

State Bank of India

Central Recruitment & Promotion Department Corporate Centre, Mumbai Phone: 022 22820427 Email: crpd@sbi.co.in

RECRUITMENT OF SPECIALIST CADRE OFFICER ON REGULAR BASIS (ADVERTISEMENT NO: CRPD/SCO/2022-23/25) ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 22.11.2022 TO 12.12.2022

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

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.

2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.

3. Candidates are required to upload all required documents (resume, ID proof, age proof, caste certificate, EWS Certificate, PWD Certificate (if applicable), educational qualification, experience etc.) failing which their application/candidature will not be considered for shortlisting/ interview.

4. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).

5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.

6. Candidates are advised to check Bank's website https://bank.sbi/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).

7. ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.

8. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.

9. Hard copy of application & other documents not to be sent to this office.

A. DETAILS OF POSTS/VACANCIES/SUGGESTED PLACE OF POSTING/SELECTION PROCESS:

SI.		Grade /	Vacancies			PWD (Horizontal vacancy)		Age as on 30/06/2022 (Years) #		Suggested place of posting	Selection Procedure					
No	Name of Post	Scale	SC	ST	OBC	EWS	GEN	Total	VI	н	LD (OA/ OL)	d&e\$	Min	Max		
1	Manager (Credit Analyst)	Middle Management Grade – Scale III	9	4	14	5	23	55	1	1	1	-	25	35	Anywhere in India	Short listing and Interaction

Abbreviation: OBC-Other Backward Class, SC-Scheduled Caste, ST-Scheduled Tribe, EWS-Economically Weaker Section, GEN – General, VI-Visually Impaired, HI-Hearing Impaired, LD-Locomotive Disability, OA-One Arm, OL- One Leg

\$ d&e Include PWDs as mentioned in clause (d) & (e) of The Rights of Persons with Disabilities Act 2016

^ EWS vacancies are tentative and subject to further directives of Government of India & outcome of any litigation

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

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 01.04.2022 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.

- 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 xii) or before the closure of online application date, such candidates should apply under "General Category" only.
- xiii) The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.
- Bank reserves the right to cancel the recruitment process entirely at any stage. xiv)
- Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available to reserved category candidates as per Govt. of India guidelines xv) (wherever applicable).

TRANSFER POLICY: THE BANK RESERVES THE RIGHT TO TRANSFER THE SERVICES OF SUCH OFFICERS 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.

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

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.**

B. DETAILS OF THE REQUIREMENTS OF EDUCATIONAL QUALIFICATIONS/POST-QUALIFICATION EXPERIENCES/SPECIFIC SKILLS ETC

Educational Qualification (As on 30/06/2022)	Post-Qualification Experience (As on 30/06/2022)	Specific Skills required
Graduate (any discipline) from Government recognized University or Institution AND (Full time) MBA (Finance) / PGDBA / PGDBM / MMS (Finance) / CA / CFA / ICWA	 Post Qualification Experience of Minimum 3 years in Corporate / SME Credit as an executive in Supervisory / Management role in a Schedule Commercial Bank / Associate or Subsidiary of a Scheduled Commercial Bank OR in a Public sector or listed financial institution company. Post Qualification experience in high value credit is a must/mandatory Experience should be in appraisal / assessment of Credit proposals of medium/large Corporates 	Analysis of Balance Sheet / Appraisal / Assessment of Credit Proposal, Credit monitoring & follow-up

C. JOB PROFILE & KEY RESPONSIBILITY AREAS:

Job Profile	Key Responsibility Areas
 Carrying out of Due Diligence on Credit Proposals assigned Timely completion of reviews/renewals as Appraiser, including credit risk assessment proposals Securing maximum marks for the AMT (Asset Management Team) in credit audit in pre sanction Assisting Relationship Manager in achieving budgeted growth in advances for the AMT. Adhering to Turn-Around-Time (TAT) for processing New/Existing proposals Ensuring ABS considered for the proposals are the same as filed with ROCs Ensuring achievement of satisfactory RAROC (Risk Adjusted Return On Capital) for each unit in the AMT. 	 ROLES: Responsible for Analysis & appraisal of credit proposal including adhoc facilities / restructuring / rehabilitation proposals / any other type of business or general proposals pertaining to the unit. Ensuring quick and timely appraisal of credit RESPONSIBILITIES: A) PRE-SANCTION STAGE Ensuring compliance of KYC norms Updation of periodical due diligence reports as per RBI guidelines. Obtaining data/information from customers for assessment and processing of the proposals. Interacting with Key Officials in the borrowing units for obtaining data/statement etc. Obtain and verify the legal search reports / valuation reports of properties offered as Primary/Collateral securities. ROC search at each sanction of the limits to the Unit Arranging for compilation / updation of opinion reports and CIRs Undertaking pre-sanction visits Appraising of credit proposals and CRA Arranging for D&B / Credit reports and their scrutiny, wherever required Obtaining external credit rating of the customers Providing support to the Relationship Manager for making presentation of credit proposals to the sanctioning authority. Credit related notes like RMD deviations / any other deviations, concession etc. or non-business proposals to competent authorities B) POST-SANCTION STAGE Preparation of arrangement letter and ensuring that all the Terms & Conditions of sanction have been incorporated therein Attending consortium meetings with the Relationship Manager, wherever necessary

 Analysis of FFR and other Financial Statements putting it up to Relationship Managers and taking-up issues / observations recorded with the company. Rectifying irregularities pertaining to pre-sanction pointed out in various Credit Audit reports. Attending to the credit related correspondence with internal and external agencies Periodical review of TLs sanctioned on standalone basis Periodical inspections as per the instructions of Relationship Manager
 C) MISCELLANEOUS Tracking & monitoring important developments in the industries / activities in which borrowers operate / have interest Creation, maintenance and updation of account profile as per format devised by the Relationship Manager / Branch Head / Bank Monthly updation of pricing / concessions to be prepared for verification / checking by Relationship Manager (and for submission to concurrent auditor) Credit Analyst who is a Regular Bank officer will perform the role of Service Officer in his absence Preparation of outstanding issues / non-compliances with terms of sanction in pre-sanction areas for each company and its updation on resolution of the issues involved Assisting relationship Manager in preparation of Annual Account Plan. Any other job/task relating to dispensation or administration of credit or any other specific task of any nature arising out of business or administrative exigencies or even otherwise under instruction of Chief Manager / Manager (Credit) / Relationship Manager / Branch Head. The activities mentioned above are illustrative only and Credit Analyst is primarily responsible for all activities as directed by Relationship Manager / Branch Head from time to time.

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. GRADE, PROBATION PERIOD & RENUMERATION:

GRADE	PROBATION PERIOD	PAY SCALE	REMARKS
Middle Management Grade Scale – III	2 Years	Rs (63840-1990/5-73790-2220/2-78230)	The official will be eligible for DA, HRA, CCA, Provident Fund, Contributory Pension Fund i.e. NPS, Leave Fare Concession (LFC), Medical Facility, other perquisites etc. as per rules in force from time to time.

E. <u>HOW TO APPLY</u>: Candidates should have valid email ID/Mobile phone number which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advises etc. by email or over mobile by SMS.

GUIDELINES FOR FILLING ONLINE APPLICATION:	GUIDELINES FOR PAYMENT OF FEES:
i. Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/careers and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.	
ii. Candidates should first scan their latest photograph and signature. Online	ii. After ensuring correctness of the particulars in the application form,

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").

iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/application is saved, a provisional registration number and password is generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.
iv. After registering online, the candidates are advised to take a printout of the system generated online application forms

candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.

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.

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.

v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.

vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.
vii. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

F. <u>CALL LETTER FOR INTERVIEW</u>: INTIMATION/CALL LETTER FOR INTERVIEW WILL BE SENT BY EMAIL OR WILL BE UPLOADED ON BANK'S WEBSITE. NO HARD COPY WILL BE SENT.

G. HOW TO UPLOAD DOCUMENTS:

	iii. Size of the file should not be exceeding 500 kb.
a. Details of Document to be uploaded:	iv. In case of Document being scanned, please ensure it is saved as PDF and
I. Recent Photograph	size not more than 500 kb as PDF. If the size of the file is more than 500 kb,
II. Signature	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
III. Detailed Resume (PDF)	are clear and readable.
IV. ID Proof (PDF)	
V. Proof of Date of Birth (PDF)	e. Guidelines for scanning of photograph/ signature/ documents:
VI. Caste certificate, (if applicable) (PDF)	i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
VII. PWD certification (if applicable) (PDF)	ii. Set Color to True Color
VIII. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)	
IX. Experience certificates (PDF)	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
X. Form-16/Offer Letter/Latest Salary slip from current employer (PDF)	above).
	iv. The photo/ signature file should be JPG or JPEG format (i.e. file name
	should appear as: image01.jpg or image01.jpeg).
b. Photograph file type/ size:	v. Image dimensions can be checked by listing the folder/ files or moving the
I. Photograph must be a recent passport style color picture.	mouse over the file image icon.
II. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels	vi. Candidates using MS Windows/ MSOffice can easily obtain photo and
(preferred)	signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using
III. Make sure that the picture is in color, taken against a light-colored,	MS Paint or MSOffice Picture Manager. Scanned photograph and signature in
preferably white, background.	any format can be saved in .jpg format by using 'Save As' option in the File
IV. Look straight at the camera with a relaxed face	menu. The file size can be reduced below 50 kb (photograph) & 20 kb
V. If the picture is taken on a sunny day, have the sun behind you, or place	(signature) by using crop and then resize option (Please see point (i) & (ii)
yourself in the shade, so that you are not squinting and there are no harsh	above for the pixel size) in the 'Image' menu. Similar options are available in
shadows	another photo editor also.
VI. If you have to use flash, ensure there's no "red-eye"	vii. While filling in the Online Application Form the candidate will be provided
VII. If you wear glasses make sure that there are no reflections and your eyes	with a link to upload his/her photograph and signature.
can be clearly seen.	
VIII. Caps, hats and dark glasses are not acceptable. Religious headwear is	f Dressedums for Unio seling Desuments
allowed but it must not cover your face.	f. Procedure for Uploading Document:
IX. Ensure that the size of the scanned image is not more than 50kb. If the size	I. There will be separate links for uploading each document.
of the file is more than 50 kb, then adjust the settings of the scanner such as	II. Click on the respective link "Upload"
the DPI resolution, no. of color etc., during the process of scanning.	III. Browse & select the location where the JPG or JEPG, PDF, DOC or DOCX
Oliversteine file ten staling	file has been saved.
c. Signature file type/ size:	IV. Select the file by clicking on it and Click the 'Upload' button.
i. The applicant has to sign on white paper with Black Ink pen.	V. Click Preview to confirm the document is uploaded and accessible properly
ii. The signature must be signed only by the applicant and not by any other	before submitting the application. If the file size and format are not as
person.	prescribed, an error message will be displayed
iii. The signature will be used to put on the Call Letter and wherever necessary.	VI. Once uploaded/ submitted, the Documents uploaded cannot be edited/
iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels	changed.
(preferred).	VII. After uploading the photograph/ signature in the online application form
v. Ensure that the size of the scanned image is not more than 20 kb.	candidates should check that the images are clear and have been uploaded
vi. Signature in CAPITAL LETTERS shall NOT be accepted.	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
d. Document file type/ size:	signature, phot to submitting the form. If the face in the photograph of signature is unclear the candidate's application may be rejected

i. All Documents must be in PDF

ii. Page size of the document to be A4 Document file type/ size (contd.)

signature is unclear the candidate's application may be rejected.

H. GENERAL INFORMATION:

 I. Before applying for a post, the applicant should ensure that he/ she fulfils 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. 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. III. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT 	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. 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.
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 HE/SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OF HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATUR WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ AR DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARI LIABLE TO BE TERMINATED. IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled. V. Appointment of selected candidate is subject to his/ her being declare medically fit as per the requirement of the Bank. Such appointment will also b 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. VI. Candidates are advised to keep their e-mail ID/mobile no. active for receiving communication viz. call letters/ Interview date advices etc. VII. The Bank takes no responsibility for any delay in receipt or loss of an communication. VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions ar 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, otherwis admissible, will not be paid. IX. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up th appointment. X. Candidates are advised in their own interest to apply online well before th closing date and not to wait till the last date to avoid the possibility for th candidates not being able to submit their applications within the last date o account of aforesaid reasons or for any other reason beyond the control of SB 	 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. 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. 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. XVI. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travelling by Railway-AC Three tier (mail or express only) 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. XVIII. BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE. XVIII. At the time of interview, the candidate will be required to provide details regarding criminal case(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 the right to deny the appointment depending upon such disclosure and/or an independent verification.
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FOR ANY QUERY, PLEASE WRITE TO US THROUGH LINK "CONTACT US" WHICH IS AVAILABLE ON BANK'S WEBSITE (URL - <u>https://bank.sbi/web/careers/post-your-query</u>

MUMBAI 22.11.2022

The Bank is not responsible for printing errors, if any

GENERAL MANAGER

(RP & PM)

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