

**State Bank****Central Recruitment & Promotion
Corporate Centre,**

Phone: 022-22820427; Fax: 022-22820414

RECRUITMENT OF SPECIALIST CADRE OFFICERS ON CONTRACT**ADVERTISEMENT NO: CRPD/SCO/2022-23/02****ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 08.04.2022**

State Bank of India invites Online application from Indian citizen for appointment to the following posts.
Candidates are requested to apply online through the link given on Bank's website <https://bank.sbi/careers>

1. 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.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
3. Candidates are required to upload all required documents (brief resume, ID proof, proof of age, education, experience etc.) failing which their candidature will not be considered.
4. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details / documents with the original when a candidate is called for interview.
5. 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 considered for the post nor reimbursement of any travelling expenses.
6. Candidates are advised to check Bank's website <https://bank.sbi/careers> regularly for details and updates (including the list of shortlisted / qualified candidates).
mail only
(No hard copy will be sent).
7. 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 list in the order of their date of birth.
8. HARD COPY OF APPLICATION & OTHER DOCUMENTS ARE NOT TO BE SENT TO THIS OFFICE.
9. All revision / corrigenda (if any) will be hosted only on the Bank's abovementioned website.

A. DETAILS OF POST/ VACANCY/ AGE/ CONTRACT PERIOD/ REMUNERATIONS/ / PLACE OF POSTING/ SELECTION PROCESS:

Sr No.	Post	Nature of Engagement	Equivalent Grade / Scale	Vacancy				Age as on 01.03.2022	Contract Period	Remuneration
				OBC	UNRESERVED	Total	PWD LD (OA/OL)#			
1.	Advisor (Fraud Risk)	Contractual	TEGS-VII (General Manager rank)	01	03	04	01	Below 63 years of age	2 Years~	Consolidated monthly salary Rs.1,00,000/- administrative monthly allowance Rs.25,000/-

(# Vacancy for PWD LD(OA/OL) is horizontal and this is included in the vacancies of parent category).

*Place of posting is only indicative, selected candidates may be posted anywhere in India at the sole discretion of the Bank. ~Renewable at the discretion of Bank for a period of one year, whichever is earlier. Terms of engagement may be terminated by either side by giving one months' notice or equivalent compensation.

ABBREVIATIONS: TEGS –Top Executive Grade Scale. Vacancy Category: OBC - Other Backward Classes, UNRESERVED- General/ Unreserved, PWD - Person with Disability, One Leg, CTC- Cost -To-Company.**NOTE:**

1. The number of vacancies including reserved vacancy mentioned above, are provisional and may vary according to the actual requirement of the Bank.
2. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available to reserved category candidates as per Government of India rules.
3. In cases where experience in a specific field is required, the relevant experience certificate from employer must contain specifically that the candidate has experience in the field.
4. Reservation for Person with Disability (PWD) is horizontal within the overall vacancies for the post.
5. PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
6. Candidate belonging to reserved category for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category – **applicable to unreserved category.**
7. Bank reserves the right to cancel the recruitment process entirely at any time.

B. DETAILS OF QUALIFICATION / EXPERIENCE /ROLES & RESPONSIBILITIES:

Qualifications	Experience	Roles & Responsibilities
Minimum :- Graduation	Minimum 5 years of experience in the field of investigation	Assist the investigating officials to identify the root cause of the fraud.

F. **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 advi

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 (Please refer para G-b-ii. and para G-c.-v. alongwith para G-e.-vi under 'How to Upload Documents').
- 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, but only for **three** times. Please note that 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 form.

GUIDELINES FOR PAYMENT OF FEES:

- i. Application fees and Intimation Charges (Non-refundable) OBC/ EWS candidates and NIL for SC/ ST/ PWD candidates.
- ii. Fee payment will have to be made online through payment gateway.
- iii. After ensuring correctness of the particulars in the application, candidate should proceed for payment through payment gateway integrated with the application thereafter.
- iv. The payment can be made by using Debit Card/ Credit Card. Transaction charges for online payment will be asked on the screen. Transaction charges for online payment will be asked on the screen.
- v. On successful completion of the transaction, "e-Receipt" will be generated which should be submitted along with the application submission by the candidate, will be generated which should be submitted along with the application.
- vi. If the online payment of fee is not successfully completed, candidate should make online payment.
- vii. There is also a provision to reprint the e-Receipt and Application Fee once paid will **NOT** be refunded on examination or selection in future.
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G. HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

- i. Brief Resume (PDF)
 - 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 (latest Form-16, current salary slip etc.)
- (In case of multiple certificates are to be uploaded, please scan all in one PDF file up to the size of 500KB & upload)

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.**
- 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.
- ix. 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, number 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.**
- 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 format.
- ii. Page size of the document to be **A4**.
- iii. Total Size of the file should not be exceeding **500 KB**.
- iv. In case of Document being scanned, please ensure it is in colour. If the size of the file is more than 500KB, then adjust the number of colours etc., during the process of scanning, to make it readable.

e. Guidelines for scanning of photograph/ signature/

- i. Set the scanner resolution to a minimum of 200 dots per inch.
- ii. Set Color to True Color
- iii. Crop the image in the scanner to the edge of the photograph to the final size (as specified above).
- iv. The photo / signature file should be JPG or JPEG format. Save the file as **image01.jpeg**.
- v. Image dimensions can be checked by listing the folder / file size.
- vi. Candidates using MS Windows/ MSOffice can easily observe the file size. 50kb & 20kb respectively by using MS Paint or MSOffice. Documents in any format can be saved in .jpg format by using 'Save As' option. The file size should be reduced below 50 kb (photograph) & 20 kb (signature) by using 'Resize' option & (ii) above for the pixel size) in the 'Image' menu. Similarly, for signature, the file size should be reduced below 20 kb by using 'Resize' option.
- vii. While filling in the Online Application Form the candidate should upload the 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, jpeg, pdf, doc, docx, etc. file is saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- v. Click Preview to confirm the document is uploaded and the file size and format are not as prescribed, an error message will be displayed.
- vi. Once uploaded / submitted, the documents uploaded cannot be deleted.
- vii. After uploading the photograph / signature in the online application, the candidate should ensure that the images are clear and have been uploaded correctly. In case of any error, the candidate may edit his / her application and resubmitting the form. **If the face in the photograph or signature is not clear, the application will be rejected.**

H. GENERAL INFORMATION:

- i. **Before applying for the post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above for the post as on the date of application. If the applicant is found to be ineligible, his / her application will be rejected.**
- 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 SUPPLIED FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SITUATIONS ARE DETECTED AFTER THE APPLICANT HAS BEEN ENGAGED, HIS / HER CONTRACTS 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 in.
- iv. Engagement of selected candidate is subject to his / her being declared medically fit as per the requirement of the Bank. Such engagement will also be subject to the candidate's acceptance of the terms and conditions of the Bank.

