



State Bank of India

Central Recruitment & Promotion Department
Corporate Centre, Mumbai

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RECRUITMENT OF SPECIALIST CADRE OFFICERS IN SBI ON REGULAR BASIS

ADVERTISEMENT NO: CRPD/ SCO/2018-19/15

APPLY NOW

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 22.01.2019 TO 11.02.2019

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> or <https://www.sbi.co.in/careers>

- 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.
- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.**
- Candidates are required to upload all required documents (brief resume, ID proof, age, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview.**
- Short listing & interview 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).
- 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.**
- 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 shortlisted/ qualified candidates). The Call letter/ advice, where required, will be sent by e-mail only (**No hard copy will be sent**).
- 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.
- HARD COPY OF APPLICATION & OTHER DOCUMENTS NOT TO BE SENT TO THIS OFFICE.**
- All revision / corrigenda will be hosted only on the Bank's above mentioned websites.**

A. DETAILS OF POST/ DEPARTMENT/NATURE OF ENGAGEMENT/ GRADE/ VACANCY/ AGE/ SELECTION PROCESS:

Post Sl.no.	Post	Dept.	Grade	Nature of Engagement	Vacancy							Age as on 01.12.2018		Selection Process	
					General	OBC	SC	ST	Total	LD (OL)	VI	HI	Min.		Max.
1.	Deputy Manager (Debit Card Operations)	Payments & Special Projects	MMGS-II	Regular	02	--	--	--	01	01			27	35	Shortlisting and Interview
2.	Deputy Manager (Govt. e-Marketing)		MMGS-II	Regular		--	--	--	01						
3.	Manager (Debit Card Marketing)		MMGS-III	Regular	09	03	01	01	01	01	--	--	28	37	
4.	Manager (Smart City Projects)		MMGS-III	Regular					03						
5.	Manager (Transit / State Road Transport Corporation)		MMGS-III	Regular					03						
6.	Manager (UPI & Aggregator)		MMGS-III	Regular					07						

ABBREVIATIONS:

Category: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, PWD - Person with Disability, LD - Locomotor Disability, OL - One leg Impaired, HI - Hearing Impaired, VI - Visually Impaired

Grade: MMGS II - Middle Management Grade Scale II, MMGS III - Middle Management Grade Scale III

NOTE:

- 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' or GENERAL (PWD) as applicable.
- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Bank reserves the right to cancel the recruitment process entirely at any time.
- Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/OBC candidates.
- A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the creamy layer as on 31.03.2018. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2018 to the date of interview, should be submitted by such candidates, if called for interview.
- Reservation for PWD is horizontal within the overall vacancies for the post.
- PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
- Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as per Govt. of India guidelines.

B. DETAILS OF EDUCATIONAL QUALIFICATION/ EXPERIENCE/ LIKELY PLACE OF POSTING:

Post Sl. no.	Post	Educational Qualifications	Post Qualification Experience (As on 01.12.2018)	Likely Place of Posting#
1.	Deputy Manager (Debit Card Operations)	MBA/PGDM/PGDBM/ or Equivalent Degree (The course should be of 2 years full time duration. Courses completed through correspondence / part-time are not eligible. The institute should be recognised/ approved by Govt., Govt. bodies/ AICTE Minimum 60% marks in MBA/PGDM/PGDBM. <u>Other Qualifications (Preferred):</u> Short term courses in Digital Banking will be preferred.	Essential Experience: Minimum 3 Years post qualification experience as on 01.12.2018 as an executive in Supervisory / Management role in: a) A Scheduled Commercial Bank/ Associate or Subsidiary of a Scheduled Commercial Bank OR b) A Card Network or Payment Aggregators. Preferred Experience Candidates having experience in debit card portfolio management, debit card product innovation, debit card activation management or in relevant area will be given preference.	Mumbai or as per Bank's requirement
2.	Deputy Manager (Govt. e-Marketing)	MBA/PGDM/PGDBM/ or Equivalent Degree (The course should be of 2 years full time duration. Courses completed through correspondence / part-time are not eligible. The institute should be recognised/ approved by Govt., Govt. bodies/ AICTE Minimum 60% marks in MBA/PGDM/PGDBM.	Essential Experience: Minimum 3 Years post qualification experience as on 01.12.2018 as an executive in Supervisory / Management role in Govt. bodies, PSU, Corporates. Preferred Experience Preference will be given to those having experience in formulating the accounting process relating to procurement, receipts of goods and services procured through GeM and subsequent payment to the sellers.	Mumbai or as per Bank's requirement
3.	Manager (Debit card Marketing)	MBA/PGDM/PGDBM/ or Equivalent Degree (The course should be of 2 years full time duration. Courses completed through correspondence / part-time are not eligible. The institute should be recognised/ approved by Govt., Govt. bodies/ AICTE Minimum 60% marks in MBA/PGDM/PGDBM. <u>Other Qualifications (Preferred):</u> Short term courses in Digital Banking will be preferred.	Essential Experience: Minimum 5 Years post qualification experience as on 01.12.2018 as an executive in Supervisory / Management role in: a) A Scheduled Commercial Bank/ Associate or Subsidiary of a Scheduled Commercial Bank, OR b) A Card Network or Payment Aggregators. Preferred Experience: Candidates having experience in debit card portfolio management, debit card product innovation, debit card activation management or in relevant area will be given preference.	Mumbai or as per Bank's requirement
4.	Manager (Smart City Projects)	MBA/PGDM/PGDBM/ or Equivalent Degree (The course should be of 2 years full time duration. Courses completed through correspondence / part-time are not eligible. The institute should be recognised/ approved by Govt., Govt. bodies/ AICTE). Minimum 60% marks in MBA/PGDM/PGDBM.	Essential Experience: Minimum 5 Years post qualification experience as on 01.12.2018 as an executive in Supervisory / Management role such as energy, transportation, sewage system or other services related to Smart City Concept in Govt., Govt. bodies, PSU and Corporates. Preferred Experience: Preference will be given to candidates having experience in Smart City Projects in Govt. bodies, PSU and Corporates.	Mumbai or as per Bank's requirement
5.	Manager (Transit / State Road Transport Corporation)	MBA/PGDM/PGDBM/ or Equivalent Degree (The course should be of 2 years full time duration. Courses completed through correspondence / part-time are not eligible. The institute should be recognised/ approved by Govt., Govt. bodies/ AICTE). Minimum 60% marks in MBA/PGDM/PGDBM.	Essential Experience: Minimum 5 Years post qualification experience as on 01.12.2018 as an executive in Supervisory / Management role in transit related organisation in Govt. bodies, PSU, Corporates. Preferred Experience: Preference will be given to candidates having experience in Multi modal transit business in supervisory capacity.	Mumbai or as per Bank's requirement
6.	Manager (UPI & Aggregator)	MBA/PGDM/PGDBM/ or Equivalent Degree (The course should be of 2 years full time duration. Courses completed through correspondence / part-time are not eligible. The institute should be recognised/ approved by Govt., Govt. bodies/ AICTE). Minimum 60% marks in MBA/PGDM/PGDBM.	Essential Experience: Minimum 5 Years post qualification experience as on 01.12.2018 of Digital Platform in Supervisory / Management role in: A scheduled Commercial Bank / Associate or a Subsidiary of a Scheduled Commercial Bank or Corporate.	Mumbai or as per Bank's requirement

C. JOB PROFILE AND KRAS :

Sl. no.	Post	Roles / Job Profile & KRAs in brief
1.	Deputy Manager (Debit Card Operations)	<p>Job Profile in brief:</p> <ul style="list-style-type: none"> Responsible for day to day management of existing/new consumer and commercial Debit Card portfolio from business perspective. Responsible for working closely with key business stakeholders, technology partners, Card networks, Card manufacturer and regulatory partners. <p>KRAs in brief:</p> <ul style="list-style-type: none"> To handle debit card portfolio on various channels like e-commerce, PoS purchase, International card usages and improving sales by launching campaigns. Handle system integrations and liaising with card network partners and Tie-ups with major players in the Industry to increase the market share. Tracking the new developments in the payment space and implementing the same in the Bank. To ensure that the guidelines issued by Bank and Statutory Authorities are implemented without any deviation. Coordinate with Host solution provider, Issuance and Marketing agencies, Payment Aggregators for smooth operations. Handling product development/customization as per the requirements. Data compilation/collation analysis for reports and complaint handling. Coordination with Various Departments (Internal & External), Vendors, Schemes viz. VISA. MasterCard, GITC, contact centre. Coordinate with MCG/CAG branches for bulk issuance of cards through Corporates. Data compilation/collation analysis for reports and complaint handling. Any other job as per the Bank's requirement.
2.	Deputy Manager (Govt. e-Marketing)	<p>Job Profile in brief:</p> <ul style="list-style-type: none"> Responsible for identify the common use goods and products which are procured by the Bank on a routine basis and migrate their procurement to GeM platform. Preparing the Standard Operating Procedure (SOP) for implementation of GeM procurement across the Bank. Responsible for provide training and arrange for Knowledge transfer of GeM functioning to all the end user departments in all Circles. Responsible for Co-ordinate with all the stake holders including GeM, GBU, GITC, Premises & Estate Department, SBI Infra Management Services P. Ltd., Zonal Offices, RBOs, etc. for smooth implementation of GeM platform in the Bank. Responsible for MIS reporting on GeM procurement to Management. Hand holding of the operating staff during the role out of GeM platform in the Bank and ensuring smooth operation. Formulating the accounting process related to procurement, receipts of goods and services procured through GeM and subsequent payment to the sellers. <p>KRAs in brief:</p> <ul style="list-style-type: none"> Identify the common use goods and products which are procured by the Bank on a routine basis and migrate their procurement to Gem platform. Preparing the Standard Operating Procedure (SOP) for implementation of GeM procurement across the Bank. Provide training and arrange for knowledge transfer of GeM functioning to all the end user departments in all Circles. Co-ordinate with all the stake holders including GeM, GBU, GITC, Premises & Estate Department, SBI Infra Management Services P Ltd., Zonal Offices, RBOs, etc. for smooth implementation of GeM platform in the Bank. MIS reporting on GeM procurement to Management. Hand holding of the operating staff during the role out of GeM platform in the Bank and ensuring smooth operation. Formulating the accounting process related to procurement, receipts of goods and services procured through GeM and subsequent payment to the sellers.
3.	Manager (Debit card Marketing)	<p>Job Profile in brief:</p> <ul style="list-style-type: none"> Responsible for product features, identifying opportunities, understanding product profitability and ensuring appropriate oversight of Debit Card business. Responsible for keeping abreast of innovations in Debit Cards/ payments and recommend opportunities for implementation. Responsible for developing and implementing Debit Card product enhancements and value propositions by analyzing consumer behaviour and preferences, competitive best practices etc. Responsible for monitoring and driving Debit Cards spends. Identify trends and recommend measures to enhance Card security while preserving customer convenience. Initiate plan and manage initiatives throughout the entire project lifecycle using diverse cross-functional project teams. Responsible for product development which includes preparation of business requirements document (BRD), process flow, business rules, accounting entries, product pricing, process improvement, defining standard operating procedure (SOP), designing complaint resolution matrix, analysing business cases, ensuring regulatory compliance, go to market strategy, trouble shooting, customer onboarding strategy, etc. <p>KRAs in brief:</p> <ul style="list-style-type: none"> Devise card activation strategies. Managing branding and communication for complete lifecycle of the product. Analyse trends in debit card spends/segment. To coordinate acquisition strategy. Launch marketing initiatives to increase partner spends and revenue per cardholder Developing and executing marketing campaigns with various marketing partners. To conduct workshops for imparting/ updating the knowledge levels of operating staff, Help Desk. Any other job as per the Bank's requirement.

4.	Manager (Smart City Projects)	<p>Job Profile in brief:</p> <ul style="list-style-type: none"> Responsible to develop customised solutions catering to needs of the specific smart city project, Govt. Deps., Industry partners for customised products. Responsible for market scanning and identifying the business opportunities available in Smart Cities. Responsible for coordination between IT and Business teams, convert business opportunities to specific technical solutions and responsible for all system integrations. Assess the systems and capabilities of the Bank with respect with respect to Smart City requirements and take steps to close the gap. Responsible for preparation of project plans for various phases/ parts of the projects. To ideate and conceptualise a city-wide payment solution (issuance & acceptance) for Transit & Non-Transit mode. Discussions with stake holders for defining the roles and responsibilities/TATs for various projects / activities. Responsible for liaison with all the stakeholders including Smart City Authorities, LHO, Local Bank branches, GITC and other departments in Corporate Centre for smooth implementation of projects in Smart Cities. Responsible for preparation and timely submission of MIS reports to the Top Management. Responsible for Documentation of the entire products and systems implemented in Smart Cities. Co-ordinate with recon teams for reconciliation issues. Responsible for handling all customer grievances/ complaints. <p>KRAs in brief:</p> <ul style="list-style-type: none"> Develop customised solutions catering to needs of the specific smart city project, Govt. Deps., Industry partners for customised products. Coordinate between IT and Business teams, convert business opportunities to specific technical solutions and responsible for all system integrations. Market scanning and identify the business opportunities available in Smart Cities. Assess and analyse the banking requirements of the Smart Cities. Assess the current systems and capabilities of the Municipal Corporations. Assess the systems and capabilities of the Bank with respect with respect to Smart City requirements and take steps to close the gap. To ideate and conceptualise a city-wide payment solution (issuance & acceptance) for Transit & Non-Transit mode. Preparation of project plans for various phases/ parts of the projects. Discussions with stakeholders for defining the roles and responsibilities/TATs for various projects / activities. Liaison with all the stakeholders including Smart City Authorities, LHO, Local Bank branches, GITC and other departments in Corporate Centre for smooth implementation of projects in Smart Cities. Competition scanning in the Smart Cities. Preparation and timely submission of MIS reports to the Top Management. Documentation of the entire products and systems implemented in Smart Cities. Co-ordinate with recon teams for reconciliation issues. Responsible for handling all customer grievances/ complaints.
5.	Manager (Transit / State Road Transport Corporation)	<p>Job Profile in brief:</p> <ul style="list-style-type: none"> Responsible for Conduct feasibility study of large scale transit projects, scout for industry partners. Responsible to develop cost benefit analysis/ break even analysis and cash flow models. Responsible for floating tenders for selecting eligible and experienced solution providers. Responsible to provide functional specifications to IT team, SOP for Card lifecycle management which includes accounting and reconciliation, card inventory management, issuance, reload and process flow from Metro counters. Responsible for exploring the new initiative/ Channels for distribution of SBI FASTag. Responsible for coordinating with Corporate Customers for Business/ FASTag related issues like activation / deactivation, replacement. Responsible for developing product strategies business cases / models for new payment solutions / products. Further to design the structure required to drive the initiative as well as to review and modify the same as and when necessary. To ensure successful implementation of the Metro Projects and participate in all the viable Metro and Transit projects. To keep abreast of the activities of the Bank's competitors and their products and services and to initiate appropriate steps. Responsible for scanning the market for new opportunities in Multi Model Transit business and working to devise strategies for implementation. Collaborating with various stakeholders for identification and undertaking new projects aiming to digitisation of various transactions with special focus on Multi Model Transit projects. <p>KRAs in brief:</p> <ul style="list-style-type: none"> Conduct feasibility study of large scale transit projects, scouts for industry partners. Liaison with clients to understand the RFP and provide suitable solutions. Develop cost benefit analysis/ break even analysis and cash flow models. Floating tenders for selecting eligible and experienced solution providers. Provide functional specifications to IT team, SOP for Card lifecycle management which includes accounting and reconciliation, card inventory management, issuance, reload and process flow from Metro counters. Exploring the new initiative/ Channels for distribution of SBI FASTag. Coordinating with Corporate Customers for Business/ FASTag related issues like activation / deactivation, replacement. Coordination with Technology partners, other concerned agencies for all recon, Cash back related and MIS issues and for smooth settlement of Funds. Promote SBI FASTag issuance and usage. Follow up with CPs, Agents for portal related discrepancies in data. Developing product strategies business cases / models for new payment solutions / products. Further to design the structure required to drive the initiative as well as to review and modify the same as and when necessary. To ensure successful implementation of the Metro Projects and participate in all the viable Metro and Transit projects. To keep abreast of the activities of the Bank's competitors and their products and services and to initiate appropriate steps. Scanning the market for new opportunities in Multi Model Transit business and working to devise strategies for implementation. Collaborating with various stakeholders for identification and undertaking new projects aiming to digitisation of various transactions with special focus on Multi Model Transit projects.

6. Manager (UPI & Aggregator)

Job Profile in brief:

- Number of instances integrating SBI-ePay with different payment channels like American Express Cards, RuPay Cards, Online Wallets, Banks, RTGS/NEFT etc.
- Oversee Complaints /Grievances pertaining to merchants / end users.
- Achievement of income by Aggregator Module by providing support to Circles.
- Target Number of on-boarding of Merchants/ Govt. Agencies.
- Increasing average number of transactions by adding / activating merchants on SBI-ePay.
- Achieving targets of on-boarding of Institutions/ Agencies by participating in online-bidding/ physical bidding with Competitive Pricing policy for SBI e-Pay in alignment with the industry.
- Product Development / Improvement of Bank's UPI products 'BHIM SBI PAY', Creation of Standard Operating Process (SOP) for various processes, seeking approval from Overall Product Committee, Raising and managing IT demands, follow up with GITC for various developments and promotional issues.
- Issuing guidelines / instructions for operating units on UPI.
- Marketing and promotion of 'BHIM - NPCI's UPI product. Create product awareness among the customers through marketing and other promotional activities, campaign etc.
- Merchant on-boarding by direct integration and through the App including large players like Google, WhattsApp etc.
- Coordination with NPCI for UPI related issues.
- Oversee Complaints/ Grievances.
- Reporting of UPI data to various agencies, responding to various letters/ Notices received from Government/ Agencies/ RBI/NPCI and other entities.

KRAs in brief:

- Achievement of income targets.
- On-boarding of Merchants.
- Integration with Payment Channels.
- Increasing number of transactions through SBI-ePay.
- Increasing amount of funds settled through SBI-ePay.
- Number of overall registration of users on UPI system (CrS) (BHIM+ SBI Pay + Tez etc.)
- Number of UPI transactions (debit) on State Bank of India.
- Value of UPI transactions (debit) on State Bank System.
- Number of merchants on BHIM SBIPAY App- I am a Merchant.
- Number of Merchant Direct Integration on the BHIM SBI PAY App.

D. REMUNERATION:

Grade	Scale of Pay
Middle Management Grade Scale-II (MMGS-II)	31705-1145/1-32850-1310/10-45950
Middle Management Grade Scale-III (MMGS-III)	42020-1310/5-48570-1460/2-51490

The scale of pay applicable to different grades are furnished above. The official will be eligible for DA, HRA, CCA, PF, Contributory Pension, LFC, Medical Facility etc. as per rules in force from time to time.

E. 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 advices etc. by email.

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> OR <https://www.sbi.co.in/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 Apply').
- 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 ₹600/- (₹ Six Hundred only) for General and OBC candidates and intimation charges of ₹100/- (₹ One hundred only) for SC/ ST/PWD candidates.
- ii. Fee payment will have to be made online through payment gateway available thereat.
- iii. 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.
- iv. 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.
- v. 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.
- vi. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.
- vii. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.
- viii. Application Fee once paid will **NOT** be refunded on any account **NOR** can it be adjusted for any other examination or selection in future.

F.

HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

- i. Brief Resume (DOC or DOCX)
- ii. ID Proof (PDF)
- iii. Proof of Date of Birth (PDF)
- iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- v. Experience certificates (PDF)
- vi. Others (PWD certificate, Form-16 as on 31.03.2018, current salary slip etc.)

b. Photograph file type/ size:

- i. Photograph must be a recent passport style colour picture.
- ii. Size of file should be between 20kb–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.
- vii. 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.

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.
- v. Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels (preferred).
- vi. Ensure that the size of the scanned image is not more than 20kb
- vii. Signature in CAPITAL LETTERS shall NOT be accepted.

d. Document file type/ size:

- i. All Documents must be in PDF except Resume which should be in DOC or DOCX format.
- ii. Page size of the document to be A4.
- 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 500KB, 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 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. 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 other 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.

G CALL LETTER FOR INTERVIEW:

Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.

H SELECTION PROCESS:

The selection will be based on shortlisting and interview.

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 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.

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

I GENERAL INFORMATION:

- i. Before applying for a post, the applicant should ensure that he/ she fulfils the 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. 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.**
- iii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.**
- iv. 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.**
- v. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc.**
- vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.**
- vii. 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 fulfill all the eligibility conditions applicable to unreserved category.**
- 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. 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.**
- xi. 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.**
- xii. 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.**
- xiii. 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.**
- xiv. Where 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.**
- xv. In case of multiple application for single post, 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.**
- xvi. 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.**
- xvii. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travel (train fare A/C III Tier - Mail / Express only) for the shortest route in India or actual expenses on the basis of actual journey (whichever is less). Local transportation 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.**
- xviii. BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

For any query, please write to us through link “CONTACT US/ Post Your Query” which is available on Bank’s website (URL - <https://bank.sbi/careers> OR <https://sbi.co.in/careers>)

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The Bank is not responsible for printing errors, if any

Mumbai,
Date: 22.01.2019

GENERAL MANAGER
(CRPD)