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FOR THE YEAR 2024 BY "GLOBAL FINA

SBI
The banker to every Indian

Celebrating Excelle

RECRUITMENT OF CIRCLE BASED OFFI

ADVERTISEMENT NO: CRPD/ CBO/2025-26/03

1. ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 09.05.2025 T
2. DOWNLOAD OF CALL LETTER FOR ONLINE TEST: IN JULY 2025 (TENTATIVE)
3. ONLINE TEST: JULY 2025 (TENTATIVE)

Applications are invited from eligible Indian Citizens for appointment as Circle Based Officer in State Bank of India. **The selected candidate**

1. Before applying online, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. 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
3. Candidates are advised to check Bank's website **https://bank.sbi/web/careers/current-openings** regularly for details and updates. **No sep** change/ update. All Changes/Updates/ Corrigendum will be hosted only on Bank's website **https://bank.sbi/web/careers/current-ope**

Eligible candidates, who aspire to join State Bank of India as an Officer, are required to register on-line after carefully reading the advertisement online registration processes, payment of prescribed application fee, issuance of call letters, process & pattern of examination/ interview etc. and follow the prescribed processes.

Eligible candidates are required to register on-line for the recruitment process which will be held in 4 phases viz.
- **(i) Online Examination**
- **(ii) Screening and**
- **(iii) Interview**
- **(iv) Local Language Proficiency Test**

The details of vacancies are as follows:

Circle	State/UT	Language	Regular Vacancies											
			SC	ST	OBC	EWS	GEN	TOTAL	PwBD				SC
									VI	HI	LD	d&e	
Ahmedabad	Gujarat	Gujarati	36	18	64	24	98	**240**	3	3	2	2	11
	Dadra & Nagar Haveli												
	Daman & Diu												
Amaravati	Andhra Pradesh	Telugu/ Urdu	27	13	48	18	74	**180**	2	2	2	2	6
Bengaluru	Karnataka	Kannada	37	18	67	25	103	**250**	3	3	2	2	20
Bhopal	Madhya Pradesh	Hindi	30	15	54	20	81	**200**	2	2	2	2	10
	Chhattisgarh												
Bhubaneswar	Odisha	Odia	15	7	27	10	41	**100**	1	1	1	1	2
Chandigarh	Jammu & Kashmir	Urdu Hindi Punjabi	12	6	21	8	33	**80**	1	1	1	1	1
	Ladakh												
	Himachal Pradesh												
	Haryana												
	Punjab												
Chennai	Tamil Nadu	Tamil	18	9	32	12	49	**120**	2	1	1	1	0
	Pondicherry												
North Eastern	Assam	Assamese Bengali Bodo Manipuri Garo Khasi Mizo Kokborok	15	7	27	10	41	**100**	1	1	1	1	5
	Arunachal Pradesh												
	Manipur												
	Meghalaya												
	Mizoram												
	Nagaland												
	Tripura												
Hyderabad	Telangana	Telugu / Urdu	34	17	62	23	94	**230**	3	3	2	2	3
Jaipur	Rajasthan	Hindi	30	15	54	20	81	**200**	2	2	2	2	13
Kolkata	West Bengal	Bengali Nepali	22	11	40	15	62	**150**	2	2	1	1	
	A & N Islands												

- **Candidates working with subsidiaries of Scheduled Commercial Banks will not be eligible to apply.**
- **Candidates working in SBI in clerical/ supervisory cadre or employees engaged on contract basis will not be eligible to apply.**
- **Candidates who have resigned from officer grade in SBI/Associate Banks or employees previously engaged on contract basis in SBI and resigned/exited from Bank will not be eligible to apply.**

<u>Important Note:</u>

i. Reservation for Person with Benchmark Disability (PwBD) candidates is horizontal and will be guided by various guidelines of Government of India. Candidates who wants to avail benefit of reservation under PwBD category have to submit a disability certificate issued by a Competent Authority **as per Government of India guidelines**. The certificate should be **dated on or before last date of registration of application.**

ii. 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 (LD/ VI/ HI/ d&e)** as applicable.

iii. OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having "Non-Creamy Layer (NCL)" clause issued during period **01.04.2025** to the date of interview, if called for interview. **No request for extension of time for production of OBC (NCL) certificate beyond the said date** shall be entertained and if a candidate fails to produce the OBC (NCL) certificate at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post.

iv. Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dt. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

v. The EWS candidates are required to produce for verification the 'Income & Asset Certificate' **issued based on gross annual income for the Financial Year 2024-25 and valid for the year 2025-26 as per extant DoPT guidelines, on the date of document verification at the time of interview**. 'Income & Asset Certificate' issued based on gross annual income for the financial year 2024-25 must be obtained by the candidates on or before the date of document verification at the time of interview. **No request for extension of time for production of 'Income & Asset Certificate' beyond the said date** shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post.

vi. Candidates serving in Government/ Quasi Government, Public Sector Undertakings including Nationalised Banks/ Scheduled Commercial Banks/ RRBs are required to submit 'No Objection Certificate' from their employer at the time of interview, failing which such candidates will not be allowed for interview.

1. **ELIGIBLITY CRITERIA:**

(A) <u>Essential Academic Qualifications:</u>

Graduation in any discipline from a recognised University or any equivalent qualification recognised as such by the Central Government including Integrated Dual Degree (IDD). Candidates possessing qualifications such as Medical, Engineering, Chartered Accountant, Cost Accountant would also be eligible.

Note: The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

(B) <u>Age Limit: (As on 30.04.2025):</u> Not below 21 years and Not above 30 years as on **30.04.2025** i.e. candidates must have been born not later than **30.04.2004** and not earlier than **01.05.1995 (both days inclusive).**

Relaxation in Upper age limit:

SI.	Category		Age relaxation
1.	Scheduled Castes/ Scheduled Tribes		5 Years
2.	Other Backward Classes (Non-Creamy Layer)		3 Years
3.	Persons with Benchmark Disabilities (PwBD)	- PwBD (SC/ ST)	15 Years
		- PwBD (OBC)	13 Years
		- PwBD (Gen/ EWS)	10 Years
4.	Eligible - Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one		5 Years

(E) <u>Other:</u>

i. Candidates who have defaulted in repaym NBFCs including credit card dues and l thereunder till the date of issuance of letter eligible for appointment to the post. Howeve outstanding on or before the date of issuanc has not been updated till then, shall, on or CIBIL status updated or produce the NO outstanding with respect to the accounts a letter of offer shall be withdrawn / cancelle repayment of loans/ credit card dues and/ o other external agencies are available are no

ii. Candidates against whom there is antecedents, moral turpitude are not eligible

2. **RESERVATION FOR PERSONS WITH BI**

4% horizontal reservation has been provid section 34 of "The Rights of Persons w suitable for the Persons with undernoted c of RPwD Act 2016:

SUITABLE CATEGORY
a) Blind, Low Vision
b) Hard of Hearing
c) One Arm, Both Arms, One Leg, Both Le and One Leg, Celebral Palsy, Lepr Dwarfism, Acid Attacked Victims, Spina (SD) and Spinal Injury (SI) without any neurological/ limb dysfunction.
d) Autism Spectrum Disorder (Mild)
e) Multiple Disabilities involving (a) to (d) a

A. **<u>Visual Impairment (VI):</u>** Only those Vi one of the following conditions, after bes

a. **Blindness:**
i. Total absence of sight; OR
ii. Visual acuity less than 3/60 or less possible correction; OR
iii. Limitation of the field of vision subte

b. **Low Vision:**
i. Visual acuity not exceeding 6/18 (Snellen) in the better eye with bes
ii. Limitation of the field of vision sub degree.

B. **<u>Hearing Impaired (HI):</u>**
a. **Hard of Hearing:** means person h frequencies in both ears.

C. **<u>Locomotor Disabilities (LD):</u>**
Only those persons are eligible to ap have inability to execute distinctive objects resulting from affliction of mus Cerebral Palsy, Leprosy Cured, Dwar Spinal Deformity (SD) and Spinal Inju dysfunction. Orthopedically challenge under Locomotor Disability:

i. **OA -** One arm affected (Right or
ii. **BA** – Both arms affected
iii. **OL -** One leg affected (Right or L
iv. **BL –** Both Leg affected
v. **OAL –** One Arm One Leg affecte

Persons with OA, BA and OAL catego

a. **"Cerebral palsy"** means a Group c body movements and muscle coordi areas of the brain, usually occurring be

b. **"Leprosy cured person"** means a

Guidelines for use of scribe & compensatory time:

a). The facility of scribe would be allowed to a person who has **disability of 40% or more** if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

- Both the candidate and the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of online examination.

- Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.

- Candidate will have to arrange his/ her/ their own scribe at his/ her/ their own cost.

- Any candidate who is not eligible to use scribe as per guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of recruitment, in addition to any other action that Bank may deem fit against the candidate and the scribe. Any candidate using scribe in violation of the above guidelines can be removed from the service without notice, if already joined the Bank.

- **During the examination, at any stage, If it is found that scribe is independently answering / solving the questions himself, the examination session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**

- The scribe arranged by the candidate should not be a candidate for the same online examination. If violation of the above is detected at any stage of process, candidature of both the candidate and the scribe will be cancelled.

- Scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice & Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Deptt. of Financial Services vide letter No. F. No. 3/2/2013-Welfare dated 26.04.2013.

b). **Use of Scribe & Compensatory time (persons with specified disabilities covered under the definition of section 2(s) of the RPwD Act 2016 but not covered under the definition of section 2(r) of the said act, i.e persons having less than 40% disability and having difficulty in writing):**

In terms of Office Memorandum F. No .29-6/2019-DD-III dated 10/08/2022 of Government of India, Ministry of Social Justice & Empowerment , Department of Empowerment of persons with Disabilities(Divyangjan)) , In addition to the instructions applicable to PwBD candidates (who have disability 40% or more) the facility of scribe and /or compensatory time shall be granted solely to the persons with disabilities covered under section 2(s) of the RPwD Act 2016 but not covered under the definition of section 2(r) of the said act (i.e persons having less than 40% disability and having difficulty in writing), to those having difficulty in writing, subject to **production of a certificate to the effect** that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government healthcare institution as per prescribed Proforma at Appendix-I of the said O.M. In case the candidate opts to bring his / her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. Candidate opting for own scribe should submit details of the own scribe as per Proforma at Appendix-II of the said O.M.

3. **CATEGORY:**

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

PLEASE NOTE THAT CHANGE OF CATEGORY WILL NOT BE PERMITTED AT ANY STAGE AFTER REGISTRATION OF ONLINE APPLICATION.

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 (LD)' or 'GEN (VI)' or GEN (HI) or GEN (d&e) (as applicable).

Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

Category	Code	Category	Code	Category	Code	Category	Code	Category	Code
SC	01	ST	06	OBC	11	GEN	16	EWS	21
SC (LD)	02	ST (LD)	07	OBC (LD)	12	GEN (LD)	17	EWS (LD)	22

(b). Screening:

Online application and documents of candi[…] placed before the Screening Committee.

The Screening Committee constituted by th[…] the required eligibility criteria of experien[…] submitted by the candidates (certified by th[…] are/were employed) with the job profile of[…] India. In case their job profile does not mat[…] Scale-I Generalist Officer of State Bank of[…] summarily rejected. **Bank may decide the[…] for matching the Job Profile of the can[…] Officer of the State Bank of India. The de[…] and binding on all candidates. No[…] entertained by the Bank in this regard.**

Merit list will be drawn Circle wise and Ca[…] scored in Online Test for candidates who fu[…] the Screening Committee. Candidates num[…] and Category wise vacancies, subject to av[…] interview from the top of the merit list dra[…] Mere qualifying in online exam will not vest[…]

(c). Interview:

Interview will consist of 50 marks. Candidat[…] interview to be considered for final selectio[…] by the Bank.

(d). Final Selection:

The candidates will have to qualify both in[…] list is prepared for candidates who qualif[…] obtained in Online Test, both in the Objecti[…] the marks obtained in Interview for prepa[…] prepared based on normalization of marks[…] weightage respectively.

Marks secured by the candidates in the Or[…] of 75 marks and Interview scores of candi[…] marks. The final merit list (Circle wise and[…] of 100) converted marks of Online Test an[…] ranked candidates in merit list prepared on[…]

(e). Local Language Proficiency Test: Th[…] Circle, should be proficient (reading, writin[…] opted local language of that Circle (mention[…] specified opted local language of the appli[…] process. It will be conducted for provisiona[…] online test, Screening and interview) befor[…] this test will not be offered appointment. Ca[…] sheet/ certificate evidencing having studied[…] circle as one of the subjects will not be requ[…] will be subject to Qualifying in test of spe[…] detailed above.

Result Publication:

Results of candidates called for Interview,[…] Bank's website.

5. **EXAMINATION CENTERS:**

i. The examinations will be conducted o[…] tentative list of centres for Online Exam[…]

ii. **No request for change of Ex[…] entertained.**

iii. SBI reserves the right to cancel any[…] other Centres, at its discretion, d[…] feasibility, etc.

iv. SBI also reserves the right to allot any[…] she had opted for.

v. Candidate will appear for the examina[…] risk and expenses and SBI will not be[…] nature.

9. PRE-EXAMINATION TRAINING:

Bank will arrange pre-examination training (PET) in online mode for SC/ ST/ OBC/ PwBD candidates in consonance with the guidelines issued by Government of India. Pre-Examination Training will be conducted online. All eligible Candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the online application. Candidates opting for Pre-Examination Training should login for training from Bank's website by entering their registration number and date of birth. Intimation regarding schedule of Pre Examination Training will be shared with the candidates through their registered email and SMS. No hard copies will be sent.

10. HOW TO APPLY:

Candidates can apply online only from **09.05.2025** to **29.05.2025.** No other mode of application will be accepted.

Pre-requisites for Applying Online: Candidates should have valid email ID and mobile no. which should be kept active till the declaration of final results. It will be essentially required for receiving any communication/ call letters/ advices from the bank by email/ SMS.

11. GUIDELINES FOR FILLING ONLINE APPLICATION:

Candidates will be required to register themselves online through Bank's website https://bank.sbi/web/careers/current-openings. After registration candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/ Internet Banking.

Helpdesk: In case of any problem in filling up the form, payment of fee/ intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 022-22820427 (between 11:00 AM to 05:00 PM on working days) or lodge their query on **http://cgrs.ibps.in**. Candidates should mention **'RECRUITMENT OF CIRCLE BASED OFFICERS IN STATE BANK OF INDIA-2025'** in the subject of the email.

a. List of documents to be uploaded: The list of the documents to be uploaded is as below.

i. Recent Photograph (jpg/jpeg) ii. Signature (jpg/jpeg) iii. Left Thumb Impression (jpg/jpeg) iv. Hand written declaration (jpg/jpeg) v. ID Proof (PDF) vi. Proof of Date of Birth (PDF) vii. Job Profile (certified by existing/previous employers) (PDF)	viii. Brief Resume – detailing educational/ professional qualification, experience and assignments handled (PDF) ix. Educational Certificates - Relevant Mark-Sheets/ Degree/ Certificate (PDF) x. Experience Certificate/ Appointment Letter /Job Offer Letter (PDF) xi. Latest Form-16 issued by employer (PDF) xii. Latest Salary Slip (PDF)

b. Guidelines for scanning the documents, photograph & signature:

Before applying online, the candidate will be required to have a scanned (digital) image of his/ her documents, photograph and signature as per the guidelines given in Annexure-II. Online application will not be registered unless candidates upload photo, signature and documents as specified.

Note:
i. **If, the face in the photograph or signature is unclear, the applicant's candidature may be rejected.**
ii. **In case the required documents are not uploaded or documents uploaded are not clear and readable, the applicant's candidature may be rejected.**
iii. In case, the photograph, signature or documents is unclear, the candidate may edit his/ her application and re-upload his/ her photograph, signature or documents prior to submitting the form.
iv. **Candidate should ensure that Photo is uploaded at the place of Photo, Signature is uploaded at the place of Signature. If photo in place of photo and/or signature in place of signature are not uploaded properly, candidate will not be allowed to appear in the online exam.**

c. Registration & Payment of Fees [Online Mode Only]:
i. First scan the photograph, signature and documents as detailed under guidelines for scanning given in Annexure-II.
ii. Visit Bank's website https://bank.sbi/web/careers//current-openings and open the Online Application Form, available under 'Current Openings'.
iii. Fill the application carefully. Once the application is filled completely, candidates should submit the data. In the event of candidates not being able to fill the data in one go, they can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on

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candidates called for interview shall be
documents, along with their originals a
which, (or if identity of candidate is in doub
the interview.

14. BIOMETRIC VERIFICATION:

Bank, at various stages, may capture phot
biometric verification of the candidates wh
Candidate will ensure that his/ her correc
stages as any inconsistency will lead to reje
are advised not to apply any external matte
Candidates are advised to follow the guide
letter.

In case, if any candidate is found not to
against him/ her, his/ her/ their candidature

15. ACTION AGAINST CANDIDATES FOUND

a. Candidates are cautioned that they sho
are false, tampered/ fabricated and the
while filling up the application form.
b. At the time of online examination/ intervi
   (i) using unfair means during the examir
   (ii) impersonating or procuring imperson
   (iii) misbehaving in the examination hall
   (iv) resorting to any irregular or improp
   for selection or
   (v) obtaining support for his/ her candida

such a candidate may, in addition
prosecution, will also be liable to be:

• Disqualified from the examination for
• Debarred, either permanently or fe
  recruitment conducted by Bank.

c. The Bank would be analyzing the r
candidates to detect patterns of similari
that the responses have been shared
Bank reserves the right to cancel his/ he

d. USE OF MOBILE PHONES, PAGERS
   i. Mobile phones, pagers or any other
   premises where the examination/ ir
   these instructions shall entail can
   including ban from future examinatio
   ii. Candidates are advised in their own
   including pagers/calculator to the ve
   for safekeeping cannot be assured.
   iii. Candidates are not permitted to use
   premises.

16. GENERAL INFORMATION:

i. Before applying for the post, the c
eligibility and other norms mentioned
that the particulars furnished by him/ h
ii. The candidate should ensure that t
prescribed format and is properly and
iii. Candidates are advised to take a prir
form after submitting the application.
iv. Candidates should satisfy themselves
Bank would process the application o
requisite fee on the basis of the inform
determine their eligibility at the time of
v. Request for change/ correction in any
form, once application is finally s
circumstances. No correspondence/
Candidates are advised to fill up the
information in the application.
vi. Candidates are advised in their own i

xvi. 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. OBC certificate containing the 'Non-creamy layer' clause, issued during the period **01.04.2025** to the date of interview, should be submitted by such candidates, if called for interview. **No request for extension of time for production of OBC (NCL) certificate** shall be entertained and if a candidate fails to produce the OBC (NCL) at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post of Circle Based Officer.

xvii. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India based on **gross annual income for the financial year 2024-25 and valid for the year 2025-26** as per the extant DoPT guidelines. **No request for extension of time for production of 'Income & Asset Certificate'** shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post of Circle Based Officer.

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 verified through the proper channels."

xviii. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.

xix. 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.

xx. Outstation candidates called for interview will be reimbursed Railway AC-III fare for the shortest route in India or actual expenses incurred (whichever is lower) from place of residence/ posting to Interview venue. Local transportation expenses will not be reimbursed. A candidate found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare.

xxi. **BANK RESERVES RIGHT TO CANC AT ANY STAGE.**

xxii. At the time of interview, the candida criminal cases(s) pending against h independent verification, inter alia, inc reserves right to deny the appointm independent verification.

xxiii. The applicant shall be liable for civi submitted in his/her application are fou

17. ANNOUNCEMENTS:

All further announcements/ details pertaining t **https://bank.sbi/web/careers/current-ope** advertisement/ corrigendum will be issued in t be hosted only on Bank's website **https://bank**

18. DISCLAIMER:

In case it is detected at any stage of recruitment and/ or that he/ she has furnished any incorrect fact(s), his/ her/ their candidature will stand can even after appointment, his/ her/ their services a matters regarding eligibility, conduct of test and candidates. No representation or correspondence

Mumbai
Date: 09.05.2025

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

This advertisement is also available on Bank's Website: **https://bank.sbi/web/careers/current-openings** or **https://www.sbi.**

The Bank is not responsible for printing errors, if any.

ONLINE EXAMINATION CENTERS (Tentative List)

State Code	State/UT	Online Examination Centre	State Code	State/UT	
11	Andaman & Nicobar	Port Blair	30	Manipur	Imphal
12	Andhra Pradesh	Anantapur, Guntur / Vijayawada, Kurnool, Rajahmundry, Srikakulam, Vishakhapatnam, Vizianagaram	31	Meghalaya	Shillong
			32	Mizoram	Aizawl
13	Arunachal Pradesh	Naharlagun	33	Nagaland	Dimapur, Koh
14	Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur	34	Delhi -NCR	New Delhi / N
15	Bihar	Arrah, Bhagalpur, Darbhanga, Gaya, Muzzafarpur, Patna	35	Odisha	Balasore, Be Rourkela, Sa
16	Chandigarh	Chandigarh/ Mohali			
17	Chhattisgarh	Bhilai nagar, Bilaspur (Chhattisgarh), Raipur	36	Puducherry	Puducherry
18	Goa	Panaji	37	Punjab	Amritsar, Bha
19	Gujarat	Ahmedabad/ Gandhinagar, Anand / Vadodara, Rajkot, Surat	38	Rajasthan	Ajmer, Bikar Sikar, Udaipu
20	Haryana	Ambala, Hissar, Faridabad, Gurugram			
21	Himachal Pradesh	Bilaspur (Himachal Pradesh), Hamirpur (Himachal Pradesh), Shimla, Solan	39	Sikkim	Gangtok
					Chennai, Co

Before applying online, a candidate will be required to have a scanned (digital) image of following documents.

- His/her photograph (JPG / JPEG)
- signature (JPG / JPEG)
- left thumb impression (JPG / JPEG)
- handwritten declaration (JPG / JPEG)
- ID Proof (PDF)
- Proof of Date of Birth (PDF)
- Job Profile (certified by existing/previous employers) (PDF)
- Brief Resume (PDF)
- Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate (PDF)
- Experience Certificate/ Appointment Letter /Job Offer Letter (PDF)
- Latest Form-16 provided by employer (PDF)
- Latest Salary Slip (PDF)

Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

a. Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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.
- Photo uploaded should be of appropriate size and clearly visible.

Photograph Capture:

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Do's:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts:

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

b. Signature:

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb

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d. Hand-written declaration Image:

- The applicant has to write the declaratio[n] ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 D[PI] cm (Width * Height)
- File Size: 50 KB – 100 KB
- Note: The handwritten declaration has English only. The text should NOT BE [typed by someone] else and uploaded or in any other langu[age] (In the case of candidates who cannot put their left-hand thumb impression (if [required]) and upload the document as per specifi[cation]
- The text for handwritten declaration is a[s follows]
- "I, _____ (Name of the candi[date]) submitted by me in the application for[m] supporting documents as and when req[uired]

The signature left thumb impression, and the ha[ndwritten declaration must be done by the applicant] and not by any other person.

If the Applicant's signature on the attendance [sheet, at the time of the] examination, does not match the signature upload[ed]

Signature / Handwritten declaration in CAPITAL L[ETTERS]

Ensure that the photo, signature, left thumb [impression and handwritten declaration are] uploaded at the specified spaces only in the o[nline application form]

e. Scanning the documents:

- Set the scanner resolution to a minimum [of 200 dpi]
- Set Colour to True Colour o File Size as [specified above]
- Crop the image in the scanner to the [edge of the photograph / signature / thumb] impression / handwritten declaration, the[n 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.jpeg. Image dimensions can be [checked by listing the folder files or moving the] mouse over the file image icon.
- Candidates using MS Windows/MSOffic[e can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB] using MS Paint or MSOffice Picture Ma[nager. Scanned documents in any format can be] saved in .jpg / .jpeg format by using ['Save As'] option in the File menu. The file size can be adjusted by using crop and then resize [option]

f. Procedure for uploading the documents:

- While filling in the Online Application Fo[rm, the candidate will find separate] links for uploading Photograph, sign[ature, left thumb impression and hand written] declaration
- Click on the respective link "Upload [Photograph / signature / left thumb] impression / handwritten declaration.
- Browse and select the location where [the scanned Photograph / signature / left thumb] impression / handwritten declaration/, fil[e has been saved.]
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as pres[cribed, an error message will be displayed]
- Preview of the uploaded image will h[elp to see the quality of the image. In case of] unclear / smudged, the same may be re[-uploaded]

Your Online Application will not be registered un[less you upload your Photograph, signature, left] thumb impression and handwritten declaration, as [specified]

Note: -

- In case the face in the photograph [or signature or left thumb impression or] handwritten declaration, is unclear / [smudged the candidate's application may be] rejected.
- After uploading the Photograph / si[gnature / left thumb impression / handwritten] declaration, in the online application for[m candidates should check that the images are] clear and have been uploaded correc[tly. In case the photograph or signature or left] thumb impression or the hand writte[n declaration is not prominently visible]

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