







- vi. **Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance in examination/ interview will result in rejection/ cancellation of candidature.**
  - vii. **It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of Application as these would be needed for further stages of this selection process.**
  - viii. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.
  - ix. Candidates serving in Government/ Quasi Government, Public Sector Undertakings including Nationalised Banks/ Scheduled Commercial Banks/ RRBs 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.
  - x. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
  - xi. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
  - xii. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.
  - xiii. Candidates are advised to keep their e-mail ID & mobile connection active for receiving advices.
  - xiv. 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 **01.04.2021 to the date of interview**, should be submitted by such candidates, if called for interview.
  - xv. 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 2020-21 as per the extant DoPT guidelines.**
  - xvi. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.
  - xvii. 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.
  - xviii. 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.
  - xix. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
  - xx. At the time of interview, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records etc. The bank reserves right to deny the appointment depending upon such disclosures and/ or independent verification.
- 16. ANNOUNCEMENTS:**  
All further announcements/ details pertaining to this process will be published/ provided only on <https://bank.sbi/careers> from time to time. No separate advertisement/ corrigendum will be issued in this regard. All changes/updates/ corrigendum will be hosted only on Bank's website <https://bank.sbi/careers>.
- 17. DISCLAIMER:**  
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/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, selection process would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

Mumbai  
Date: 09.12.2021

General Manager

The Bank is not responsible for printing errors, if any

**Annexure-I**

**Guidelines for scanning and Uploading of Signature/ Photograph/ Documents**

Before applying online, a candidate will be required to keep ready a scanned (digital) image of his/ her photograph, signature and documents as per the specifications given below.

**a. Signature:**

- i. The applicant must 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 10 - 20 kb & Dimensions 140 x 60 pixels (preferably).
- vi. Ensure that the size of the scanned image is not more than 20 kb.
- vii. **Signature in CAPITAL LETTERS shall NOT be accepted**

**b. Photograph (4.5cm x 3.5cm):**

- i. Photograph must be a recent passport style colour picture.
- ii. File size should be between 20 - 50 kb and Dimensions 200 x 230 pixels (preferably)
- iii. Make sure that the picture is coloured and is taken against a light-coloured, (preferably white) background.
- iv. Look straight at the camera with a relaxed face.
- v. If picture is taken on a sunny day, please make sure that the sun is behind you, or you are in a shaded area, so that you are not squinting or there are no harsh shadows. In case flash is used, ensure there's no "red-eye"
- vi. If you wear glasses make sure that there are no reflections and your eyes can be seen clearly.
- vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii. Ensure that size of the scanned image is not more than 50 kb. In case file size is more than 50 kb, then adjust the scanner settings such as DPI resolution, number of colour etc., before scanning the photo.
- ix. **It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of application as these would be needed in future of this selection process.**

**c. Document:**

- i. All documents must be in PDF format.
- ii. Page size of the document should be A4.
- iii. Size of the file should not exceed 500 kb.
- iv. In case a Document is being scanned, please saved it as PDF with size not more than 500 kb. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., before rescanning the file.
- v. **Please ensure that Documents uploaded are clear and readable.**
- vi. **In case the required documents are not uploaded or documents uploaded are not clear and readable, the applicant's candidature may be rejected.**

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

**e. 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 or PDF file has been saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- v. Click Preview to confirm that 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.

**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, candidate's application may be rejected.**

**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 exam.**

**If the applicant's photo & signature on the attendance sheet or call letter at the time of examination does not match with the photograph & signature uploaded in online application, the applicant will be disqualified.**

