



Central Recruitment & Promotion Department  
Corporate Centre, Mumbai

Phone: 022-22820427

**RECRUITMENT OF SPECIALIST CADRE OFFICERS IN SBI ON CONTRACT BASIS  
FOR WEALTH MANAGEMENT BUSINESS UNIT**

ADVERTISEMENT NO: CRPD/SCO-WEALTH/2021-22/17

**ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 28.09.2021 TO 18.10.2021**

State Bank of India invites Online application from Indian citizen for appointment to the following Specialist Cadre Officers posts.

Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
3. **Candidate can apply for more than one post.**
4. **Candidates are required to upload all required documents (brief resume, ID proof, age proof, caste certificate, PWD Certificate (if applicable), educational qualification, experience etc.) failing which their application/candidature will not be considered for shortlisting/ interview.**
5. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
6. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
7. Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> 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).
8. **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
9. 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.
10. Hard copy of application & other documents not to be sent to this office.

**A. DETAILS OF POSTS /VACANCY/ AGE/PLACE OF POSTING/SELECTION PROCESS/CONTRACT PERIOD/REMUNERATION:**

Sr. No.	Name of Post @	Total Vacancy	GEN	OBC	SC	ST	EWS ^	LD (OL&OH)	VI	HI	d&e \$	Age as on 01.08.2021		CTC Range*	Place of Posting	Period of contract	Selection Procedure
												Min.	Max.#				
1.	Relationship Manager	314	126	70	54	33	31	4	7	7	7	23	35	Rs. 6-15 lakhs	Anywhere in India	5 years (Including a Probation Period of one year) and Non-renewable	Shortlisting, one or more rounds of Personal/Telephone/Video Interview and CTC negotiation.
2.	Relationship Manager (Team Lead)	20	8	6	2	2	2	1	1	--	--	28	40	Rs. 10-28 lakhs			
3.	Customer Relationship Executive	217	88	57	35	16	21	3	4	3	3	20	35	Rs. 2-3 lakhs			
4.	Investment Officer	12	5	4	1	1	1	1	--	--	--	28	40	Rs. 12-18 lakhs			
5.	Central Research Team (Product Lead)	2	1	1	--	--	--	1	--	--	--	30	45	Rs. 25-45 lakhs	Wealth Management Business Unit, Corporate Centre, Mumbai		
6.	Central research Team (Support)	2	2	--	--	--	--	1	--	--	--	25	35	Rs. 7-10 lakhs			

@ A CANDIDATE CAN APPLY FOR MORE THAN ONE POST.

^ EWS VACANCIES ARE TENTATIVE AND SUBJECT TO FURTHER DIRECTIVES OF GOVERNMENT OF INDIA AND OUTCOME OF ANY LITIGATION.

\$ d&e INCLUDE PWDS AS MENTIONED IN CLAUSES (d) AND (e) OF THE RIGHTS OF PERSONS WITH DISABILITIES ACT'2016.

# RELAXATION IN UPPER AGE LIMIT FOR RESERVED CATEGORY IS AS PER GOI GUIDELINES. SC/ST-5 YEARS, OBC-3 YEARS, PWD (GEN./EWS)-10 YEARS, PWD (SC/ST)-15 YEARS, PWD (OBC)-13 YEARS.

\*CTC is negotiable. Annual CTC will depend upon Experience & Current Emoluments of candidates in the present employment and place of posting.

\*OTHER PERKS: ELIGIBLE FOR PERFORMANCE LINKED PAY AND ANNUAL INCREMENT BASED ON THE PERFORMANCE RATING MEASURED AS PER BANK'S POLICY. PRESENT BANDWIDTH FOR PLP FOR POST NOS.1-4 IS 0% TO 45% AND FOR POST NOS. 5&6 IS 0%-35%. THE RANGE OF INCREMENT FOR ALL POSTS IS 0%-20%.

**TRANSFER POLICY:** THE BANK RESERVES THE RIGHT TO TRANSFER THE SERVICES OF SUCH OEC (OFFICERS ENGAGED ON CONTRACT) TO ANY OF THE OFFICES OF STATE BANK OF INDIA 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.

**ABBREVIATION:** GEN- General, OBC-Other Backward Class, SC-Scheduled Caste, ST-Scheduled Tribe, EWS-Economically Weaker Section, LD-Locomotive Disability, OL&OH-One Leg & One Hand,VI-Visually Impaired, HI-Hearing Impaired.

**IMPORTANT POINTS:**

- i) The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- ii) The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on specified dates.
- iii) Candidate belonging to reserved category including Person with 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.
- iv) The reservation under various categories will be as per prevailing Government Guidelines.
- v) PWD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines. The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.
- vi) Reservation for PWD candidates is horizontal and is included in the vacancy of the respective parent category.
- vii) 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 (LD/VI/HI/d&e), as the case may be.
- viii) OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having Non-Creamy Layer clause issued during the period 01.04.2021 to the date of taking up of appointment, if selected.
- ix) 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.
- x) Reservation for Economically Weaker section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dtd. 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.
- xi) Benefit of Reservation under EWS category can be availed of only upon production of "Income and Asset Certificate" issued by the competent authority on the format prescribed by Govt. of India for the relevant financial year as per the extant DOPT guidelines.
- xii) The EWS candidates should note that in case, they are not in possession of "Income & Asset Certificate" for the relevant financial year as per the extant DOPT guidelines on or before the closure of online application date, such candidates should apply under "General Category" only.

**B. DETAILS OF THE REQUIREMENT EDUCATIONAL QUALIFICATION/POST-QUALIFICATION EXPERIENCE/SPECIFIC SKILLS, ETC.**

Sr.No.	NAME OF POST	EDUCATIONAL QUALIFICATION	POST-QUALIFICATION EXPERIENCE (As on 01.08.2021)
1	Relationship Manager	Graduates from Government recognised University or Institution	Post-qualification experience of minimum 3 Years as a Relationship Manager in Wealth Management with leading Public/Private/Foreign Banks/Broking/ Security firms. The candidate should have adequate experience in building and managing relationship with High-Net-worth Clients (having a minimum Total Relationship Value (TRV) of Rs 20.00 Lakh).
2	Relationship Manager (Team Lead)	Graduates from Government recognised University or Institution	1.Post qualification experience of minimum 8 years in relationship management in wealth management with leading Public/Private/Foreign banks/Broking/ Security firms. 2.Experience as a Team Lead is preferred.
3	Customer Relationship Executive	Graduates from Government recognised University or Institution	1.Experience in documentation requirements of financial products and good communications skills would be desirable.  <b>Specific Skills Required:</b> 1.SHOULD HAVE A VALID DRIVING LICENCE FOR TWO-WHEELER (Mandatory)
4	Investment Officer	Graduates / Post Graduates from Government recognised University or Institution. <b>Mandatory:</b> Certification by NISM/CWM <b>Preferred: CA/CFP (As on 01/08/2021)</b>	Minimum 5 years of post-qualification experience as an investment advisor/counsellor/part of product team in Wealth Management organisation. <b>Preferred Experience:</b> a) Good knowledge of investments and markets across asset classes. b) Experience in managing and guiding client portfolios. c) Good knowledge of asset allocation and re-balancing techniques. d) Superior presentation skills & other core competencies like leadership and team work. e) Experience in products of fixed income, equity & alternate markets.
5	Central Research Team (Product Lead)	MBA/PGDM from recognised College/University or CA/CFA <b>Preferred: NISM Investment Advisor / Research Analyst Certificate/CFP( As on 01/08/2021)</b>	Minimum 5 years post qualification experience in Equity Research/Products experience in Wealth Management / AMC (Mutual Funds) / Banks. <b>Preferred Experience:</b> a) Minimum 8 years' experience in Equity/Fixed Income Research/MF Research Analytics b) Excellent Knowledge on local and global economic trends c) Excellent Knowledge on local Primary/Secondary Equity Markets/Fixed Income and on PMS/AIF/MF/ Structured Products schemes in India. d) Experience in creating views and research-based publication on capital Market / sector trends. e) Proficiency in using Excel / Modeling techniques / Bloomberg / Reuters /Morning Star / CRISIL data bases. f) Flair for equity, understanding of all exchange traded products including bonds, INVIT, MLDs, REITs, Section 54 EC Bonds.
6	Central research Team (Support)	Graduate/Post Graduate in - Commerce/Finance/Economics/Management/Mathematics/ Statistics from Government recognized University or Institution.	Candidate should have post qualification experience of minimum 3 years work experience in financial services providing support to Research / Publications departments. <b>Preferred Skills:</b> a) Candidate should be proficient in Microsoft Excel, Power point, Word, Outlook. b) Candidate should have inclination to undertake research by reading various reports or websites. c) Candidate should be able to support Research team by aggregating and providing support for analysing data through various research tools / software like BLOOMBERG, REUTERS, CRISIL, ICRA etc

**C. JOB PROFILE, KEY RESPONSIBILITY AREAS:**

Sr.No.	NAME OF POST	JOB PROFILE	KEY RESPONSIBILITY AREAS
1	Relationship Manager	<ul style="list-style-type: none"> <li>Acquiring, nurturing growing and strengthening relationship within the Affluent and HNI segment of Clients in order to meet business objectives</li> <li>Selling a range of Investment and Insurance products to these Clients in order to meet their financial needs objectives and thus attaining the revenue objectives of the Wealth Management business</li> <li>Focusing on increasing the Total Relationship Value (TRV) and Assets Under Management (AUM) of Clients as per the business objectives</li> </ul>	<ol style="list-style-type: none"> <li><b>Acquire HNI and Affluent Clients</b></li> <li><b>Deepen Relationships</b> <ol style="list-style-type: none"> <li>Manage the Clients of the branch who are defined as Affluent/HNI Clients</li> <li>Grow the CASA of this portfolio</li> <li>Selling mortgages, credit cards and drive channel migration</li> <li>Acquire more Clients from the same household</li> <li>Service these Clients.</li> </ol> </li> <li><b>Wealth Management</b> <ol style="list-style-type: none"> <li>Do a Financial Need Analysis of Client Portfolio and Risk Profiling for the Clients</li> <li>Periodic Portfolio reviews for all Clients</li> <li>Selling investments, life insurance, general insurance and SIP.</li> <li>Ensure all Clients have a CASA for routing their investments.</li> </ol> </li> <li><b>Compliance</b> <ol style="list-style-type: none"> <li>Ensure AMFI, IRDA and NISM certification</li> <li>Ensure all Clients instructions are executed the same day</li> <li>Ensure 100% documentation of all transactions.</li> </ol> </li> <li><b>Branch Development</b> <ol style="list-style-type: none"> <li>Conduct branch Insurance &amp; Investment seminars to spread financial awareness.</li> <li>Any other matter, as may be entrusted by the Bank from time to time</li> </ol> </li> </ol>
2	Relationship Manager (Team Lead)	<ul style="list-style-type: none"> <li>Managing a team of Relationship Mangers for the Wealth Management Business</li> <li>Acquiring, nurturing growing and strengthening relationship within the Affluent and HNI segment of Clients in order to meet business objectives</li> <li>Selling a range of Investment and Insurance products to these Clients in order to meet their financial needs objectives and thus attaining the revenue objectives of the Wealth Management business</li> <li>Focusing on increasing the Total Relationship Value (TRV) and Assets Under Management (AUM) of Clients as per the business objectives</li> </ul>	<ol style="list-style-type: none"> <li><b>Acquire HNI and Affluent Clients</b></li> <li>Managing the team of Relationship Mangers and ensuring the team achieves its targets</li> <li>Ensuring compliance of guidelines, systems &amp; procedures by the Relationship Manager team</li> <li>Allocation of leads and Clients to appropriate team members</li> <li><b>Deepen Relationships</b> <ol style="list-style-type: none"> <li>Manage the Clients of the Bank who are defined as Affluent/HNI Clients</li> <li>Grow the CASA of this portfolio</li> <li>Selling mortgages, credit cards and drive channel migration</li> <li>Acquire more Clients from the same household</li> <li>Service these Clients.</li> </ol> </li> <li><b>Wealth Management</b> <ol style="list-style-type: none"> <li>Do a Financial Need Analysis of Client Portfolio and Risk Profiling for the Clients.</li> </ol> </li> </ol>

			<p>b) Periodic Portfolio reviews for all Clients</p> <p>c) Selling investments, life insurance, general insurance and SIP.</p> <p>d) Ensure all Clients have a CASA for routing their investments.</p> <p>7) <b>Compliance</b></p> <p>a) Ensure all Clients instructions are executed the same day</p> <p>b) Ensure 100% documentation of all transactions.</p> <p>8) <b>Branch Development</b></p> <p>a) Conduct branch Insurance &amp; Investment seminars to spread financial awareness.</p> <p>b) Any other matter, as may be entrusted by the Bank from time to time</p>
3	Customer Relationship Executive	CREs are responsible for providing on ground support to Relationship Managers in collecting the documents from the Clients and sending it to the relevant department for service requests where documentation or in person meeting with Client is required.	<p>1) Assisting Relationship Managers in collecting and delivery of documents from/to wealth Clients.</p> <p>2) Assisting Service Managers in completion of onboarding documentation.</p> <p>3) Assisting Relationship Managers/Service Managers in collection and delivery of documents in different departments of the Bank.</p> <p>4) Doorstep Banking to Clients.</p> <p>5) Any other matters may be entrusted by the Bank from time to time.</p>
4	Investment Officer	<ul style="list-style-type: none"> <li>Guiding clients on range of financial services products</li> <li>Wide ranging experience across categories such as: MF, FI, Structured Products, Discretionary Portfolios</li> <li>Strong focus on due diligence, quantitative technique and asset allocation.</li> </ul>	<p>1) <b>Assisting the Relationship Manager in providing expert opinion regarding investments.</b></p> <p>2) a) Work closely with RMs for guiding their Clients Investment needs. b) Research and investigate new investment opportunities to determine relevance for clients c) Guiding the Clients on the right investment products based on their needs and Improving Client's understanding of complex and structured products. Answer clients' questions about the purposes and details of financial plans and strategies referred to by RMs. d) Research / create house view on investment products and market. e) Coaching and regularly updating the RM team on latest developments and investment products</p> <p>3) <b>Wealth Management</b></p> <p>a) Do a Financial Need Analysis of Client Portfolio and Risk Profiling for the Clients.</p> <p>b) Periodic Portfolio reviews for all Clients</p> <p>4) <b>Compliance</b></p> <p>a) Ensure AMFI, IRDA and NISM certification</p> <p>5) Any other matter, as may be entrusted by the Bank from time to time</p>
5	Central Research Team (Product Lead)	The Official would work closely with Product, Investment & Research Head and would be responsible for running products program of wealth products and liaison with Market data Aggregators and Research providers. The Official will be responsible to write product notes, market updates, investment outlook and evaluate latest product offering in addition handling all queries related to products.	The Official would work closely with Product & Research Head and conduct the following activities : <p>a. Understand the current broader wealth products trends.</p> <p>b. Create forward looking view on equity market and specific sectors.</p> <p>c. Create regular updates on happening of equity market</p> <p>d. Analyse various PMS/AIF/MF/Structured Products scheme offerings and conduct due diligence for approval</p> <p>e. Liaison with other departments &amp; outside agencies for equity Markets.</p> <p>f. Analytics of Equity PMS/AIF/Other wealth product and Client portfolios.</p> <p>g. Liaison with Market data aggregators and research report providers</p> <p>h. Regular interaction with Investment and RM teams.</p> <p>i. Any other matter as may be entrusted by the Bank from time to time.</p>
6	Central research Team (Support)	Role will include creating and updating excel worksheets related to Macro Economy, Stock & Sector research, Fixed Income research, creating portfolio review templates etc	<p>1) Creating and updating excel worksheets related to :</p> <p>a) Macro Economy</p> <p>b) Stock &amp; Sector research</p> <p>c) Fixed Income research</p> <p>d) Mutual Fund, PMS &amp; other products research</p> <p>e) Model portfolios</p> <p>2) Creating portfolio review templates which are used in order to support Investment Officers and Relationship Managers</p> <p>3) preparing portfolio review templates and to support Investment Officers and Relationship Managers</p> <p>4) To work closely with the research team in terms of designing as well as rolling out daily, weekly, monthly publications / presentations on regular basis.</p>

**REMARKS:** Job profile/KRAs mentioned above are illustrative. Roles/Job/KRAs, in addition to above, may be assigned by the bank from time to time for the above posts.

**D. HOW TO APPLY:** Candidates should have **valid email ID** which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advices etc. by email.

<p><b>GUIDELINES FOR FILLING ONLINE APPLICATION:</b></p> <p>i. Candidates will be required to register themselves online through the link available on SBI website <a href="https://bank.sbi/careers">https://bank.sbi/careers</a> OR <a href="https://www.sbi.co.in/careers">https://www.sbi.co.in/careers</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 Document').</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 forms</b></p>	<p><b>GUIDELINES FOR PAYMENT OF FEES:</b></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/ PWD 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>
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**E. 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.**



**F. SELECTION PROCESS:** THE SELECTION WILL BE BASED ON SHORTLISTING AND INTERVIEW. 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.

**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.

**G. HOW TO UPLOAD DOCUMENTS:**

<p><b>a. Details of Document to be uploaded:</b></p> <ol style="list-style-type: none"> <li>I. Brief Resume (PDF)</li> <li>II. ID Proof (PDF)</li> <li>III. Proof of Date of Birth (PDF)</li> <li>IV. Caste certificate (PDF)</li> <li>V. PWD certification (if applicable) (PDF)</li> <li>VI. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)</li> <li>VII. Experience certificates (PDF)/Driving Licence (Two-wheeler) (PDF)</li> <li>VIII. Form-16/Offer Letter/Latest Salary slip from current employer (PDF)</li> <li>IX. NOC (If applicable) (PDF)</li> <li>X. Recent Photograph</li> <li>XI. Signature</li> </ol> <p><b>b. Photograph file type/ size:</b></p> <ol style="list-style-type: none"> <li>I. Photograph must be a recent passport style colour picture.</li> <li>II. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)</li> <li>III. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.</li> <li>IV. Look straight at the camera with a relaxed face</li> <li>V. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows</li> <li>VI. If you have to use flash, ensure there's no "red-eye"</li> <li>VII. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.</li> <li>VIII. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.</li> <li>IX. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, 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>i. The applicant has to sign on white paper with Black Ink pen.</li> <li>ii. The signature must be signed only by the applicant and not by any other person.</li> <li>iii. The signature will be used to put on the Call Letter and wherever necessary.</li> <li>iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).</li> <li>v. Ensure that the size of the scanned image is not more than 20 kb.</li> <li>vi. 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>i. All Documents must be in PDF</li> <li>ii. Page size of the document to be A4</li> </ol>	<p><b>Document file type/ size (contd...)</b></p> <ol style="list-style-type: none"> <li>iii. Size of the file should not be exceeding 500 kb.</li> <li>iv. 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>i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)</li> <li>ii. Set Color to True Color</li> <li>iii. 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>iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).</li> <li>v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.</li> <li>vi. 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>vii. 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 Document:</b></p> <ol style="list-style-type: none"> <li>I. There will be separate links for uploading each document.</li> <li>II. Click on the respective link "Upload"</li> <li>III. Browse &amp; select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.</li> <li>IV. Select the file by clicking on it and Click the 'Upload' button.</li> <li>V. 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>VI. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.</li> <li>VII. <b>After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.</b> 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>
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**H. GENERAL INFORMATION:**

<ol style="list-style-type: none"> <li>I. Before applying for a 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.</li> <li>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.</li> <li>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, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.</li> <li>IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.</li> <li>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.</li> <li>VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.</li> <li>VII. The Bank takes no responsibility for any delay in receipt or loss of any communication.</li> <li>VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalised 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.</li> <li>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.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>XI. DECISIONS 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.</li> <li>XII. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.</li> <li>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.</li> <li>XIV. In case of multiple application, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/ candidature cancelled.</li> <li>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.</li> <li>XVI. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travelling for the shortest route in India OR the actual travel cost in India (whichever is lower) on the basis of actual journey. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare. <b>For all posts: Railway Fare – AC III Tier (Mail/Express only)</b></li> <li>XVII. <b>BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.</b></li> <li>XVIII. <b>At the time of interview, the candidate will be required to provide details regarding criminal cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of Police Records, etc. The Bank reserves the right to deny the appointment depending upon such disclosure and/or independent verification.</b></li> </ol>
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FOR ANY QUERY, PLEASE WRITE TO US THROUGH LINK "CONTACT US" WHICH IS AVAILABLE ON BANK'S WEBSITE (URL - [HTTPS://BANK.SBI/CAREERS/PSQ.HTM?ACTION=PQUERY](https://BANK.SBI/CAREERS/PSQ.HTM?ACTION=PQUERY) OR [HTTPS://SBI.CO.IN/CAREERS/PSQ.HTM?ACTION=PQUERY](https://SBI.CO.IN/CAREERS/PSQ.HTM?ACTION=PQUERY))

MUMBAI

28.09.2021

The Bank is not responsible for printing errors, if any

GENERAL MANAGER