



# State Bank of India

Central Recruitment & Promotion Department  
Corporate Centre, Mumbai

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## RECRUITMENT OF CIRCLE BASED OFFICERS

ADVERTISEMENT NO: CRPD/ CBO/ 2021-22/19

1. ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 09.12.2021 TO 29.12.2021

2. DOWNLOAD OF CALL LETTER FOR ONLINE TEST: 12<sup>TH</sup> JANUARY 2022 ONWARDS (TENTATIVE)

3. ONLINE TEST: JANUARY 2022 (TENTATIVE)

Applications are invited from eligible Indian Citizens for appointment as Officer in State Bank of India. **The selected candidates shall be posted in the applied Circle/State only.**

- Before applying online, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- 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.
- Candidates are advised to check Bank's website <https://bank.sbi/careers> regularly for details and updates. **No separate intimation will be issued in case of any change/ update. All Changes/Updates/ Corrigendum will be hosted only on Bank's website <https://bank.sbi/careers>.**

Eligible candidates, who aspire to join State Bank of India as an Officer, are required to register on-line after carefully reading the advertisement regarding the selection process, eligibility criteria, online registration processes, payment of prescribed application fee, issuance of call letters, process & pattern of examination/ interview etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

**Eligible candidates are required to register on-line for the recruitment process which will be held in phases viz. (i) Online Written Examination (ii) Screening and (ii) Interview.**

**Candidates are advised to regularly visit Bank's website <https://bank.sbi/careers> for details and updates.**

The details of vacancies are as follows:

### Regular vacancies:

Circle	State	Language	SC	ST	OBC	EWS	GEN	Total	LD	VI	HI	d&e
Ahmedabad	Gujarat	Gujrati	37	24	87	30	122	300	3	3	3	3
Bengaluru	Karnataka	Kannada	37	19	69	25	100	250	3	3	2	2
Bhopal	Madhya Pradesh	Hindi	24	11	40	15	60	150	2	2	1	1
			Chhattisgarh	8	4	4	5	29	50	1	1	-
Chennai	Tamil Nadu	Tamil	33	44	48	25	100	250	3	3	2	2
Jaipur	Rajasthan	Hindi	19	5	24	10	42	100	1	1	1	1
<b>Total</b>			<b>158</b>	<b>107</b>	<b>272</b>	<b>110</b>	<b>453</b>	<b>1100</b>	<b>13</b>	<b>13</b>	<b>9</b>	<b>9</b>

### Backlog Vacancies:

Circle	State	Language	SC	ST	OBC	EWS	GEN	Total	LD	VI	HI	d&e
Ahmedabad	Gujarat	Gujrati	-	16	38	-	-	54	2	-	3	2
Bengaluru	Karnataka	Kannada	-	7	21	-	-	28	2	1	2	2
Bhopal	Madhya Pradesh	Hindi	8	2	2	-	-	12	1	1	1	2
			Chhattisgarh	1	1	-	-	-	2	-	-	1
Chennai	Tamil Nadu	Tamil	-	26	-	-	-	26	3	3	4	3
Jaipur	Rajasthan	Hindi	4	-	-	-	-	4	1	1	2	2
<b>Total</b>			<b>13</b>	<b>52</b>	<b>61</b>	<b>-</b>	<b>-</b>	<b>126</b>	<b>9</b>	<b>6</b>	<b>13</b>	<b>12</b>

**Abbreviations:** SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Classes; EWS – Economically Weaker Section; GEN – General; LD – Locomotor Disability; HI – Hearing Impaired; VI – Visually Impaired; d&e – The PWDs categories under clause "d&e" of Section 34 (i) of RPWD Act 2016 suitable for the post are Specific Learning Disorder (SLD), Mental Illness (MI), Autism Spectrum Disorder (Mild)- ASD (M) & Multiple Disability amongst LD, VI, HI, SLD, MI & ASD (M).

- The above vacancies are provisional and may vary depending on the Bank's actual requirement.
- The candidate will have to apply for vacancy of one State only. A candidate applying against vacancy of one State will not be eligible to apply against vacancy of any other State.**
- Candidature of the applicant will be considered only against the vacancies in the State for which he/ she has applied/ opted. Merit list will be drawn State wise and category wise.
- Selected candidates will be posted in the Circle/State against whose vacancy they are selected.**
- The selected candidates will not be entitled for Inter-Circle transfer/ Corporate Centre Posting/ Corporate Centre Establishment Posting/ Foreign Posting up to his/ her promotion to SMGS-IV Grade OR 12 years of service, whichever is later.**
- The candidates applying for vacancies of a particular State, should be proficient (reading, writing and understanding) in the specified opted local language of that State (mentioned against each State) The test of knowledge of specified opted local language of the applied state will be conducted as a part of selection process. It will be conducted for provisionally selected candidates (based on performance in online written test, Screening and interview) before joining the Bank. Candidate who fails to qualify this test will not be offered appointment. Candidates who produce 10<sup>th</sup> or 12<sup>th</sup> standard mark sheet/ certificate evidencing having studied the specified opted local language of the applied state as one of the subjects will not be required to undergo the language test.
- Candidates working with subsidiaries of Scheduled Commercial Bank will not be eligible to apply.
- Candidates working in SBI in clerical/ supervisory cadre will not be eligible to apply.
- Candidates who have resigned from officer grade in SBI will not be eligible to apply.

### Important Note:

- Reservation for Person with Benchmark Disability (PWD) candidates is horizontal and will be guided by various guidelines of Government of India.
- 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 for any relaxation/ reservation available to OBC category. They should indicate their category as General OR General (LD/ VI/ HI/ d&e) as applicable.

- OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having "Non-Creamy Layer" clause issued during period 01.04.2021 to the date of interview, if called for interview.
- Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dt. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & 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 verified through the proper channels."
- The EWS candidates are required to produce for verification the 'Income & Asset Certificate' issued based on gross annual income for the Financial Year 2020-21 as per extant DoPT guidelines, on the date of document verification at the time of interview. Hence the 'Income & Asset Certificate' issued based on gross annual income for the financial year 2020-21 must be obtained by the candidate on or before the date of document verification at the time of interview. No request for extension of time for production of 'Income & Asset Certificate' beyond the said date shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' on the date of document verification at the time of interview, he/ she will not be considered for appointment in the Bank for the post of Circle Based Officer.
- Candidates against whom there is/ are adverse report regarding character & antecedents, moral turpitude etc. are not eligible to apply for the post.
- Candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other agencies is available, will not be appointed in case of selection. The position in this regard will be verified before joining.

### 1. ELIGIBILITY CRITERIA:

#### (A) Essential Academic Qualifications:

Graduation in any discipline from a recognised University or any equivalent qualification recognised as such by the Central Government.

#### Note:

The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

#### (B) Age Limit: (As on 01.12.2021):

Not below 21 years and Not above 30 years as on 01.12.2021 i.e. candidates must have been born not later than 01.12.2000 and not earlier than 02.12.1991 (both days inclusive).

#### Relaxation in Upper age limit:

Sl.	Category	Age relaxation
1.	Scheduled Caste/ Scheduled Tribe	5 Years
2.	Other Backward Classes (Non-Creamy Layer)	3 Years
3.	Persons with Disabilities (PWD)	- PWD (SC/ ST)
		- PWD (OBC)
		- PWD (Gen/ EWS)
4.	Eligible - Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidity.	5 Years

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Candidates seeking age relaxation are required to submit copies of necessary certificates(s) at the time of interview/ joining, if qualified. No change in the category of any candidate is permitted after registration of online application. No correspondence/email/phone will be entertained in this regard.

#### (C) Experience (Post Essential Academic Qualification) as on 01.12.2021:

Minimum 2 years' experience (Post Essential Academic Qualification Experience) as on 01.12.2021 as an officer in any Scheduled Commercial Bank or any Regional Rural Bank as listed in Second Schedule of Reserve Bank of India.

Candidates shall have to submit job profile certified by their existing/ previous employer(s) with whom they are/were employed. In case their job profile does not match substantially or is different than the job profile of a Scale-I Generalist officer of State Bank of India then the application of such candidates will be summarily rejected at any stage of the recruitment process. Decision of the Bank in this regard would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.



**(D) Local Language:**

The candidates applying for vacancies of a particular State, should be proficient (reading, writing and understanding) in the specified opted local language of that State (mentioned against each State) The test of knowledge of specified opted local language of the applied state will be conducted as a part of selection process. It will be conducted for provisionally selected candidates (based on performance in online written test, Screening and interview) before joining the Bank. Candidate who fails to qualify this test will not be offered appointment. Candidates who produce 10<sup>th</sup> or 12<sup>th</sup> standard mark sheet/ certificate evidencing having studied the specified opted local language of the applied state as one of the subjects will not be required to undergo the language test.

- (E) Other:** i. 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. The position in this regard will be verified before joining.
- ii. Candidates against whom there is/ are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post.

**2. RESERVATION FOR PERSONS WITH DISABILITY (PWD):**

4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "Rights of Persons with Disabilities Act, 2016". The post is identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016:

**A. Locomotor Disabilities (LD):** A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following benchmark:

- OA - One arm affected (Right or Left)
- OAL - One arm & One Leg affected
- OL - One leg affected (Right or Left)
- BL - Both legs affected but not arms

Persons with OA and OAL category should have normal bilateral hand functions.

**a. "Leprosy cured person"** means a person who has been cured of leprosy but is suffering from:

- i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
- ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- iii. extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

**b. "Cerebral palsy"** means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

**c. "Dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;

**d. "Muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

**e. "Acid attack victims"** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

**B. Visual Impairment (VI):** Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

**a. Blindness:**

- i. Total absence of sight; OR
- ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
- iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR

**b. Low Vision:**

- i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
- ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

**C. Hearing Impaired (HI):**

**a. Deaf:** means person having 70 DB hearing loss in speech frequencies in both ears.

**b. Hard of Hearing:** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

**D. 'd' & 'e':** Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

**a. "Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

**b. "Mental illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence

**c. Autism Spectrum Disorder (Mild)- ASD (M):** Autism Spectrum Disorder means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

**d. "Multiple Disabilities":** means multiple disabilities amongst LD, VI, HI, SLD, MI & ASD (M).

**Note:** Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be dated on or before last date of registration of application.

**Use of Scribe & compensatory time:**

The facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Candidates who are eligible and wish to use the services of scribe in the examination should carefully indicate the same in the online application form.
- Both the candidate and the scribe will have to give a suitable undertaking, on the prescribed format at the time of online examination
- Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- Candidate will have to arrange his/ her own scribe at his/ her own cost.
- Any candidate who is not eligible to use scribe as per guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of recruitment.
- Any candidate who is using scribe should ensure that he/ she is eligible to use scribe in the examination as per the guidelines.
- If it is found that scribe is solving the papers himself (independently), the candidature of the candidate is liable to be cancelled.
- Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be removed from the service without notice, if already joined Bank.
- The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Department of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.

**3. CATEGORY:**

Instructions for writing Category Name & Code no. while applying online.

**PLEASE NOTE THAT CHANGE OF CATEGORY WILL NOT BE PERMITTED AT ANY STAGE AFTER REGISTRATION OF ONLINE APPLICATION.**

Candidates belonging to OBC category but coming in the 'CREAMY LAYER', are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GEN' or 'GEN (LD)' or 'GEN (VI)' or GEN (HI) or GEN (d&e) (as applicable).

Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

Category	Code	Category	Code	Category	Code	Category	Code	Category	Code
SC	01	ST	06	OBC	11	GEN	16	EWS	21
SC (LD)	02	ST (LD)	07	OBC (LD)	12	GEN (LD)	17	EWS (LD)	22
SC (VI)	03	ST (VI)	08	OBC (VI)	13	GEN (VI)	18	EWS (VI)	23
SC (HI)	04	ST (HI)	09	OBC (HI)	14	GEN (HI)	19	EWS (HI)	24
SC (d&e)	05	ST (d&e)	10	OBC (d&e)	15	GEN (d&e)	20	EWS (d&e)	25

**4. SELECTION PROCEDURE:**

**The selection process consists of Online Written Test, Screening and Interview.**

**Online Written Test:**

Online written test will consist of Objective Tests for 120 marks and Descriptive Test for 50 marks. The Descriptive Test will be administered immediately after conclusion of the Objective Test and candidates will have to type their Descriptive Test answers on the computer.

**(i) Objective Test:** The duration of objective test is 2 hours and it consists of 4 Sections of total 120 marks. There will be separate timing for every section.

Test	Name of the test	No. of Qs.	Max. Marks	Duration
I	English Language	30	30	30 minutes
II	Banking Knowledge	40	40	40 minutes
III	General Awareness/ Economy	30	30	30 minutes
IV	Computer Aptitude	20	20	20 minutes
	<b>Total</b>	<b>120</b>	<b>120</b>	<b>2 hours</b>

**(ii) Descriptive Test:** The duration of Descriptive Test is 30 minutes. It will be a Test of English Language (Letter Writing & Essay) with two questions for total 50 marks.

Merit list will be drawn State wise and Category wise on the basis of the aggregate marks scored in Online Written Test. There will be no sectional qualifying marks. Candidates numbering up to 3 times (approx.) of the State wise and Category wise vacancies will be shortlisted for Screening from the top of the merit list drawn on State wise and Category wise subject to a candidate scoring the minimum aggregate qualifying score, as decided by the Bank.

**Penalty for Wrong Answers:**

There will be no penalty for wrong answers marked in Objective Tests.

**Sectional Marks will not be maintained for Online Written Examination.**

**Screening:** Online application and documents of candidates, who are shortlisted based on performance in online examination, will be placed before the Screening Committee.

The Screening Committee constituted by the Bank will examine whether the candidates fulfil the required eligibility criteria of experience. The Committee will match the job profile submitted by the candidates (certified by their existing/ previous employer(s) with whom they are/were employed) with the job profile of Scale-I Generalist Officer of the State Bank of India. In case their job profile does not match substantially or is different than the job profile of Scale-I Generalist Officer of State Bank of India, then the application of the candidate will be summarily rejected. The decision of the Bank in this regard would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard. The candidates, who fulfil the required experience as decided by the Screening Committee, will be called for interview.

**Interview:**

Interview will consist of 50 marks. Candidates will have to score minimum qualifying marks in interview to be considered for final selection. The minimum qualifying marks will be decided by the Bank.

Candidates qualifying for interview under 'OBC' category would be required to submit OBC certificate containing the 'Non-Creamy layer' clause. Candidates who have registered themselves as OBC but do not submit OBC 'Non-Creamy layer' certificate and request for interview under General category will not be entertained.

Candidates qualifying for interview under EWS category would be required to submit EWS certificate issued based on gross annual income for the financial year 2020-21 as per DoPT guidelines. Candidates who have registered themselves as EWS but do not submit EWS certificate issued based on gross annual income for the financial year 2020-21 as per DoPT guidelines and request for interview under General category will not be entertained.

**Final Selection**

The candidates will have to qualify both in Online Written Test and Interview separately. The marks obtained in Online written Test, both in the Objective Test and the Descriptive Test, will be added to the marks obtained in Interview for preparing the final merit list. Final merit list would be prepared based on normalization of marks scored in Online Written Test and Interview with 75:25 weightage respectively.

Marks secured by the candidates in the Online Written test (out of 170 marks) are converted to out of 75 marks and Interview scores of candidates (out of 50 marks) are converted to out of 25 marks. The final merit list (State wise and category wise) is arrived at after aggregating (out of 100) converted marks of Online Written test and Interview. Selection will be made from the top ranked candidates in merit list prepared on State wise and Category wise.



## Result Publication

Results of candidates called for Interview, Final Result etc. will be made available on the Bank's website.

## 5. EXAMINATION CENTERS:

- The examinations will be conducted online at venues across many centres in India. A tentative list of centres for Online Examination is attached as Annexure-II.
- No request for change of Examination Centre/Date/Session shall be entertained.**
- SBI reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- SBI also reserves the right to allot any centre to the candidate other than the one he/she had opted for.
- Candidate will appear for the examination at an Examination Centre at his/ her own risk and expenses and SBI will not be responsible for any injury or losses etc. of any nature.
- Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by SBI.

## 6. EMOLUMENTS:

Presently, the starting basic pay is ₹36,000/- in the scale of ₹36000-1490/7-46430-1740/2-49910-1990/7-63840 applicable to Junior Management Grade Scale-I plus one increment for each completed year of service rendered in officer cadre in Scheduled Commercial Bank/ Regional Rural Bank as on 01.12.2021. However, maximum advance increment has been capped at 2 (two), irrespective of the duration of experience gained in previous employment. The official will also be eligible for D.A, H.R.A/ Lease rental, C.C.A, Medical and other allowances & perquisites as per rules in force from time to time.

## 7. JOINING, TRAINING & CAREER PATH:

On joining, the selected candidates will be designated as "Circle Based Officers" (CBOs) and will be on probation for a period of 6 months from their joining the Bank.

The CBOs will be subjected to continuous assessment during probation period for judging their suitability for confirmation. The candidates who qualify in their assessment as per standards determined by the Bank from time to time, will be confirmed in the service of the Bank in Junior Management Grade Scale-I (JMGS-I). If any candidate fails to achieve minimum standards stipulated, his/ her services may be terminated as per policy of the Bank in force at the material time.

The selected officers will be in general cadre and will be governed by the promotion policy applicable for Bank's general cadre officers. The selected candidates will not be entitled for inter-circle transfer/ Corporate Centre Posting/ Corporate Centre Establishment Posting/ Foreign Posting up to his/ her promotion to SMGS-IV Grade OR 12 years of service, whichever is later.

## 8. APPLICATION FEE (Non-Refundable):

Sr.	Category	Total
1.	SC/ ST/ PWD	Nil
2.	General/ EWS/ OBC	₹ 750/-

Fee/ charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

## 9. HOW TO APPLY:

Candidates can apply online only from **09.12.2021** to **29.12.2021**. No other mode of application will be accepted.

**Pre-requisites for Applying Online:** Candidates should have valid email ID and mobile no. which should be kept active till the declaration of results. It will be essentially required for receiving any communication/ call letters/ advices from the bank by email/ SMS.

## 10. GUIDELINES FOR FILLING ONLINE APPLICATION:

Candidates will be required to register themselves online through Bank's website <https://bank.sbi/careers>. After registration candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/ Internet Banking.

Helpdesk: In case of any problem in filling up the form, payment of fee/ intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 022-22820427 (between 11:00 AM to 05:00 PM on working days) or lodge their query on <http://cgrrs.ibps.in>. Candidates should mention 'RECRUITMENT OF CIRCLE BASED OFFICERS IN STATE BANK OF INDIA-2021' in the subject of the email.

### a. List of documents to be uploaded:

The list of the documents to be uploaded is as below.

i. Recent Photograph (jpg/jpeg),	vi. Brief Resume – detailing educational/ professional qualification, experience and assignments handled (PDF),
ii. Signature (jpg/jpeg),	vii. Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate (PDF),
iii. ID Proof (PDF),	viii. Experience Certificate/ Appointment Letter /Job Offer Letter (PDF)
iv. Proof of Date of Birth (PDF),	ix. Form-16/ Salary Slip (PDF)
v. Job Profile (certified by existing/previous employers) (PDF)	

### b. Guidelines for scanning the documents, photograph & signature:

Before applying online, the candidate will be required to have a scanned (digital) image of his/ her documents, photograph and signature as per the guidelines given in Annexure-I. Online application will not be registered unless candidates upload photo, signature and documents as specified

#### Note:

- If, the face in the photograph or signature is unclear, the applicant's candidature may be rejected.
- In case the required documents are not uploaded or documents uploaded are not clear and readable, the applicant's candidature may be rejected.
- In case, the photograph, signature or documents is unclear, the candidate may edit his/ her application and re-upload his/ her photograph, signature or documents prior to submitting the form.
- Candidate should ensure that Photo is uploaded at the place of Photo, Signature is uploaded at the place of Signature. If photo in place of photo and/or signature in place of signature are not uploaded properly, candidate will not be allowed to appear in the online exam.

### c. Registration & Payment of Fees [Online Mode Only]:

- First scan the photograph, signature and documents as detailed under guidelines for scanning given in Annexure-I.
- Visit Bank's website <https://bank.sbi/careers> and open the Online Application Form, available under 'Current Openings'.

- Fill the application carefully. Once the application is filled completely, candidates should submit the data. In the event of candidates not being able to fill the data in one go, they can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. Once the application is filled completely, candidates should submit the data. No change /edit will be allowed thereafter. The registration at this stage is provisional.
- After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record.
- If the online transaction is not successfully completed, please register again and make payment online.
- Candidates can also reprint the e-Receipt and Application form containing fee details, at later stage.
- Please DO NOT send the print-out of application to the Bank.**

## 11. DOWNLOAD OF CALL LETTERS:

The candidates should download their call letter (for Online Written Exam & Interview) and an "acquaint yourself booklet", by entering their registration number and password/ date of birth from the Bank's website.

**NO HARD COPY OF THE CALL LETTER WILL BE SENT BY POST.**

## 12. PROOF OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF ONLINE EXAM & INTERVIEW:

The candidates who are called for online written exam/ interview will be required to bring one photo identity proof such as Passport/ Aadhar/ PAN Card/ Driving License/ Voter's Id Card/ Bank Passbook with duly attested Photograph/ Identity Card issued by School or College/ Gazetted Officer in the official letterhead in **original as well as a self-attested Photocopy thereof**. The photocopy of Identity proof should be submitted along with call letter, failing which (or if identity of candidate is in doubt) the candidate will not be permitted to appear in test. Further, the candidates called for interview shall be required to bring **copy of their all-relevant documents, along with their originals and call letter for interview** for verification, failing which, (or if identity of candidate is in doubt) the candidate will not be permitted to appear in the interview.

## 13. BIOMETRIC VERIFICATION:

Bank, at various stages, may capture photo and thumb impression/IRIS in digital format for biometric verification of the candidates who are called for online exam/ interview/ joining. Candidate will ensure that his/ her correct thumb impression/ IRIS is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands. Candidates are advised to follow the guidelines that shall be provided to them in their call letter.

In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

## 14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.
- At the time of examination/ interview, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:
  - Disqualified from the examination for which he/ she is a candidate
  - Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/ her candidature.
- USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:
  - Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
  - Candidates are advised in their own interest not to bring any of the prohibited items including pagers/calculator to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured. After AarogyaSetu display at the entry gate, candidate will be required to switch off his/ her mobile phones, and deposit the same at the designated location, to be collected while exiting.
  - Candidates are not permitted to use or have in possession calculators in examination premises.

## 15. GENERAL INFORMATION:

- Candidates are advised to take a printout of their system generated online application form after submitting the application.
- Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would process the application of all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility at the time of Screening /Interview and/or at any stages.
- Request for change/ correction in any particulars (including category) in the application form, once application is finally 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.**
- 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.

- vi. **Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance in examination/ interview will result in rejection/ cancellation of candidature.**
- vii. **It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of Application as these would be needed for further stages of this selection process.**
- viii. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.
- ix. Candidates serving in Government/ Quasi Government, Public Sector Undertakings including Nationalised Banks/ Scheduled Commercial Banks/ RRBs are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- x. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- xi. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
- xii. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.
- xiii. Candidates are advised to keep their e-mail ID & mobile connection active for receiving advices.
- xiv. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the Creamy Layer. OBC certificate containing the 'Non-creamy layer' clause, issued during the period **01.04.2021 to the date of interview**, should be submitted by such candidates, if called for interview.
- xv. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India **based on gross annual income for the financial year 2020-21 as per the extant DoPT guidelines.**
- xvi. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.
- xvii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- xviii. Outstation candidates called for interview will be reimbursed Railway AC-III fare for the shortest route in India or actual expenses incurred (whichever is lower) from place of residence/ posting to Interview venue. Local transportation expenses will not be reimbursed. A candidate found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare.
- xix. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
- xx. At the time of interview, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records etc. The bank reserves right to deny the appointment depending upon such disclosures and/ or independent verification.
- 16. ANNOUNCEMENTS:**  
All further announcements/ details pertaining to this process will be published/ provided only on <https://bank.sbi/careers> from time to time. No separate advertisement/ corrigendum will be issued in this regard. All changes/updates/ corrigendum will be hosted only on Bank's website <https://bank.sbi/careers>.
- 17. DISCLAIMER:**  
In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, selection process would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

Mumbai  
Date: 09.12.2021

General Manager

The Bank is not responsible for printing errors, if any

Annexure-I

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

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

**a. Signature:**

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

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

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

**c. Document:**

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

**d. Guidelines for scanning of photograph/ signature/ documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above)The photo/ signature file should be of JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- Image dimensions can be checked by listing the folder/ files or moving mouse over the file image icon.
- 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.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/ her photograph and signature.

**e. Procedure for Uploading Document:**

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the JPG or JPEG or PDF file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm that the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.

**After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

**If the face in the photograph or signature is unclear, candidate's application may be rejected.**

**Candidate should ensure that Photo is uploaded at the place of Photo, Signature is uploaded at the place of Signature. If photo in place of photo and/or signature in place of signature are not uploaded properly, candidate will not be allowed to appear in the exam.**

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

**EXAMINATION CENTERS (Tentative List)**

State Code	State/UT	Online Written Examination Centre	State Code	State/UT	Online Written Examination Centre
11	Andaman & Nicobar	Port Blair	28	Maharashtra	Aurangabad, Nagpur, Pune, Mumbai/ Thane/ Navi Mumbai
12	Andhra Pradesh	Guntur, Kurnool, Vijaywada, Vishakhapatnam,	29	Manipur	Imphal
13	Arunachal Pradesh	Naharlagun	30	Meghalaya	Shillong
14	Assam	Guwahati	31	Mizoram	Aizawal
15	Bihar	Arrah, Patna, Muzzafarpur	32	Nagaland	Kohima
16	Chandigarh	Chandigarh/ Mohali	33	Delhi -NCR	Delhi & New Delhi
17	Chhattisgarh	Raipur	34	Odisha	Bhubaneswar
18	Goa	Panaji	35	Puducherry	Puducherry
19	Gujarat	Ahmedabad/ Gandhinagar	36	Punjab	Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala
20	Haryana	Ambala, Hissar, Faridabad, Gurugram	37	Rajasthan	Jaipur,
21	Himachal Pradesh	Shimla, Solan	38	Sikkim	Bardang - Gangtok
22	Jammu & Kashmir	Jammu, Srinagar	39	Tamilnadu	Chennai, Madurai, Tirunelveli
23	Jharkhand	Jamshedpur, Ranchi	40	Telangana	Hyderabad
24	Karnataka	Bengaluru	41	Tripura	Agartala
25	Kerala	Kochi, Thiruvananthapuram	42	Uttar Pradesh	Agra, Prayagraj (Allahabad), Ghaziabad, Noida/ Greater Noida, Kanpur, Lucknow, Meerut, Varanasi
26	Ladakh	Leh	43	Uttarakhand	Dehradun
27	Madhya Pradesh	Bhopal, Indore	44	West Bengal	Hooghly, Kalyani, Kolkata