢ Ensure Adherence to TAT as per approved benchmark. ➢ Co-ordinate and Guide the Linked Branches to ensure quality and completeness of Branch Document upload in Trade Finance Solution. ➢ Prompt Resolution of Branch Escalations and support linked branches to enhance customer experience through quality of operations. ➢ Participate in Periodic testing of BCP/DRP.
Key Interactions	➢ Chief Manager/Team Leader (Inland Trade Finance / Imports / Exports / Other Forex) for guidance to enhance efficiency of operations. ➢ Linked Branches to ensure quality of Branch sourcing/ Documentation ➢ RFIA/Concurrent Auditors/Statutory Auditor/FEMA ➢ Vendors – Trade Finance Solution /Outsourced Staff (Data Entry/Branch Support)

REMARKS: Job profile/KRAs mentioned above are illustrative. Roles/Job/KRAs, in addition to above, may be assigned by the bank from time to time for the above posts.

D. GRADE, PROBATION PERIOD & RENUMERATION:

GRADE	PROBATION PERIOD	PAY SCALE	REMARKS
Middle Management Grade Scale – II	6 Months	Rs (48170-1740/1-49910-1990/10-69810) The pay scale is due for revision and the same will be applicable from the date of joining	The official will be eligible for DA, HRA, CCA, Provident Fund, Contributory Pension Fund i.e. NPS, Leave Fare Concession (LFC), Medical Facility, other perquisites etc. as per rules in force from time to time.

E. SELECTION PROCESS: The selection will be on the basis of shortlisting and Interview.

- **Shortlisting**: **Mere fulfilling the minimum qualification and experience will not vest any right to 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.
- **Interview:** Interview will carry 100 marks. The qualifying marks in interview will be decided by the Bank. No correspondence will be entertained in this regard.

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

F. <u>CALL LETTER FOR INTERVIEW:</u> INTIMATION/CALL LETTER FOR INTERVIEW WILL BE SENT BY EMAIL OR WILL BE UPLOADED ON BANK'S WEBSITE. **NO HARD COPY WILL BE SENT.**

G. <u>HOW TO APPLY:</u> Candidates should have valid email ID/Mobile phone number which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advises etc. by email or over mobile by SMS.

GUIDELINES FOR FILLING ONLINE APPLICATION:

i. Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/careers and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.

ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document").

iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/application is saved, a provisional registration number and password is generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.

iv. After registering online, the candidates are advised to take a printout of the system generated online application forms.

GUIDELINES FOR PAYMENT OF FEES:

i. Application fees and Intimation Charges (Non-refundable) is Rs 750/- (Rupees Seven Hundred Fifty only) for General/EWS/OBC candidates and no fees/intimation charges for SC/ ST/ PwBD candidates.

ii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.

iii. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

iv. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.

v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.

vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.

vii. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

H. <u>HOW TO UPLOAD DOCUMENTS:</u>

a. Details of Document to be uploaded:

I. Recent Photograph

II. Signature

III. Detailed Resume (PDF)

IV. ID Proof (PDF)

V. Proof of Date of Birth (PDF)

VI. Caste certificate, (if applicable) (PDF)

VII. PwBD certification (if applicable) (PDF)

VIII. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)

IX. Experience certificates (PDF)

X. Form-16/Offer Letter/Latest Salary slip from current employer (PDF)

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).

XI. No Objection Certificate (NOC) from present employer (mandatory if working in Government Institute/Public Sector Unit/Public Sector Bank)

b. Photograph file type/ size:

I. Photograph must be a recent passport style color 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 color, taken against a light-colored, 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.

IX. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of color 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. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).

v. Ensure that the size of the scanned image is not more than 20 kb.

vi. Signature in CAPITAL LETTERS shall NOT be accepted.

d. Document file type/ size:

i. All Documents must be in PDF

ii. Page size of the document to be A4 Document file type/ size (contd.)

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 JEPG, PDF, DOC or DOCX file has been saved.

IV. Select the file by clicking on it and Click the 'Upload' button.

V. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed

VI. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.

VII. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**

I. GENERAL INFORMATION:

I. Before applying for a post, the applicant should ensure that he/ she fulfils eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.

II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for General category provided they must fulfil all the eligibility conditions applicable to General category.

III. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND

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. 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.

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/mobile no. active for receiving communication viz. call letters/ Interview date advice etc.

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

VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions 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.

XIV. In case of multiple application, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. 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. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travelling by Railway-AC Three tier (mail or express only) for the shortest route in India on the basis of actual journey from the place of present posting/residence whichever is nearer to the interview venue OR the actual travel cost in India (whichever is lower) on submission of original/copies of train tickets/invoice. Local transportation (like taxi/cab etc.) will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.

XVII. BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.

XVIII. At the time of interview, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of Police Records etc. The Bank reserves the right to deny the appointment depending upon such disclosure and/or an independent verification.

FOR ANY QUERY, PLEASE WRITE TO US THROUGH LINK "CONTACT US" WHICH IS AVAILABLE ON BANK'S WEBSITE (URL – https://bank.sbi/web/careers/post-your-query

The Bank is not responsible for printing errors, if any

MUMBAI

07.06.2024

GENERAL MANAGER

(RP & PM)

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

Scroll down and click on advertisement no.

CRPD/SCO/2024-25/05

Download advertisement

(Carefully read the detailed advertisement)

Apply Online

(Before final submission, please go through your application.

Corrections will not be allowed after final submission)