

HR Awards



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Best Organization
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SKOCH AWARDS
BFSI GOLD
Strategic Digital HR
Transformation 2023

Marksman Daily Awards
Most Preferred Workplace
for Women 2024-2025





सेंट्रल बँक ऑफ इंडिया
Central Bank of India

1911 में जन्मे हुए बैंक "CENTRAL" TO YOU SINCE 1911

About Us

Established in 1911, Central Bank of India was the first Indian commercial bank which was wholly owned and managed by Indians. The establishment of the Bank was the ultimate realisation of the dream of Sir Sorabji Pochkhanawala, founder of the Bank.

Our Vision & Mission

We believe in to be CENTRAL to the banking and financial needs of all and our mission is to provide Customer Centric Products and services by leveraging human resources and technology.

Why Choose Us?

With over 110 years of legacy, Bank has significantly contributed in India's economic development and played a pivotal role in Nation building. The Bank strongly believes in employee development, employee-engagement and well-being of its employees.

Career Progression Opportunities

Explicit Promotion policies and mentorship programs to foster growth within the organization.

Recognition and Rewards

Employees are recognised for exceptional performance through awards and incentives programs through Central PRAISE.

Travel and Leave Benefits

Leave Travel Concessions are provided to travel within India, promoting relaxation and family bonding.

Reimbursement of Expenses

Allowances of mobile, newspaper & transportation allowance as per eligibility.

Subsidized loans

Special rates on housing and conveyance loan to employees as per eligibility.

Maternity and Paternity leave

Generous leave policies for new parents to ensure a supportive family environment.

Wellness Benefits

Banks offers comprehensive wellness programme including 24X7 tele-medical consultancy, and Employee Assistance Programme (EAP) for mental health support for its employees.



RECRUITMENT OF SPORTSPERSONS IN CLERICAL CADRE (AS CUSTOMER SERVICE ASSOCIATE) UNDER SPORTS QUOTA

Central Bank of India, (hereinafter referred to as Bank) is a leading listed Public Sector Bank in its 114th year of serving the nation, with Head Office at Mumbai having Pan India presence, established in 1911. Central Bank of India was the first Indian commercial bank which was wholly owned and managed by Indians. The establishment of the Bank was the ultimate realisation of the dream of Sir Sorabji Pochkhanawala, founder of the Bank. Central Bank of India invites applications from the eligible candidates, for filling up vacancies in Clerical cadre (as Customer Service Associate) under Sports quota.

Online applications are invited from eligible candidates for recruitment of Sportsperson(s) considered meritorious, in Central Bank of India in Clerical cadre:

❖ NOTABLE POINTS:

1. Meritorious Sportspersons, who are intending to apply for the post of sportsperson in Clerical Cadre as Customer Service Associate under Sports Quota are advised to apply only after carefully reading and understanding the contents of this notification. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. At the time of appointment, the candidate must be an active Sportsperson (eligible valid period of sports qualification/ achievements should be between 01.04.2022 to 31.01.2025) and should be fit enough to take part in future tournaments.
3. The recruitment of the Sportsperson will be made on all India basis and the selected candidates shall be liable to serve anywhere in India as and when required at the sole discretion of the Bank.
4. Transfer Policy: The Bank reserves the right to transfer the recruited employees to any of the offices of Central Bank of India, depending upon the exigencies of the services. Request for posting / transfer to specific place / office may not be entertained.
5. Before submission of the application, candidates must check that they have filled correct details in each field of the form. After expiry of Window for Application Form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Email, by hand, etc. shall not be entertained and will be summarily rejected.
6. Candidates are required to apply online on the website www.centralbankofindia.co.in. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before 08.03.2025 i.e. the last date for payment of fee.
7. Candidates are advised to check Bank's website www.centralbankofindia.co.in regularly for details and updates. No separate or personal intimation will be issued in case of any change/update in the recruitment process. All Changes/ Updates/ Revisions / Corrigendum / Results etc. will be hosted only on Bank's website www.centralbankofindia.co.in.
8. Candidates are required to upload all the required documents / certificates, failing which their application / candidature will not be considered.
9. The Candidates applying for the post should ensure that their admission to all the stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issuance of call letters / e-Admit Card to the candidate will not imply that his/her candidature has been finally accepted for the post. The Bank takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified the Online Written Test.
10. **The Bank will not consider for recruitment of those sportspersons who are already working in some other Bank, unless the NOC from the present employer is submitted for verification**

at the time of document verification process. Date of NOC must be on or before the date of document verification process.

11. The selected candidates may be offered appointment in the Bank subject to their completing other formalities such as verification of certificates, satisfactory reports from the references, medical examination and verification of antecedents, etc.
12. The certificates relating to efficiency/ merit in games/ sports would be verified with original documents during process and that certificates should be in the format as prescribed by the Government of India or Bank's Sports control Board. Mere recommendation from reputed sports clubs shall not carry any weight unless the applicant produces the requisite certificates from the prescribed certifying authorities. Sports/ games certificates/ achievements shall be verified by the Bank from the issuing authorities independently and the Bank's decision in this regard shall be final.
13. Candidate(s) seeking age relaxation, fee exemption must submit requisite certificate of the Competent Authority, in the prescribed format, when such certificate is sought at the time of document verification. Otherwise, their claim will not be entertained, and their candidature will be liable to be cancelled.
14. Candidates against whom there is/ are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post.
15. The Bank reserves the right to change the notified vacancies without assigning any reason(s), thereof.
16. The Bank reserves the right to cancel/ modify the recruitment process entirely or partially at any stage / time, if so, warranted without assigning any reason and the Bank shall not be liable to return the fee or pay any compensation on the applicant's application.
17. Candidates furnishing false information/ suppressing facts will be disqualified and shall be liable for debarment and legal/criminal action. Candidates who attempt cheating/ fraud/ impersonation shall be liable to be debarred from future recruitment process conducted by The Bank.
18. The selected candidate will be on probation for a period of six months of active service from the date of his/her joining the Bank and will be confirmed after successful completion of the same. "It may also be noted that if the performance of the selected candidate is not found to be satisfactory during the probation period, his/her candidature may be cancelled."
19. All appointments under this scheme shall be entirely at the discretion of the Bank and shall be made at the starting stage of the pay scale admissible to the posts.
20. Hard copy of application & other documents need not to be sent to this office.
21. The Call letter/ advice, wherever required, will be sent by e-mail only (No hard copy will be sent).
22. The Bank will decide the Centre(s), where the candidates will be called for the document verification process, if shortlisted.
23. Candidates should have valid email ID/Mobile phone number which should be kept active till the declaration of result. It will help him/her in getting call letter/recruitment process advises etc. by email or over mobile by SMS.
24. The Bank takes no responsibility for any delay in receipt or loss of any communication.
25. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment in the Bank.
26. 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. Central Bank of India does not assume any responsibility for the candidates not being able to submit their applications on or before the last date of online registration on account of aforesaid reasons or for any other reason beyond the control of Central Bank of India.
27. The Key Responsibility Area (KRA) of sportspersons will be according to the role/ post allotted to them.

28. **CIBIL:** Candidates who have defaulted in repayment under any lending arrangement with Banks or NBFCs including credit card dues and have not regularized / repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post. However, candidates who have regularized / repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated till then, shall, on or before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn / cancelled. Thus, the candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment.

Click here to apply for RECRUITMENT OF SPORTSPERSONS IN CLERICAL CADRE (AS CUSTOMER SERVICE ASSOCIATE) UNDER SPORTS QUOTA:

<https://ibpsonline.ibps.in/cbispjan25/>

Tentative schedule of events are as follows:

Activity	Tentative Dates
Online registration including edit/ modification of application by candidates	21.02.2025 to 08.03.2025
Application fees and Intimation Charges-only online mode (Non-refundable)	21.02.2025 to 08.03.2025 (Rs. 100/- (inclusive of GST) for SC/ST/PwBD candidates. Rs. 750 /- (inclusive of GST) for all other candidates)
Download of call letters for Online Examination	March 2025
Conduct of Online Examination	March/April 2025
Result of Online Examination	April 2025
Provisional selection	April 2025

Candidates are advised to regularly keep in touch with the authorized Bank website www.centralbankofindia.co.in for details and updates.

1. POST/DESIGNATION: Customer Service Associate.

2. DETAILS OF VACANCIES:

Name of Post	No. Of Vacancy
Customer Service Associate	5

3. JOB PROFILE: -

All the normal and routine duties of the Clerical cadre staff and for performance of which no special pay shall be payable.

4. SCALES OF PAY (IN RS.) & PROBATION:

- a. Selected candidates will be placed under the below mentioned pay scale in the Clerical cadre, as per the Bipartite Settlement.

24050	1340 3	28070	1650 3	33020	2000 4	41020	2340 7
57400	4400 1	61800	2680 1	64480	(20 years)		

- b. In addition to the Basic Pay, the selected candidate will be entitled for DA, HRA, CCA, Special Allowance, Transport Allowance, Special Pay, Leave Fare Concession, Leave encashment, Group Medical Insurance for self & dependents, Medical Aid, Gratuity, Defined Contributory Pension Scheme, Staff Overdraft facility, House Building Loan, Conveyance Loan, Group Personal Accident Insurance, Staff Welfare Schemes, etc., as per the Industry-wide applicable Bipartite Settlement and the policies/ the rules of the Bank.

5. ELIGIBILITY CRITERIA:

a. **Nationality/Citizenship:**

An applicant must either be-

- i. a citizen of India, or
- ii. a subject of Nepal, or
- iii. a subject of Bhutan, or
- iv. a Tibetan refugee, who migrated to India before 1st January 1962, with the intention of permanently settling in India, or
- v. a person of Indian origin who has migrated from Pakistan / Burma / Sri Lanka / East African countries of Kenya / Uganda / the United Republic of Tanzania (formerly Tanganyika and Zanzibar) / Zambia / Malawi / Zaire / Ethiopia or Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii) / iii) / (iv) or (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India before the date of this notification.

- b. **Cut-off date:** The tentative cut-off Date for the purpose of eligibility criteria for the process shall be 31.03.2025.

c. **Age: -**

The age of candidate should have been between 20 years to 28 years as on 31.03.2025.

Category wise relaxation in Upper age limit: -

Sr. No.	Category	Age relaxation
1	General	Nil
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Scheduled Caste/Scheduled Tribe	5 years
4	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years

Note: This concession will be available only to those sportspersons who satisfy all other eligibility criteria and furnish a certificate in the form and from an authority prescribed as per the guidelines issued by the Government from time to time.

Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, candidates should submit a copy of the necessary/requisite Certificate (s) at the time of trials/interview.

Note: At the time of appointment, the candidate must be an active sports person and should be fit enough to take part in future tournaments.

The Competent Authority for the issue of the certificate to SC / ST / OBC is as under (as notified by GOI from time to time): -

For Scheduled Castes / Scheduled Tribes / Other Backward Classes:

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

d. Educational Qualification: -

- i. Bachelor degree in any discipline from a recognized university or any equivalent qualification recognized as such by the Central Government.
ii. Computer Literacy: - Operating and working knowledge in computer system is mandatory i.e. candidates should have certificate /Diploma/ Degree in Computer Operations/ Language should have studied Computer/Information Technology as one of the subjects in the High School/College/ Institute.

e. Criteria on Sports ground: - Appointments under this ground can be made of sportspersons considered meritorious with reference to the following criteria.

- i. Sportsmen who have represented a State or the country in the National or International competition; or Medal winners in Junior National Championships; or Medal winners in Khelo India Youth Games (age category above 18 years); or Khelo India Winter Games; or Khelo India Para Games; or Medal winners in Khelo India University Games; or Medal winners in School Games Federation of India (SGFI) in any of the games/sports mentioned in these instructions.
ii. For Chess: Grand Master (GM) Title, International Master (IM) Title, Chess Olympiad. IM/GM title should be in Open Category like Woman Grandmaster (WGM) etc. While National Open Chess Championship is treated as National Championships, the medal winning performance in National Team Chess Championship will also be considered for recruitment.
iii. Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Boards in any of the sports/games specified in these instructions, as amended from time to time.
iv. Sportsmen who have represented the State School Teams in the National Sports/games for schools conducted by the All India School Games Federation in any of the games/sports mentioned in these instructions.
v. Eligible valid period of sports qualification/ achievements should be between 01.04.2022 to 31.01.2025.

***No such appointments can be made unless the candidate is, in all respect, eligible for appointment to the post applied for, regarding age, educational or experience qualifications prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of class/category of persons to which the applicant belongs. (Specified under DoPT guidelines issued vide their OM NO. DOPT-1720781414772 dated 04.03.2024).**

6. SELECTION PROCESS:

The selection of sportspersons shall be underlying on two phases / stages with different weightages.

The structure of stage wise/phase wise weightage/ allocation of Marks is as follows:

Sr No	Particulars	Weightage / Allocation of Marks
Phase 1	Sport Proficiency	50
Phase 2	Online Written Test	50
	Total	100

Phase I-

a. Sports Proficiency (50 marks): -

Basis the level of Tournaments/ Competition played by the applicant duly supported by the Certificate issued by the Competent Authority identified for this purpose as stated above shall be allotted proficiency marks in following order.

Sr. No.	Competition Level	Marks
1	Those candidates who have represented the country in an International Competition	50
2	Those Candidates who have represented a State/U.T. in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Sports, Ministry of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.	45
3	Those Candidates, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports Board or Khelo India University Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions up to 3rd place in finals.	40
4	Those Candidates who have represented a State/UT in Khelo India Youth Games (age category above 18 years) or Khelo India Winter Games or Khelo India Para Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions up to 3rd place in finals.	35
5	Those Candidates who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions up to 3rd place.	30
6	Those Candidates who represented a State/Union Territory/University/State Schools Teams at the level mentioned in categories (b) to (e) but could not win a medal or position, in the same order of preference	25

b. List of authorities competent to issue certificates of sports qualification: -

Sr. No.	Competition	Authority awarding Certificate
1	International Competition	Secretary of the National Federation of the Game concerned
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned
4	National/ Sports/ Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State
5	Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games	Officer designated/Officer in charge from Sports Authority of India (SAI) for Khelo India University/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games

- c. **Games Recognized for Recruitment of Sportspersons in the Bank: -**
Out of the 65 specified sports, (Specified under DoPT guidelines issued vide their OM NO. DOPT-1720781414772 dated 04.03.2024 on Recruitment/Promotion for sportsperson in Govt. of India) the Bank proposes the recruitment to be held under 12 sports discipline i.e. Archery, Badminton, Boxing, Chess, Cycling, Gymnastics, Powerlifting, Shooting, Swimming, Table Tennis, Tennis, Wrestling.

Phase-II: -

Online Written Test: - The structure of the Examination which will be conducted online is as follows:

Subject	Total Marks	Duration
English	15	60 minutes
Computer	15	
General Sports Awareness	20	
Total	50	

** The test shall be conducted in 13 regional languages as per current policy in vogue.

- ❖ Candidates have to qualify in each of the above three tests by securing cut-off marks to be decided by the Bank as per the Government guidelines. Adequate number of candidates with respect to the available vacancies/posts will be provisionally selected subject to fulfillment of guidelines provided by the Bank.
Merit List: Merit list for selection will be prepared in descending order on the basis of total scores obtained in Sport Proficiency and Online Written test.
- ❖ Final merit list will be prepared on the basis of total marks for selection, as per above assessment parameters. No correspondence will be entertained in this regard.
- ❖ 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 sports achievements.
- ❖ However, in case of tie among the candidates in the final merit list, the candidate with less age, may be given preference.
- ❖ **There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.**

NOTE:

- a. Assessment parameters may be changed / modified by the Bank any time, as per the requirement.
- b. For judging the activeness of sportspersons, a trial may be included in the selection process, if required.
- c. The provisional merit / selection list will be prepared to the extent of number of vacancies notified and it will be prepared only on the basis of information provided in the online application portal and no additional information shall be entertained in any other mode. Candidates are advised to submit their highest participation/ achievement in sports. For example, if candidate has participated in both international and national events, he/ she should first submit details of all such international events. After this, information about other achievements/ events should be provided.
- d. Since recruitment is on the basis of sports qualification, maximum weightage will be given to highest participation/ achievement in sports as well as to the age of candidates. At the time of appointment, the candidate must be an active sportsperson and should be fit enough to take part in future tournaments.

Call Letter for Online Test: intimation/call letter for Online test will be sent only by email. NO HARD COPY WILL BE SENT.

Character Verification, Document verification and Medical Tests: The Character verification, document verification and medical tests for candidates recruited for sportspersons will be conducted as per the Bank's existing recruitment policy.

7. HOW TO APPLY:

Candidates should have valid email ID/Mobile number which should be kept active till the declaration of result. It will help him/her in getting call letter/recruitment process advises etc. by email or over mobile by SMS.

(a) Guidelines for filling online application:

1. Candidates will be required to register themselves online through the link available on Bank's website www.centralbankofindia.co.in and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.
2. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document').
3. 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.
4. After registering online, the candidates are advised to take a printout of the system generated online application forms.

(b) Guidelines for payment of fees:

1. Application fees and Intimation Charges (Non-refundable) is Rs 750/- (Rupees Seven Hundred Fifty only) for General/EWS/OBC candidates and Rs.100/- (Rupees One Hundred only) fees/intimation charges for SC/ ST/ PwBD candidates.
2. 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.
3. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
4. 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.
5. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.
6. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.
7. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

8. DOCUMENT VERIFICATION (AS APPLICABLE):

The following documents in original and **self-attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of joining/document verification. Non submission of requisite documents by the candidate at the time of joining/document verification will debar his candidature.

- a. Valid system generated printout of the online application form registered recruitment of sportspersons in clerical cadre (as Customer Service Associate) under sports quota.
- b. Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSC/ Std. X Certificate with DOB).
- c. Photo Identify Proof as indicated in above point of the notification.
- d. Mark-sheets & certificates for SSC/10th pass/ or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 31.03.2025 has to be submitted.
- e. Caste Certificate issued by the Competent Authority in the prescribed format as stipulated by the Government of India in the case of SC/ ST/ OBC/ EWS category candidates (with the Caste Validity certificate, wherever applicable).
- f. Certificate of sports qualification
- g. **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.**
- h. Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
- i. Disability certificate in the prescribed format issued by the District Medical Board in case of Persons With Benchmark Disability category
- j. Certificate in case of persons with specified disability 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, to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution.
- k. If the candidate has used the services of a Scribe at the time of Online Examination the duly filled in details of the scribe has to be provided in the prescribed format.
- l. Candidates serving in Government / Quasi Government Offices/ Public Sector Undertakings (including Nationalised Bank and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of joining/ document verification, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- m. Any other relevant documents in support of eligibility.

Note: -

1. Candidates will not be allowed to join the Bank if he/ she fails to produce the relevant eligibility documents as mentioned above.
2. Non production of relevant eligibility documents at the time of joining/document verification shall make the candidate/s ineligible for further process of recruitment.
3. No documents shall be directly sent to the Bank by candidates.

9. HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

1. Recent Photograph & Signature (not in Capital letter)
2. Detailed Resume (PDF)
3. Left thumb impression
4. Caste certificate, (if applicable) (PDF)
5. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
6. Certificates related to Sports / Games (PDF)
7. Hand written declaration

b. Photograph file type/ size:

1. Photograph must be a recent passport style color picture.
2. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)
3. Make sure that the picture is in color, taken against a light-colored, preferably white, background.
4. Look straight at the camera with a relaxed face.
5. 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
6. If you have to use flash, ensure there's no "red-eye"
7. If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.
8. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
9. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of color etc., during the process of scanning.

c. Signature file type/ size:

1. The applicant has to sign on white paper with Black Ink pen.
2. The signature must be signed only by the applicant and not by any other person.
3. The signature will be used to put on the Call Letter and wherever necessary.
4. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).
5. Ensure that the size of the scanned image is not more than 20 kb.
6. Signature in CAPITAL LETTERS shall NOT be accepted.

7. Select the file by clicking on it and click the 'Upload' button.

d. Document file type/ size:

1. All Documents must be in PDF
2. Page size of the document to be A4 Document file type/ size (contd.)
3. Size of the file should not be exceeding 500 kb.
4. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

e. Guidelines for scanning of photograph/ signature/ documents:

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set Color to True Color.
3. 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).
4. The photo/ signature file should be in JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg)
5. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
6. 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.
7. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

<p>f. Procedure for Uploading Document:</p> <ol style="list-style-type: none"> 1. There will be separate links for uploading each document. 2. Click on the respective link "Upload" 3. Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved. 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. 	<ol style="list-style-type: none"> 4. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed. 5. 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.
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10. GENERAL INSTRUCTIONS

- a. 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) (like detected being doped), 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, forthwith.
- b. Any applicant found guilty of doping, as per the verdict of sports regulating authorities, will be disqualified from the recruitment process.
- c. Candidates under investigation or serving a ban related to doping violations will not be considered eligible for the post.
- d. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- e. 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.
- f. Decisions of the Bank in all matters regarding eligibility, conduct of online test, 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.
- g. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto will be instituted only in Mumbai and Courts/ Tribunals/ Forums at Mumbai shall have sole and exclusive jurisdiction to try any cause/ dispute.
- h. At the time of recruitment process, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of Police Records etc. The Bank reserves the right to deny the appointment depending upon such disclosure and/or an independent verification. In case of suppression of any pending criminal case, the candidature is liable to be cancelled, even after appointment of the official.
- i. The Bank reserves the right to cancel / modify the recruitment process entirely or partially at any stage / time.
- j. The text for the hand written declaration is as follows –
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

11. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on the Bank's authorised website www.centralbankofindia.co.in from time to time.

12. DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Bank, regarding this process for recruitment shall be final and binding.

MUMBAI
Date: 13.02.2025

GENERAL MANAGER-HCM

