



## State Bank of India

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**SBI RECOGNISED AS “BEST BANK IN INDIA”  
FOR THE YEAR 2024 BY “GLOBAL FINANCE”**



## Celebrating Excellence!



SBI recognised as Best Bank in India for the year 2024 by Global Finance.  
Award presented to our Chairman C.S. Setty in Washington, D.C.

## RECRUITMENT OF SPECIALIST CADRE OFFICERS ON REGULAR BASIS

(ADVERTISEMENT NO: CRPD/SCO/2024-25/21)

**ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 03.01.2025 TO 23.01.2025**

State Bank of India invites Online application from eligible Indian Citizens for Recruitment of the Specialist Cadre Officers post on regular basis. Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/web/careers/current-openings>

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, age proof, caste certificate, PwBD Certificate (if applicable), educational qualification, work experience, other qualification certificates etc.) failing which their application/candidature will not be considered for shortlisting/ interview.
4. Candidature/Short listing of a candidate will be provisional and will be subject to satisfactory verification of all details/ documents with the originals when a candidate reports for interview (if called).
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Work Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
6. Candidates are advised to check Bank's website <https://bank.sbi/web/careers/current-openings> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only **(No hard copy will be sent)**.
7. ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.
8. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
9. **HARD COPY OF APPLICATION & OTHER DOCUMENTS NOT TO BE SENT TO THIS OFFICE.**
10. **TRAINING & TEACHING EXPERIENCE WILL NOT BE COUNTED FOR ELIGIBILITY IN THE EXPERIENCE CRITERIA.**

### A: DETAILS OF POST/VACANCIES/AGE/ SUGGESTED PLACE OF POSTING/SELECTION PROCEDURE:

Post Name	Grade/Scale	Vacancy			Min/Max. # Age As on 31.12.2024	Suggested Place of Posting**	Selection Procedure
		UR	Total	PwBD* HI			
Deputy Manager (Archivist)	MMGS-II	01	01	01	27 YEARS 37 YEARS	Kolkata	Shortlisting and Interview
<b>Total Vacancies</b>		<b>01</b>	<b>01</b>	<b>01</b>			

**Abbreviations:** UR –Unreserved; PwBD-Persons with Benchmark Disabilities; HI- Hearing Impaired.

\*Reservation is Horizontal and is included in the vacancy of the respective parent category.

# Relaxation in upper age for reserved categories is as per GOI guidelines

++ Suggested place of posting is only indicative, and the selected candidates may be posted anywhere in India at the sole discretion of the Bank

### IMPORTANT POINTS

1. The number of vacancies including reserved vacancies mentioned above are **provisional and may vary** according to the actual requirement of the Bank.
2. The educational qualification prescribed for various posts are the minimum. Candidate **must possess the qualification and relevant full-time experience** as on specified dates.
3. Maximum age indicated is for General category candidates. **Relaxation in upper age limit** will be available to reserved category candidates as per Govt. of India guidelines (wherever applicable).
4. Candidate belonging to reserved categories including Person with Benchmark Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided, they fulfil all the eligibility criteria applicable to General Category.
5. The reservation under various categories will be as per prevailing Government of India Guidelines.
6. Reservation for PwBD candidates is horizontal and is included in the vacancy of the respective parent category.

7. PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.
8. 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 to any relaxation/reservation available to OBC category. They should indicate their category as General or General (VI/HI), as the case may be.
9. OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having Non-Creamy Layer clause issued during the period 01.04.2024 to the date of interview, if called for. No request for extension of time for production of the Certificate beyond the said date shall be entertained and candidature will be cancelled.
10. Caste certificate issued by Competent Authority on **format prescribed by the Government of India** will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates.
11. Reservation for Economically Weaker section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel (DoPT), Public grievances & Pensions, Government of India. 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 through the proper channel.
12. To avail benefits of reservation under EWS category, candidates must produce an "**Income and Asset Certificate**" issued by the **competent authority in the prescribed format by Government of India** for the relevant financial year, as per the extant DoPT guidelines.
13. The EWS candidates please note that without a valid "**Income & Asset Certificate**" for the relevant financial year as per the extant DoPT guidelines **on or before the closure of online application date**, candidates **should apply under "General Category" only**.
14. EWS candidates are required to produce for verification, the 'Income & Assets Certificate' for the relevant financial year as per the extant DoPT guidelines, on the date of document verification, which shall be intimated to the provisionally selected candidates by the Bank. Hence, the 'Income & Assets Certificate' for the relevant financial year can be obtained by the candidate on or before the date of document verification. No request for extension of time for production of 'Income & Assets Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'Income & Assets Certificate' on the date of document verification, he / she will not be considered for appointment in the Bank.
15. The relevant experience certificate from employer must contain specifically that the candidate has experience in that related field as required. **Training & Teaching experience will not be counted for eligibility in the experience criteria.**
16. Bank reserves the right to cancel the recruitment process entirely at any stage.
17. Only those persons with benchmark disabilities would be eligible for reservation under PwBD category with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in a measurable terms, as certified by the certifying authority. Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog would be filled up by inter-se-exchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.
18. **TRANSFER POLICY:** THE BANK RESERVES THE RIGHT TO TRANSFER THE SERVICES OF RECRUITED OFFICERS TO ANY OF THE OFFICES OF SBI IN INDIA OR TO DEPUTE TO ANY OF ITS ASSOCIATES/SUBSIDIARIES OR ANY OTHER ORGANIZATION DEPENDING UPON THE EXIGENCIES OF SERVICE. **REQUEST FOR POSTING/TRANSFER TO A SPECIFIC PLACE/OFFICE MAY NOT BE ENTERTAINED.**
19. **MERIT LIST:** MERIT LIST FOR SELECTION WILL BE PREPARED IN DESCENDING ORDER ON THE BASIS OF SCORES OBTAINED IN INTERVIEW ONLY. IN CASE MORE THAN ONE CANDIDATE SCORE THE CUT-OFF MARKS (COMMON MARKS AT CUT-OFF POINT), SUCH CANDIDATES WILL BE RANKED ACCORDING TO THEIR AGE IN DESCENDING ORDER, IN THE MERIT.
20. MERE FULFILLING MINIMUM QUALIFICATION AND EXPERIENCE WILL NOT VEST ANY RIGHT IN CANDIDATE FOR BEING CALLED FOR INTERVIEW. THE SHORTLISTING COMMITTEE CONSTITUTED BY THE BANK WILL DECIDE THE SHORTLISTING PARAMETERS AND THEREAFTER, ADEQUATE NUMBER OF CANDIDATES, AS DECIDED BY THE BANK WILL BE SHORTLISTED AND CALLED FOR INTERVIEW. **THE DECISION OF THE BANK TO CALL THE CANDIDATES FOR THE INTERVIEW SHALL BE FINAL. NO CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.**
21. **CIBIL:** Candidates who have defaulted in repayment under any lending arrangement with Banks/NBFCs/Financial Institutions 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 on or before the date of joining, shall 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 the appointment.

22. **RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):** Horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of “The Rights of Persons with Disabilities Act (RPWD), 2016”. The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016:

Suitable Category of Benchmark Disabilities	Functional Requirement
a) D-Deaf, HH - Hard of Hearing	S- Sitting, ST- Standing,
b) OA-One Arm, OL-One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV- Acid Attacked Victims,	W- Walking, BN- Bending, MF- Manipulation by Fingers,
c) ASD-Autism Spectrum Disorder (Mild), SLD-Specific Learning Disability, MI-Mental Illness	RW-Reading & Writing
d) Multiple Disabilities involving (a) to (c) above	SE- Seeing,

23. **Hearing Impaired (HI):** Hard of Hearing means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

**Note:** Only “Persons with benchmark disabilities” would be eligible for reservation with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. A person who wants to avail the benefit of reservation will have to submit latest Disability Certificate, on prescribed format, issued by Medical Authority or any other notified Competent Authority (Certifying Authority). The certificate should be dated on or before last date of registration of application.

**B. DETAILS OF EDUCATIONAL / OTHER PREFERRED/COMPULSORY QUALIFICATIONS/PROFESSIONAL CERTIFICATIONS/POST QUALIFICATION WORK EXPERIENCE/ SPECIFIC SKILLS REQUIRED:(AS ON 31.12.2024)**

<b>POST NAME:</b>	<b>Deputy Manager (Archivist)</b>
<b>EDUCATIONAL QUALIFICATION (AS ON 31.12.2024)</b>	<b>Post Graduate Degree in History with specialisation in Modern Indian History (Post 1750 AD Period) with minimum of 60% marks and above from a recognised University or equivalent.</b>
<b>MIN PERCENTAGE OF MARKS, IF ANY</b>	60%-First class as per university degree
<b>COMPULSORY PROFESSIONAL QUALIFICATIONS (AS ON 31.12.2024)</b>	<b>COMPULSORY:</b> PG Diploma/Diploma/Bachelor in Archival Studies or Records Management <b>equivalent Diploma Qualification like:</b> Archives Management, Public records Management, Conservation, Reprography, Private Archives, Business Archives, and Information & communication Technology.
<b>POST QUALIFICATION WORK EXPERIENCE (AS ON 31.12.2024)</b>	<b>Mandatory:</b> Minimum <b>03 years</b> as an Archival Professional in Central /State Governments/Corporates/Industrial Houses/Banks and Financial Institution Archives. <b>Desirable:</b> Familiarity with computers and familiarity of work of digitisation and editing of records.
<b>SPECIFIC SKILLS (AS ON 31.12.2024)</b>	Management of Archival Records.

**REMARKS: Training & Teaching experience will not be counted for eligibility in the experience criteria**

### C. JOB PROFILE & KEY RESPONSIBILITY AREAS

Post Name	Detail Description of Job Profile, Role, Responsibilities, and Functions
Deputy Manager (Archivist)	<p><b>JOB PROFILE</b> Role: Non-Measurable</p> <p><b>Responsibilities &amp; Functions:</b> Deputy Manager (Archivist) will be associated with the following initiatives of the Bank:</p> <ul style="list-style-type: none"> <li>• Scientific conservation and preservation of Records, photographs and painting.</li> <li>• Fumigation of Records</li> <li>• Preparation of reference media such as Indexes, Catalogues in respect of records and publications available at Archives.</li> <li>• Scanning, Microfilming and Digitization of records.</li> <li>• Receipt of Non-current permanent records of SBI having Historical and Legal value.</li> <li>• Providing research facilities to Scholars and Research students.</li> </ul> <p><b>KRAs FOR THE POST</b></p> <ul style="list-style-type: none"> <li>• Ensuring Fumigation and chemical treatment activities of Archives at periodical intervals and recording the same and maintenance.</li> <li>• Maintain record of daily conditions of temperature and relative humidity of Record rooms/ vaults and Fumigation Chambers, etc.</li> <li>• Ensuring to maintain an inventory of available records/documents for preservation and restoration services.</li> <li>• Ensuring and for monitoring day to day administration, housekeeping practices and security of Archives.</li> <li>• Developing safe exhibit techniques and practice and procedures of records management in ensuring Archives efficiency.</li> <li>• Preparing Archives Manual in line with National Archives/RBI Archives.</li> <li>• Level of engagement and support rendered in achievement of department goals.</li> <li>• Timely completion of all assigned tasks.</li> <li>• Any other related works as per Bank's requirements.</li> </ul>

**Remarks:** Roles, Responsibilities, Activities & key Interactions mentioned above are illustrative. Roles, Responsibilities, Activities & key Interactions in addition to the above mentioned may be assigned by the Bank from time to time.

#### **IMPORTANT POINTS:**

1. The duration of the course for Post-Graduate Degree shall be of (02) years. The duration of the course of PG Diploma shall be of minimum one (01) year.
2. The requisite educational qualifications and experiences prescribed for the post are the minimum. Candidates possessing higher qualifications and experiences suitable for the post will be given preference, both at the time of shortlisting and interviews. Candidate must possess the qualifications and relevant full-time experience as on specified date.
3. Candidate must hold a degree of any of the universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be Deemed as a university under Section (3) of the University Grants Commission Act, 1956.
4. In cases the certificate of degree/diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned university/college specifically mentioning the specialization.
5. Some Universities/Institutes/Boards do not award class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc.). In case Universities/Institutes/Boards defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the Universities/Institutes/Boards does not define criteria for conversion of Aggregate Grade Point into percentage of marks, in the degree/passing certificates, the undefined parameter(s) would be worked out as under:

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Aggregate Percentage of Marks %
6.32	60%

### D. SELECTION PROCESS:

The selection will be based on Shortlisting and Interview.

- ❖ **Shortlisting:** Mere fulfilling the minimum qualification and experience will not vest any right to candidate for being called for interview. The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the bank, will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. The shortlisted candidates will be called for interview.
- ❖ **Interview:** Interview will carry 100 marks. The qualifying marks in interview will be decided by the Bank. No correspondence will be entertained in this regard.
- ❖ **Merit List:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit

### E. REMUNERATION:

Post Name	Grade	Scale of Pay
Deputy Manager (Archivist)	MMGS-II	Basic: Basic: 64820-2340/1-67160-2680/10-93960 (The official will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund i.e., NPS, LFC, Medical Facility, leave etc. as per the rules in force from time to time and Salary and perks as per the Bank's structure.

### F. CALL LETTER FOR INTERVIEW:

INTIMATION/CALL LETTER FOR INTERVIEW WILL BE SENT BY EMAIL OR WILL BE UPLOADED ON BANK'S WEBSITE. **NO HARD COPY WILL BE SENT.**

### G. HOW TO APPLY:

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/Interview advises etc. by email or over mobile by SMS.

GUIDELINES FOR FILLING ONLINE APPLICATION	GUIDELINES FOR PAYMENT OF FEES
<p>i. Candidates will be required to register themselves online through the link available on SBI website <a href="https://bank.sbi/careers/current-openings">https://bank.sbi/careers/current-openings</a> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.</p> <p>ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Documents').</p> <p>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. <b>Candidate should note down the registration number and password.</b> 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.</p> <p>iv. <b>After registering online, the candidates are advised to take a printout of the system generated online application form.</b></p> <p>v. Candidates seeking Age relaxation are required to submit copies of necessary certificates at the time of Interview/ Joining. No change in category of any candidate is permitted after registration of online application.</p>	<p>i. Application fees and Intimation Charges (Non-refundable) is ₹750/- (₹Seven Hundred Fifty only) for General/EWS/OBC candidates and no fees/intimation charges for SC/ ST/ PwBD candidates.</p> <p>ii. 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.</p> <p>iii. 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.</p> <p>iv. 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.</p> <p>v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.</p> <p>vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.</p> <p>vii. <b>Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.</b></p>

## H. HOW TO UPLOAD DOCUMENTS:

<p><b>a. Details of Document to be uploaded:</b></p> <ol style="list-style-type: none"> <li>Recent Photograph.</li> <li>Signature.</li> <li>Brief Resume (PDF).</li> <li>ID Proof (PDF).</li> <li>Proof of Date of Birth (PDF).</li> <li>Caste certificate, (if applicable) (PDF).</li> <li>Educational Certificates &amp; Other qualification certificates: Relevant Mark-Sheets/ Degree Certificate/other Professional Qualification certifications (PDF).</li> <li>Post Qualification Work Experience Certificates (PDF).</li> <li>EWS/PwBD certification (if applicable) (PDF).</li> <li>Form-16/ITR/Offer Letter/Latest Salary slip from current employer (PDF).</li> <li>No Objection Certificate (NOC) from present employer (mandatory if working in Government Institute/Public Sector Unit/Public Sector Bank).</li> </ol>	<p><b>b. Photograph file type/ size:</b></p> <ol style="list-style-type: none"> <li>Photograph must be a recent passport style colour picture.</li> <li>Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred).</li> <li>Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.</li> <li>Look straight at the camera with a relaxed face.</li> <li>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.</li> <li>If you have to use flash, ensure there's no "red-eye".</li> <li>If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.</li> <li>Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.</li> <li>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 colour etc., during the process of scanning.</li> </ol>
<p><b>c. Signature file type/ size:</b></p> <ol style="list-style-type: none"> <li>The applicant has to sign on white paper with Black Ink pen.</li> <li>The signature must be signed only by the applicant and not by any other person.</li> <li>The signature will be used to put on the Call Letter and wherever necessary.</li> <li>Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).</li> <li>Ensure that the size of the scanned image is not more than 20 kb.</li> <li>Signature in CAPITAL LETTERS shall NOT be accepted.</li> </ol>	<p><b>d. Document file type/ size:</b></p> <ol style="list-style-type: none"> <li>All Documents must be in PDF (except Photograph &amp; Signature)</li> <li>Page size of the document to be A4</li> <li>Size of the file should not be exceeding 500 kb.</li> <li>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.</li> </ol>
<p><b>e. Guidelines for scanning of photograph/ signature/ documents:</b></p> <ol style="list-style-type: none"> <li>Set the scanner resolution to a minimum of 200 dpi (dots per inch)</li> <li>Set Color to True Color</li> <li>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).</li> <li>The photo/ signature file type should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).</li> <li>Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.</li> <li>Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb &amp; 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) &amp; 20 kb (signature) by using crop and then resize option (Please see point (i) &amp; (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.</li> <li>While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.</li> </ol>	<p><b>f. Procedure for Uploading Documents:</b></p> <ol style="list-style-type: none"> <li>There will be separate links for uploading each document.</li> <li>Click on the respective link "Upload".</li> <li>Browse &amp; select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.</li> <li>Select the file by clicking on it and click the 'Upload' button.</li> <li>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.</li> <li>Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.</li> <li>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. <b>If the face in the photograph or signature is unclear the candidate's application may be rejected.</b></li> </ol>

## I. GENERAL INFORMATION:

<p>I. Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.</p> <p>II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for General category provided they must fulfil all the eligibility conditions applicable to General category.</p> <p>III. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT/FINAL SELECTION, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED FORTHWITH.</p> <p>IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.</p> <p>V. 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.</p> <p>VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advice etc., as no hard copy will be sent.</p> <p>VII. The Bank takes no responsibility for any delay in receipt or loss of any communication whatsoever.</p> <p>VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</p> <p>IX. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.</p> <p>X. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.</p>	<p>XI. DECISION OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.</p> <p>XII. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application is found to be false at a later stage.</p> <p>XIII. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.</p> <p>XIV. In case of multiple applications, only the last valid (completed) application will be retained, the application fee/ intimation charge paid for other registration will stand forfeited.</p> <p>XV. 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.</p> <p>XVI. Outstation candidates, who may be called for interview after short-listing will be reimbursed the travel fare of Air ticket (Economy class) for the shortest route in India, from the place of residence or place of posting, up to 10,000/- (total for both sides) or actual expenses incurred (whichever is lower) subject to production of the copies of the tickets. Candidates needs to provide the bank account details for claiming the travel expenses (Cancelled Cheque/Passbook copy). Local conveyance like taxi/cab/personal vehicle expenses/fares will not be payable. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.</p> <p>XVII. Request for change / correction in any particulars (including category in the application form, once submitted will not be entertained under any circumstances. No correspondence/phone/email will be entertained in this regard. Candidates are advised to fill up the online application carefully and furnish the correct information in the application.</p> <p>XVIII. <b>BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE WITHOUT ASSIGNING ANY REASONS THEREOF, WHATSOEVER AND THE BANK SHALL NOT BE LIABLE TO REFUND THE FEE OR PAY ANY COMPENSATION TO THE APPLICANT.</b></p> <p>XIX. <b>At the time of interview, the candidate will be required to provide details regarding criminal cases pending against him/her, if any. Suppression of material facts will result in cancellation/ termination of candidature at any point, even if the candidate is selected, his/her selection will be canceled in such circumstances. 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 independent verification.</b></p>
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For any query, please write to us through link "CONTACT US/ Post Your Query" which is available on Bank's website (<https://bank.sbi/web/careers/post-your-query>)

The Bank is not responsible for printing errors, if any

MUMBAI  
03.01.2025

GENERAL MANAGER (RP & PM)



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**Most Trustworthy**  
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Source - Newsweek & Statista Survey, 2024