



Chander Mukhi Nariman Point Mumbai – 400 021 Web Site : [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in)

**HUMAN RESOURCES DEVELOPMENT DEPARTMENT  
(RECRUITMENT AND PROMOTION DIVISION)**

**Recruitment process for selection of Officers in Specialist Category in various streams.**

<b>Opening Date for On-line Registration (TENTATIVE)</b>	<b>23-11-2021</b>
<b>Closing Date for On-line Registration (Including for Candidates from Far-Flung Areas) (TENTATIVE)</b>	<b>17-12-2021</b>
<b>Downloading of Call Letters for Test (TENTATIVE)</b>	<b>11-01-2022</b>
<b>Tentative Date of On-line Examination*</b>	<b>22-01-2022</b>

**Central Bank of India**, a leading Public Sector Bank, with Pan India Branch Network of nearly 4590 branches, with total business of more than Rs.5,00,000 Crores and driven by talented work force of 31000+employees, is inviting applications from eligible candidates.

**1. Details of the stream/scale/vacancy/reservations are as follows:-**

S No	Category	Scale	SC	ST	OBC	EWS	GEN UR	/	TOTAL
1	Economist	V	0	0	0	0		1	1
2	Income Tax Officer	V	0	0	0	0		1	1
3	Information Technology	V	0	0	0	0		1	1
4	Data Scientist	IV	0	0	0	0		1	1
5	Credit Officer	III	1	0	2	1		6	10
6	Data Engineer	III	1	0	2	1		7	11
7	IT Security Analyst	III	0	0	0	0		1	1
8	IT SOC Analyst	III	0	0	0	0		2	2
9	Risk Manager	III	0	0	1	0		4	5
10	Technical Officer(Credit)	III	0	0	1	0		4	5
11	Financial Analyst	II	3	1	5	2		9	20
12	Information Technology	II	2	1	4	1		7	15
13	Law Officer	II	3	1	5	2		9	20
14	Risk Manager	II	1	0	2	1		6	10
15	Security	II	0	0	0	0		3	3
16	Security	I	1	0	2	0		6	9
	<b>Total</b>		<b>12</b>	<b>3</b>	<b>24</b>	<b>8</b>		<b>68</b>	<b>115</b>

- The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.

**Abbreviations used** : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker Section, GEN-General Category.

## **NOTE:**

### **(A) APPLICATIONS FROM SERVING EMPLOYEES:**

- Subject to fulfilling the other eligibility criteria, existing employees of Central Bank of India may also apply through proper channel.
- Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside.

### **(B) Medical Fitness, Bio metric verification, Character and caste (wherever applicable) verification of selected candidates:**

The appointment of selected candidates will be subject to their being declared medically fit by a Doctor or a panel of Doctors approved by the Bank, Bio metric verification by TCS official and upon satisfactory verification of their character, antecedents and caste certificate validity certificates, (wherever applicable). Till such time, their appointment will be provisional.

### **(C) Probation and confirmation:**

The selected candidates will be on probation for a period of two years from the date of joining. Provided that the competent authority in the case of any officer may reduce the period of probation or dispense with probation. Their confirmation in the bank service will be decided in terms of the provisions of the Central Bank of India (Officers) Service Regulations and the same will be communicated in writing.

## **2. ELIGIBILITY CRITERIA:-**

### **i. NATIONALITY/ CITIZENSHIP:**

A candidate must be either

- A Citizen of India or
- A subject of Nepal or
- A subject of Bhutan or
- A Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
- 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 and Vietnam with the intention of permanently settling in India

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

### **ii. AGE, EDUCATIONAL QUALIFICATIONS & EXPERIENCE: (AS ON 30.09.2021)**

<b>Sr no</b>	<b>Post / Scale</b>	<b>Age</b>	<b>Qualification</b>	<b>Experience</b>
1	Economist / AGM-Scale V	Minimum 30 years Maximum 45 years	PhD in any one of the following subjects a) Economics b) Banking c) Commerce d) Economic Policy e) Public Policy	Minimum 5 years work experience in Commercial bank or any other PSU's.

2	Income Tax Officer / AGM-Scale V	Minimum 35 years Maximum 45 Years	Chartered Accountant (preferably passed in one attempt)	Minimum 10 years post qualification experience (as on 30.09.2021) in the field of Direct Taxation -Supervisor in any Financial Institution/ PSU Bank/ Private sector banks/ Big four CA firm/ category 1 Chartered Accountant firm prescribed for Bank audit as per RBI guidelines.
3	Information Technology / AGM-Scale V	Minimum 35 years Maximum 50 years	<p>1. Compulsory:</p> <p>a. Full-time Master's or Bachelor's degree in Engineering disciplines like Computer Science/ Information Technology/ Electronics &amp; Communication or Master's in Computer Application from a University/ Institute recognized by Government of India or its Regulatory bodies OR</p> <p>b. Full time Master's or Bachelor's degree in Data Analytics/AI &amp; ML/Digital/Internet Technologies from a reputed/recognised university/Institute</p> <p>2. Desirable :</p> <p>a. Certification/Diploma/ Degree in any area related to Digitization like Digital Transformation, Digital Product Management etc. OR</p> <p>b. Certification in Data Analytics/AI &amp; ML/Digital/Internet Technologies from a reputed/recognised university/Institute.</p>	<p>a. Minimum 10-12 years' experience in a similar role in designing and launching digital products/platforms in BSFI Sector or Fintech companies</p> <p>b. Proven track record of implementing digital transformation projects/Digital Marketing</p> <p>c. Should have an innovative mind set</p> <p>d. Experience in Managing and Leading Digital Team</p>
4	Data Scientist / CM – Scale IV	Minimum 28 years and Maximum 35 years	Post Graduate Degree in Statistics/Econometrics/Mathematics/Finance/Economics/Computer Science or B.E./B.Tech in Computer Science/IT from Indian University/Institute recognized by Govt. Bodies/AICTE.	<ul style="list-style-type: none"> <li>• Minimum 8-10 Years of relevant post qualification experience in the area of Data Analytics/Data Science/Data Statistics/Data Mining in commercial Bank/financial companies/financial services organizations/IT services companies with financial domain.</li> </ul>

5	Credit Officer / SM – Scale III	Minimum 26 Years and Maximum 34 Years	CA / CFA / ACMA/  OR  MBA(Finance), MBA finance should be from recognized college / institute completed full time regular course.  Additional qualification preferably: JAIIB&CAIIB	CA/CFA/ ACMA - 3 years & above (Post Qualification Experience) of PSBs, FIs, Credit Rating Agencies & NBFCs (AUM Rs.10000 crore) in Corporate Credit Appraisal / Assessment.  For MBA(Finance) - 4 years & above (Post Qualification Experience) of PSBs, FIs, Credit Rating Agencies & NBFCs (AUM Rs.10000 crore) in Corporate Credit Appraisal / Assessment.
6	Data Engineer / SM – Scale III	Minimum 26 Years and Maximum 35 Years	Post Graduate Degree (or equivalent Diploma) in Statistics/Econometrics/Mathematics/Finance/Economics/Computer Science or B.E./B.Tech in Computer Science/IT from Indian University/Institute recognized by Govt. Bodies/AICTE.	Minimum 5 Years of relevant post qualification experience in the area of Data Analytics/Data Science/Data Statistics/Data Mining in commercial Bank/financial companies/financial services organizations/IT services companies with financial domain.
7	IT Security Analyst / SM – Scale III	Minimum 26 Years and Maximum 40 Years	Engineering Graduate in Computer Science / IT / ECE or MCA / M.Sc. (IT) / M.Sc. (Computer Science) from recognized University / Institute.  <b>Certification (Compulsory):</b> CISA / CISSP / CISM / CRISC /CEH certification	Minimum 6 years' of post basic qualification experience in IT, out of which minimum 3 years in Ethical Hacking / Red Teaming / Threat Hunting / VAPT / Application Security / Digital Forensic Analysis.
8	IT SOC Analyst / SM – Scale III	Minimum 26 Years and Maximum 40 Years	Engineering Graduate in Computer Science / IT / ECE or MCA / M.Sc. (IT) / M.Sc. (Computer Science) from recognized University / Institute.  <b>Certification (Compulsory):</b> CISA / CISSP / CISM / CRISC /CEH certification	Minimum 6 years' of post basic qualification experience in IT, out of which minimum 3 years in SOC operations like Event Analysis, Rule creation, automation, Asset Integration, Incident management, Monitoring and compliance.
9	Risk Manager / SM – Scale III	Minimum 20 Years and Maximum 35 Years	<ul style="list-style-type: none"> <li>Basic Qualifications – MBA in Finance or/&amp; banking or its equivalent/Post Graduate Diploma in Banking or/&amp; Finance/Post Graduate Diploma in Banking &amp; Finance or its equivalent/Post Graduate in Statistics</li> </ul>	Experience – Minimum 3 years post qualification experience in Risk Management / Credit / Treasury / ALM

			<ul style="list-style-type: none"> <li>• Preferable Professional Qualification – FRM/CFA/Diploma in Risk Management/PRM/Advanced Degree in analytical field (e.g. Statistics, Economics, Applied Maths, Operations Research, Data Science fields) Preferable Certification – Certification in SPSS/SAS</li> </ul>	
10	Technical Officer(Credit) / SM – Scale III	Minimum 26 Years and Maximum 34 Years	Degree in Engineering in Civil/Mechanical/Production/Metallurgy /Textile/Chemical.	3 Years’ experience in TEV study/Project appraisal with Banks/FIs.
11	Financial Analyst / Manager – Scale II	Minimum 20 years Maximum 35 years	A pass in final examination of the Institute of Chartered Accountants of India (ICAI)/ Institute of Cost and Works Accounts of India (ICWAI) or MBA with specialization in Finance from a reputed institute.	For CA/ICWA Candidates – NIL  For Candidates with MBA (Finance) - 3 years’ experience as an officer in a Public Sector Bank/ Undertaking in the reputed field.
12	Information Technology / Manager – Scale II	Minimum 20 years Maximum 35 years	3 years Engineering Degree in Computer Science/Computer Applications/Information Technology/Electronics/ Electronics and telecommunications /Electronics and Communications /Electronics and Instrumentation Or Post graduate degree in Electronics / Electronics & Telecommunication / Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications from a University/Institution/Board recognized by Government of India /approved by Government registered body. OR Graduate having passed DOEACC “B” level	Post Qualification Work Experience – 2 years in IT field.
13	Law Officer / Manager – Scale II	Minimum 20 years Maximum 35 years	A Bachelor Degree in Law (LLB)	Post Qualification Experience: - Enrolled as an advocate with Bar Council and 3 years’ experience of practice at Bar or Judicial service and/or 2 years as a Law Officer in the Legal Deptt. of a Schedule Commercial Bank or the Central/State Government or of a Public Sector Undertaking and candidates should produce a

				certificate of having the requisite post qualification work experience from the Court/Bar council /organization.
14	Risk Manager / Manager – Scale II	Minimum 20 years Maximum 35 years	MBA/Post Graduate Diploma in Banking / & Finance /Post Graduate in Statistics/Math/ Post Graduate Diploma in Banking & Finance with aggregate of at least 60% marks from Indian University/Institute recognized by Govt. Bodies/AICTE.  Additional Preferable Professional Qualification: FRM/CFA/Diploma in Risk Management	Minimum 2 Years of post-qualification experience in Risk Management/Credit/Treasury /ALM
15	Security/ Manager – Scale II	Minimum 26 years Maximum 45 years	Should be a Graduate.  Medical Category- Shape 1/equivalent (as mentioned in discharge orders/relevant documents).  Computer Literacy: Operating and working knowledge in computer system like MS Office(Word,Excel,PPT etc.)	Ex-Commissioned Officers of the Rank of Captain or above from Indian Army with minimum 5 years' service or equivalent rank from Air Force, Navy and Para Military Forces.
16	Security / AM – Scale I	Minimum 26 years Maximum 45 years	Should be a Graduate.  Medical Category- Shape 1/equivalent (as mentioned in discharge orders/relevant documents).  Computer Literacy: Operating and working knowledge in computer system like MS Office(Word,Excel,PPT etc.)	Ex-Junior Commissioned Officers with minimum 5 years' service as JCO in Indian Army or equivalent rank from Air Force, Navy and Para Military Forces.

- **In case of Dual specializations, one of the fields of specialization should be in the field prescribed. In case of Major/Minor specializations, major specialization should be in the field prescribed. Candidates having MBA degree with more than two specializations are not eligible to apply. No equivalent educational qualification unless specifically mentioned shall be considered as eligible by bank.**
- For all post/scale operating and working knowledge in computer systems is mandatory.
- **All educational qualifications mentioned should be from university recognized by Govt. of India/ approved by Govt. Regulatory Bodies. The cut-off date for ascertaining eligibility regarding age, educational qualification and work experience is 30.09.2021**

- The level of educational qualifications prescribed for the posts is minimum. The candidate must produce Marks Sheet & Provisional Certificate/ Degree Certificate issued from the University if called for **interview**. The result of the qualification prescribed must have been declared on or before **30.09.2021** The exact date of declaration of result should be explicitly mentioned in the Degree certificate or any other certificate issued by the university. Otherwise, the date appearing on the marks sheets/ Provisional Certificate/Degree Certificate shall be reckoned for deciding eligibility. No correspondence shall be entertained in this matter.
- Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated the same in online application. If called for interview, the candidate will have to produce a certificate issued by appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by candidates in terms of norms. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

**iii. RELAXATION IN AGE LIMIT:**

Sr. No.	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe Candidates	By 5 years
2	Other Backward classes (OBC) candidates	By 3 years
3	Children/Family members of those who died in the 1984 riots	By 5 Years

**NOTE:**

- a. The maximum age limit specified in 2 (ii) above is applicable to General category candidates.
- b. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted. OBC candidates in the ‘Creamy Layer’ will be treated as “General Category”.
- c. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process, as required by the bank.

**iv. REMUNERATION:-**

GRADE/SCALE	SCALE OF PAY
JMG SCALE I	36000-1490(7)-46430-1740(2)-49910-1990(7)-63840
MMG SCALE II	48170-1740(1)-49910-1990(10)-69810
MMG SCALE III	63840-1990(5)-73790-2220(2)-78230
SMG SCALE IV	76010-2220(4)-84890-2500(2)-89890
TMG SCALE V	89890-2500(2)-94890-2730(2)-100350

**NOTE: Candidates employed in other Public Sector Banks (PSBs) will be provided with Pay Protection and one additional increment within the pay scale of the selected grade**

Other perquisites/allowance will be as per Bank’s policy.

### 3. SELECTION PROCEDURE

Selection will be through **on-line written test and personal interview**. Merely satisfying the eligibility norms does not entitle a candidate to be called for Test or Interview.

#### a) Online Examination:

The structure of the Examination which will be conducted online is as follows:

Sr. No	Name of the test	No. Of questions	Maximum Marks	Duration
1	Stream / category Specific Questions	60	60	Composite time of 60 minutes
2	Computer Knowledge	20	20	
3	Banking, Present Economic Scenario & General Awareness	20	20	
	Total	100	100	

The test will be available bilingually, i.e. English and Hindi. All questions will be objective type with five options. Other detailed information regarding the **on-line** examination will be given in an Information Handout, which will be made available for the candidates for download along with the call letters from the Bank's website.

#### b) Penalty for wrong answers

There will be penalty for wrong answers marked in the Online Test. 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.

c) The on-line Test is proposed to be held on **22.01.2022** at Ahmedabad, Bengaluru, Bhubaneswar, Bhopal, Chennai, Chandigarh, Delhi, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Pune, Raipur & Patna Centers. The allocated Centre/Venue for the Examination will be intimated through Call Letter.

- Bank reserves the right to cancel any of the above mentioned centers and/ or add some other centers, depending upon the response of the candidates, administrative feasibility, etc.
- The Candidates will have to appear for the online examination at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature.
- The date of the online test is tentative. The exact date/centre/venue of examination will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure, if necessary.

### 4. APPLICATION FEE:

Application fee to be remitted by the applicants along with the Application for Recruitment is as under (**GST @ 18% extra will be charged on application fee**):

Sr. No.	Category	Application fee/ Intimation Charges
1	Schedule Caste/Schedule Tribe candidates	Rs.175/-+GST
2	All Other Candidates	Rs. 850/-+GST



## **5. GENERAL INSTRUCTIONS**

- 5.1 Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.
- 5.2 Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid, shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after appointment, his/her services are liable to be terminated.
- 5.3 A recent, recognizable color passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for online examination/interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the online test/personal interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.
- 5.4 No candidate is permitted to use Calculators, Mobile Phones, Pagers or any other instruments in the Examination Hall.
- 5.5 The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.
- 5.6 Candidates will have to produce original Caste/Physical Disability/ Caste Validity Certificate (wherever applicable) any other relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non-creamy layer status as on closing date of registration. The competent authority for issue of Caste/PH certificate has been defined at point No. 7 below. The certificate issued by only those competent authority authorized to issue Caste/Disability certificate will be acceptable. **Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.** Prescribed formats of Caste Certificate are given in Annexures.
- 5.7 Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.
- 5.8 All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational/experience certificates as well as Caste Certificate, Caste Validity Certificate (wherever applicable), certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.

- 5.9 No Travelling Allowance is payable to candidates who are called for the online test. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual to and fro 2<sup>nd</sup> Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.
- 5.10 The Bank takes no responsibility for any delay /non-receipt or loss of any communication
- 5.11 Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- 5.12 Canvassing in any form will be a disqualification. The Bank will be comparing the responses of a candidate with those of other candidates to detect patterns of similarity. If as per the laid down procedure it is suspected that responses have been shared and scores obtained are not genuine/valid, the bank reserves right to cancel the candidature of the concerned candidates and such candidates will be disqualified.
- 5.13 Request for change of contact no./address/ email ID/online examination centre/interview centre will not be entertained.
- 5.14 In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- 5.15 Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

## **6. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

6.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

6.2 At the time of online examination/ interview/ Group Discussion(wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the examination or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose
- resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - (a) to be **disqualified** from the examination for which he/she is a candidate
  - (b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Bank
  - (c) for **termination** of service, if he/she has already joined the Bank.

## **7. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER:**

7.1 **For SC/ST/OBC:** District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/ Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/ Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra

Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

## **8. HOW TO APPLY:-**

**Candidates can apply only** online from **23.11.2021 to 17.12.2021** and no other mode of application will be accepted.

### **8.1 Pre-Requisites for Applying Online**

Before applying online, candidates should:

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as per this Advertisement.
- (ii) Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

Procedure for applying online:

- (1) Candidates are first required to go to the Bank's website and click the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
- (2) To register their application candidates will be entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent in the specified e-mail id & mobile numbers. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- (3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines given hereunder for Scanning and Upload of Photograph and Signature.

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained.

Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on "FINAL SUBMIT" Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

## 8.2 Mode of Payment

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the “FINAL SUBMIT” button at the end of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should finally submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated online transaction may not have been successful.

### **Note:**

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. Candidate should not send this printout to the Bank.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log onto the Bank's website on account of heavy load on internet/website jam.
- Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/her is found to be false at a later stage.

### **8.3 GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying on-line, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below;

#### **(i) PHOTOGRAPH IMAGE :**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **(ii) SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.

- 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.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

### **(iii) THUMB IMPRESSION**

- The applicant has to put his thumb impression on white paper with Black/Blue Ink.
- The thumb impression must be of applicant only.
- The thumb impression will be used to put on the Call Letter and wherever necessary.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

### **(iv) SCANNING THE PHOTOGRAPH, SIGNATURE & THUMB IMPRESSION:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- 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 image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb 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 and size can be reduced below 50 kb (photograph) & 20 kb(signature & Thumb Impression) by using crop and then resize option (Please see point (i),(ii) &(iii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

### **(iv) Procedure for Uploading the Photograph ,Signature & Thumb Impression**

- There will be three separate links for uploading Photograph, Signature & Thumb Impression.
- Click on the respective link "Upload Photograph, Signature & Thumb Impression".
- Browse and Select the location where the Scanned Photograph, Signature & Thumb Impression file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- **Your On-line Application will not be registered unless you upload your Photograph, Signature & Thumb Impression as specified.**

### **NOTE:**

- a. In case the face in the photograph, signature and thumb Impression is unclear, the candidate's application may be rejected. After uploading the photograph/signature/thumb impression in the online application form, candidates should check that the images are clear and have been uploaded correctly.
- b. In case the photograph, signature or thumb impression is unclear, the candidate may edit his/her application and re-upload his/her photograph, signature and thumb impression.
- c. Candidates are advised to take a printout of their system generated on-line application form after registering.

## **9. CALL LETTERS FOR THE ON-LINE TEST**

**The date of the On-line Test is TENTATIVELY FIXED as 22.01.2022. However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Online Examination.**

- 1) **PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING ONLINE TEST:**  
All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the Bank's website tentatively after 11.01.2022. Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on the Bank's website. Hence, candidates are advised to visit the bank's website frequently for the date of commencement of downloading of on-line examination/interview call letters. Candidates should note that the call letters will not be sent through any other mode.
- 2) In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call letter.

**Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions.**

**Last Date for Registration of On-line Applications : 17.12.2021**

**Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates**

**Date: 16.11.2021**

**(SMRUTI RANJAN DASH)  
GENERAL MANAGER (HRD)**