CENTRAL RECRUITMENT & PROMOTION DEPARTMENT. CORPORATE CENTRE, MUMBAI

ADVERTISEMENT NO. CRPD/PO/AB/2011-12/02 RECRUITMENT OF PROBATIONARY OFFICERS IN ASSOCIATE BANKS OF STATE BANK OF INDIA

WRITTEN EXAMINATION : 07.08.2011 (SUNDAY)

PAYMENT OF FEES : FROM 02.06.2011 TO 23.06.2011 **ONLINE REGISTRATION WILL START FROM:** 04.06.2011 LAST DATE FOR RECEIPT OF ON-LINE APPLICATIONS: 25.06.2011

Applications are invited from eligible Indian Citizens for appointment as Probationary Officers (POs) in Associate Banks of State Bank of India. Candidates selected are liable to be posted anywhere in India.

A) VACANCIES: Probationary Officers (POs)

SR.	BANK	VACANCIES				VACANCIES (PWD)			
NO.		SC	ST	OBC	GEN	TOTAL	VH	ОН	TOTAL
1	SBBJ	147	90	265	498	1000	12	20	32
2	SBH	213	106	382	715	1416	21	21	42
3	SBM	128	64	228	423	843	12	13	25
4	SBP	180	205	337	606	1328	22	23	45
5	SBT	60	30	108	202	400	6	6	12
	TOTAL	728	495	1320	2444	4987	73	83	156

Note: Above mentioned vacancies include Backlog vacancies as mentioned below :

Bank	ST	OBC	VH	ОН
SBBJ	16			2
SBP	115	13	4	5

(i) Vacancies for OH & VH category candidates are reserved horizontally. Vacancies including reserved vacancies are provisional and may vary according to the requirements of Bank.

There will be one common written test for all 5 Associate Banks. Candidates should indicate 3 Banks in order of preferences in the on-line application. Preferences given once cannot be changed.

1. ELIGIBLITY CRITERIA: (AS ON 01/06/2011)

(A) Essential Academic Qualifications:

Graduation in any discipline from a recognised College / University

(B) Age Limit: As on 01.06.2011

Not below 21 years and not above 30 years as on 01.06.2011 i.e candidates must have been born not earlier than 02.06.1981 and not later than 01.06.1990 (both days

Relaxation in the Upper Age Limit to Reserved category candidates Upper age is relaxable by

- (1) 3 years in the case of OBC candidates.
- (2) 5 years in the case of: i) SC/ST candidates. ii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) who have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or /on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment iii) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.
- (3) 10 years for VH/OH (Gen); 13 years for VH/OH (OBC) and 15 years for VH/OH (SC/ST) candidates

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

2. 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 locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:
 - BL Both legs affected but not arms
 - OA One arm affected (R or L) -(a) Impaired reach;
 - (b) weakness of grip;
 - (c) ataxia
 - OL One leg affected (R or L)

MW - Muscular weakness and limited physical endurance

- 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 written examination, only blind/low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use own scribe/

writer at his/her own cost. In all 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) Scribe/writer must be essentially one grade lower in educational qualification than the minimum eligibility educational qualifications of the candidate (i.e. graduation in this recruitment). Thus the qualification of scribe/ writer should not be more than XII standard pass.
- iii) Both the candidate as well as the scribe/writer will have to give a suitable undertaking, confirming that the scribe/writer fulfils all the stipulated eligibility criteria for a scribe / writer as mentioned above. Further, in case it later transpires that he/she did not fulfil any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- iv) Only those candidates who use a scribe/writer shall be eligible for extra time of 20 minutes and/or part there of for every hour of the examination provided that the candidate uses scribe /writer for both the objective & descriptive test.

3. CATEGORY

Instructions for writing Category Name and Category Code no. while applying online.

Various category names and their code numbers are given below.

Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (OH)' or 'GEN (VH)' (as applicable)..

Category Name	Code No.	Category Name	Code No.	Category Name	Code No.	Category Name	Code No.
SC	01	ST	04	OBC	07	G≣N	10
SC(OH)	02	ST(OH)	05	OBC(OH)	08	GEN(OH)	11
SC(VH)	03	ST(VH)	06	OBC(VH)	09	GEN(VH)	12

4. SELECTION PROCEDURE:

(a) Phase-I - Written Examination : Combined duration 3 Hrs. (Objective & Descriptive Type Tests -- Max. Marks - 250)

The duration of objective type test will be 2 hours max. marks 200 and will consist of :

- i) Test of English Language (Grammer, Vocabulary, Comprehension etc.)
- ii) Test of General Awareness, Marketing & Computers
- iii) Test of Data Analysis & Interpretation
- iv) Test of Reasoning (High Level)

The duration of descriptive type test will be 1 hour max. marks - 50 and the test will be of "Test of English Language (Comprehension, short precis, letter writing & essay)" Descriptive test paper of only those candidates will be evaluated who are adequately high in percentile ranking in each of all the four objective tests and have scored overall aggregate 40% and above in case of General category and aggregate 35% and above in case SC/ST/OBC/PWD category. The qualifying marks for descriptive test will also be overall aggregate 40% for General category and overall aggregate 35% for SC/ST/OBC/ PWD category. The merit list of written examination will be based on the aggregate of the marks obtained by the candidates in objective and descriptive tests.

(b) Phase-II: Group Discussion & Interview:

Max Marks - 50 (GD - 20, Interview - 30)

The aggregate marks of objective and descriptive test will be arranged in descending order and the candidate who have qualified in both the written tests will be called for group discussion and interview depending upon the vacancies in each category, subject to maximum of 3 times of the vacancies.

(c) Final Selection

The marks of group discussion & interview will be put together and the candidates who secure minimum 40% marks (minimum 35% in case of SC/ST/OBC/PWD) in group discussion and interview will be considered for final selection. The candidates will have to qualify in Phase I and Phase II separately. Marks obtained by the candidates in Written Test out of 250 marks (maximum) are nomalized to 75 and marks obtained in GD/ Interview out of 50 are normalized to 25, final merit list is arrived at after totalling the normalized marks as above with an aggregate of 100. The selection will be made from the top merit ranked candidates in each category. Phase I & Phase II marks after normalisation will be aggregated and arranged in descending order (category wise) for candidates who have qualifed in both the phases separetely & depending on the vacancies, selection will be made from the top merit ranked candidates in each catagory. Results of the candidates who have qualified for Phase II and thereafter the list of candidates finally selected will be available on the Banks's website in addition to publication in Employment News / Rozgar Samachar.

5. DATE OF WRITTEN EXAMINATION: 07/08/2011 (SUNDAY): The Written Examination will be held at following centres.

EVARINATION CENTRES

6. EXAMINATION CENTRES:				
NAME OF EXAMINATION	CODE	ADDRESS OF THE RECRUITMENT CELL		
CENTRE	<u>NUMBER</u>	WHICH WILL ARRANGE FOR ISSUE OF		
		DUPLICATE CALL LETTER		
Ahmedabad	11	Asstt. General Manager (HR)		
Bhavnagar	12	Recruitment Cell,		
Rajkot	13	State Bank of India, Local Head Office,		
Surat	14	4th Floor, Bhadra,		
Vadodara	15	AHMEDABAD-380 001.		
Bangalore	16	Asstt. General Manager (HR)		
Gulbarga	17	Recruitment Cell,		
Hubli	18	State Bank of India, Local Head Office,		
Mysore	19	4th Floor, 65, St. Marks Road,		
		BANGALORE - 560 001.		
Bhopal	20	Asstt. General Manager (HR)		
Gwalior	21	Recruitment Cell,		
Indore	22	State Bank of India, Local Head Office,		
Jabalpur	23	P.B.No. 6, Hoshangabad Road,		
Raipur	24	BHOPAL - 462 011.		

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	05	A (1 C) (1 D)
Bhubaneswar	25	Asstt. General Manager (HR)
Berhampur (Ganjam)	26	Recruitment Cell, State Bank of India,
Cuttack	27	Local Head Office, 111/1, 2nd Floor,
Sambalpur	28	Pandit Jawaharlal Nehru Marg, BHUBANESWAR - 751 001.
Ambala	29	Asstt. General Manager (HR),
Chandigarh	30	Recruitment Cell,
Jalandhar	31	State Bank of India, Local Head Office,
Jammu	32	P. B. No. 139, IIIrd Floor,
Ludhiana	33	Sector 17-B,
Patiala	34	CHANDIGARH-160 017.
Palampur	35	
Shimla	36	
Chennai	37	Asstt. General Manager (HR)
Coimbatore	38	Recruitment Cell, State Bank of India,
Madurai	39	Local Head Office, 'Circletop House',
Puducherry	40	Vth Floor, Aparna Complex,
Tiruchirapalli	41	16th College Lane,
		Nungambakkam, CHENNAI-600 006.
Agartala	42	Asstt. General Manager (HR)
Aizwal	43	Recruitment Cell,
Dibrugarh	44	State Bank of India, Local Head Office,
Guwahati	45	P. O. Sachivalaya, G. S. Road
Imphal	46	Dispur,
Itanagar	47	GUWAHATI - 781 006.
Kohima	48	
Shillong	49	
Silchar	50	
Hyderabad	51	Asstt. General Manager (HR)
Tirupati	52	Recruitment Cell, State Bank of India,
Vijayawada	53	Local Head Office, 1st Floor, North
Vishakhapatnam	54	Wing, Koti, Bank Street,
		HYDERABAD - 500 095.
Asansol	55	Asstt. General Manager (HR)
Gangtok	56	Recruitment Cell,
Kolkata	57	State Bank of India, Local Head Office,
Port Blair	58	Samriddhi Bhavan, Ground Floor,
Siliguri	59	1 Strand Road, KOLKATA - 700 001.
Allahabad	60	Asstt. General Manager (HR)
Bareilly	61	Recruitment Cell,
Gorakhpur	62	State Bank of India, Local Head Office,
Kanpur	63	4th Floor, New Administrative Bldg,
Lucknow	64	Moti Mahal Marg, Hazratganj,
Varanasi	65	LUCKNOW - 226 001.
Agra	66	Asstt. General Manager (HR)
Ajmer	67	Recruitment Cell,
Dehradun	68	State Bank of India, Local Head Office,
Jaipur	69	13th Floor,
Jodhpur	70	11, Sansad Marg, P. B. No. 398,
Meerut	71	NEW DELHI - 110 001.
Haldwani	72	
New Delhi	73	
Udaipur	74	
Aurangabad	75	Asstt. General Manager (HR)
Mumbai	76	Recruitment Cell, State Bank of India,
Nagpur	77	Local Head Office, Plot No. C-6,
Panaji (Goa)	78	G-Block, Bandra-Kurla Complex,
Pune	79	Bandra (E), MUMBAI - 400 051.
Bhagalpur	80	Asstt. General Manager (HR)
Muzaffarpur	81	Recruitment Cell,
Patna	82	State Bank of India, Local Head Office,
Ranchi	83	8th Floor, West Gandhi Maidan,
-		PATNA - 800 001.
Kochi	84	Asstt. General Manager (HR)
Kottayam	85	State Bank of India, Local Head Office,
Kozhikode	86	S. S. Kovil Road, Thampanoor,
Thiruvananthapuram	87	THIRUVANANTHAPURAM - 695011

NOTE: Those candidates who do not receive call letters latest by <u>01/08/2011</u> should contact in person at the address indicated against examination centre opted by them along with print out of application and original fee receipt. No action is possible if contacted after <u>06/08/2011</u>. Duplicate call letters will be issued on production of the fee receipt in original and print out of application, provided the application has not been rejected.

The candidates are <u>advised to preserve fee receipt in original and the print out of on line application</u>. While original fee receipt will have to be submitted at the time <u>of written examination the print out of the on-line application will have to be submitted invariably at the time of Phase II.</u>

Every candidate should indicate the name and code number of the Centre where he/she desires to take the examination. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCES. BANK RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE OR ALTER EXAMINATION DATE AT ITS DISCRETION.

7. **EMOLUMENTS:**

<u>PAY</u>: Selected candidates will be on probation for a period of two years. They will draw a starting basic pay of Rs.14500/- in the scale of Rs.14500-600/7-18700-700/2 -20100-800/7-25700 applicable to Junior Management Grade Scale I. They will also be eligible for D.A., H.R.A. & C.C.A. as per rules in force from time to time. At present, initial monthly emoluments of Probationary Officers, including D.A., H.R.A. and C.C.A., are approximately Rs. 23,520/- at Metropolitan centres.

8. APPLICATION FEE AND POSTAGE : (Non Refundable) Can be deposited from 02.06.2011 to 23.06.2011 in any branch of State Bank of India

Sr. No.	Category	Total
1.	SC / ST / PWD	Rs. 50/- (Postal Charges only)
2.	All others	Rs. 500/- (App. fees plus postage charges)

Fee / Postal charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

9. Associate Banks may arrange pre-examination training at centres as below for SC/ST/ Religious Minority Community candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost may indicate to that effect against the relevant column while applying on line.

List of Training centres given below is indicative. The concerned Bank has discretion to conduct training at some additional centres or may delete some of the centres.

Sr. No.	Name of the Bank	Name of Centres where Pre-examination training will be held
1.	State Bank of Bikaner & Jaipur	Jaipur, Bikaner & Udaipur
2.	State Bank of Hyderabad	Hyderabad
3.	State Bank of Mysore	Bangalore & Mysore
4.	State Bank of Patiala	Patiala
5.	State Bank of Travancore	Thiruvananthapuram & Ernakulam

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or 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 taking away the question booklet (or any part thereof)/answer sheet from 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, be liable:
- a) to be disqualified from the examination for which he/she is a candidate
- b) to be <u>debarred</u>, either permanently or for a specified period, from <u>any</u> examination or recruitment conducted by SBI.
- c) for <u>termination</u> of service, if he/she has already joined the Bank.

11. GENERAL INSTRUCTIONS:

- (i) While applying on-line for the post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him / her are correct in all respects. 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.
- (ii) Admission to written test will be purely provisional without verification of age / qualification / category (SC/ST/OBC/PWD) etc. of the candidates with reference to documents. Mere admission to the written examination and /or Group discussion and Interview, does not imply that the bank has been satisfied about the candidate's eligibility.
- (iii) The candidates will have to appear for the written tests, at their own cost. Candidates called for INTERVIEW are entitled to IInd class to & fro railway fare/ bus fare by shortest route on production of evidence of travel (Rail/bus ticket/ receipt etc.).
- (iv) Candidates uploading more than one application for any reason will be treated as ineligible.

(v) Number of chances :

Category	Number of Chances
General	4
General (PWD)	4
OBC	7
OBC (PWD)	7
SC/ SC (PWD)/ ST/ ST (PWD)	No Restriction

General category candidates who have appeared on 4 occasions in the recruitment examination of Associate Banks of SBI are not eligible to apply.

In respect of General (PWD), OBC & OBC (PWD) candidates chances will be counted from the last examination which was held on 07.03.2010.

- (vi) OBC Certificate in the format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in the civil posts and services under the GOI with 'NON CREAMY LAYER' clause will be submitted at the time of group discussion and interview. The Caste Certificate in respect of OBC candidates should be issued on or before 25.06.2011. Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (OH)' or 'GEN (VH)' (as applicable).
- (vii) Attested copy(ies) of relevant SC/ST/OBC/OH/VH certificate should be submitted in the prescribed format at the time of GD/ Interview if qualified. The certificates should be dated on or before 25.06.2011.
- (viii) Only those candidates who are willing to serve anywhere in India, including rural areas, need apply.

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- (ix) Appointment of selected candidates is subject to his/her being declared medically fit by Medical Officer(s) appointed/approved by the respective Bank.
- (x) As the applications are to be processed by a Computerised System, it is essential that the application is properly & completely filled on-line.
- (xi) Application MUST NOT be sent to the recruitment cell at LHOs or CRPD / IBPS, Mumbai.
- (xii) The Bank takes no responsibility for any delay in receipt or loss of any communication in postal transit.
- (xiii) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.
- (xiv) Use of Mobile Phones, pagers, calculator or any such devices:

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

- (a) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- (b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping can not be assured.
- (c) Candidates are not permitted to use or have in possession of calculators in examination premises.
- (xv) Decisons of the Bank in all matters regarding eligibility, conduct of written examination, other tests, interview, selection, allotment to the Associate Bank of the State Bank of India would be final and binding on all candidates. No representation or correspondance will be entertained by the Bank in this regards.

12. HOW TO APPLY:

- i) Candidates are required to download from Bank's website www.sbi.co.in / www.statebankofindia.com / www.timesjobs.com the CASH VOUCHER (fee payment voucher) for payment of the application fee. The cash voucher is in duplicate.
- ii) Candidates are required to go to any Branch of State Bank of India and pay the amount of prescribed fees (fee details see para 8) and postage and get the receipt.
- iii) Application fees to be paid between 02-06-2011 to 23-06-2011.
- iv) Obtain the duplicate copy of the cash voucher duly receipted by the branch and ensure that this cash receipt contains
 - i) Journal number (7-10 digits) ii) Branch Name
 - iii) Branch code No. iv) Date of deposit v) Amount

This fee receipt needs to be produced at the time of written examination

Before applying online candidates are required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below. Candidates are required to upload a scanned copy of his/her photograph along with a scanned copy of signature in the online application.

(guidelines for scanning and uploading photograph and signature are detailed below)

GUIDELINES FOR FILLING ONLINE APPLICATION:

- i) Candidates should first scan their photograph and signature, ensuring that both the photograph and signature are within the required specifications. If the size of the file is more than the specified limit then adjust the settings of the scanner.
- ii) Candidates to visit Bank's website and open the appropriate Online Application Format.
- iii) Candidates should have valid email ID. This will help him/her in getting call letter/ interview advices etc. by e-mail.
- iv) Fill the application carefully. Fill in the fee payment details at the appropriate places.
- v) After filling the application form candidates are required to submit the application online.
- vi) Once submitted a registration number and password will be generated by the system. Please note the registration number and password for future use.
- vii) Candidates to take a printout of the system generated application form
- viii) The printout of the application form must not be sent to the Bank
- ix) The original fee receipt will have to be submitted along with the call letter at the time of written test.
- x) Candidates who fail to produce the original cash receipt at the time of written test will not be allowed to appear for the written test.

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 below .

(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.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, 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/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB 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 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

Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms afterregistering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
- d. Candidates should keep a copy of the Application printout and Fee Receipt for their record. An 'Acquaint Yourself' booklet and bio-data will be sent to the candidates along with the call letter for written test. Candidates serving in Government/Quasi Government offices, Public Sector undertaking including Nationalised Banks and financial Institutions will be required to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid. Original payment receipt and bio-data form will have to be submitted with the call letter at the time of written examination.
- e. The reserve category candidate will have to produce his/her original caste certificate/ relevant certificates issued by the competent authority along with a declaration for availing reservation of OBC on prescribed format at the time of interview, failing which his/her candidature shall be cancelled and he/she will not be admitted for interview. OBC candidates, availing reservation will have to produce OBC certificate with Non-creamy layer clause issued on or before 25.06.2011, at the time of interview.
- 13. NOTE: 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 suspected that the responses have been shared, the Bank reserves the right to cancel his/her candidature.
- 14. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response there to can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole & exclusive jurisdiction to try any clause/ dispute.
- 15. <u>LAST DATE FOR REGISTRATION OF ON-LINE APPLICATIONS</u>: <u>APPLICATION MUST BE REGISTERED ON OR BEFORE THE 25.06.2011</u>.

Mumbai, Date: 01.06.2011 GENERAL MANAGER (CRPD)