



State Bank of India

Central Recruitment & Promotion Department
Corporate Centre, Mumbai

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RECRUITMENT OF CIRCLE DEFENCE BANKING ADVISOR (ARMY)

SPECIALIST CADRE OFFICER ON CONTRACTUAL BASIS

ADVERTISEMENT NO: CRPD/SCO-CDBA (ARMY)/2019-20/10

ONLINE REGISTRATION OF APPLICATION: FROM 06.09.2019 TO 22.09.2019

State Bank of India invites Online applications from Indian citizens for appointment of Specialist Cadre Officer for the post of Circle Defence Banking Advisor (Army) on contract basis. 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. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. **Candidates are required to upload all required documents (brief resume, ID proof, age, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview.**
3. Short listing & interview 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).
4. 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.
5. 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/ qualified candidates). The Call letter/ advice, where required, will be sent by e-mail or will be uploaded on the Bank's websites (No hard copy will be sent).
6. **All revision / corrigendum will be hosted only on the Bank's above mentioned website.**

A. DETAILS OF POST/ NATURE OF ENGAGEMENT/ VACANCY/ AGE/ ELIGIBILITY CRITERIA/ LIKELY PLACE OF POSTING:

Post	Nature of Engagement	Vacancy							Age as on 31.07.2019	Eligibility Criteria (As on 31.07.2019)	Likely Place of Posting
		Gen	EWS	SC	ST	OBC	Total	PWD	Max		
Circle Defence Banking Advisor (Army)	Contractual	1	--	--	--	--	1	---	60	Retired in the rank of Major General or Brigadier.	Guwahati

Abbreviations: Category: SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes

Note:

- 1) The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- 2) Bank reserves the right to cancel the recruitment process entirely at any time.

B. JOB PROFILE AND KRAS:

Post	Type of Engagement	Role Expectations & KRAs
Circle Defence Banking Advisor (Army)	Contractual	<ol style="list-style-type: none"> 1. Liaising with local Divisions/ Regimental Centres/ Regiments/ Brigade Head Quarters/ Medical Units etc. as well as local units of other Defence Forces/ Para Military Forces for expanding the relationship between Army/ Navy/ Air Force/ Para Military Forces and SBI at the institutional level and also increasing the spread of our DSP with their personnel including officers. In addition, the job will include the following: <ol style="list-style-type: none"> a) Dealing with any localized issues b) Conducting mass account opening / loan campaigns in large cantonments, participating in their monthly Darbars/ Sainik Sammelans etc. c) Ensuring that the accounts of all new PBOR recruits in Regimental Centers are tapped including pension accounts and terminal benefits of Pensioners. d) Arranging of Account opening for officer Cadets at various Academies, Training Institutions and other places where they report. e) Arranging to conduct awareness programs for pensioners on investment opportunities for investing their terminal benefits. f) Coordination for installation of PoS machines in CSD Canteens/ URCs g) Overall Supervision of redesign and re-designation of Defence Banking Branches. h) Active marketing for migrating of salary/ pension accounts from other banks to SBI. i) Active marketing for special tie-ups and schemes for DSP account holders offered by manufacturing majors like Maruti Suzuki, Tata Motors, etc. 2. Arranging for meeting with Commanding Officers of the above formations when senior functionaries have to call on them. 3. Acting as a one point of contact for Army/ Navy/ Air Force and Para Military establishments in his area for complaints redressal. Member of the Defence Banking Complaints Redressal Cell in the Circle. Follow up of Complaints until final resolution. Complaints position tracking and advising to DBA for Joint Quarterly DBCRC meeting with AHQ. 4. Assisting SBI in identifying locations for Branch expansion and also for setting up of ATMs and e-Lobby (Multi-functional Kiosks).

5. Identifying training needs of Captive branches.
 6. Arranging Presentations at Command HQ/Regimental Centres/ Defence Units.
 7. Generating and following up of business leads and also furnishing the Bank with the contact particulars of various units/regiments for communicating with them locally by our Circles/networks/RBOs whenever required.
 8. Assisting SBI in placing advertisements and news reports in the in-house Magazines of Defence / Para Military Forces as and when they are published.
 9. Coordinating with DBA at Corporate level for marketing DSP, other assets and liability products of the Bank, other Institutional Business and handling of complaints.
 10. Any other task assigned from time to time.
 11. CDBA will report to the General Manager (Network). For day to day working, he will work in co-ordination with DGM/ AGM (PBBU) of the respective Network.
- The CDBA should not represent the Bank directly in any negotiation nor exercise any administrative, financial or disciplinary powers.

C REMUNERATION:

Post	Period of Contract	CTC/Leave
Circle Defence Banking Advisor (Army)	Selected candidate will be engaged for a period of 2 years initially. On completion of the contract period, CDBA aged 62 years or less with satisfactory health condition can be considered for re-engagement for a maximum period of two more years at Bank's discretion. Either party can terminate the contract by serving one month's notice period.	CTC of Rs.21.00 lakhs per annum. Basic pay will be Rs.80,000/- per month and remaining portion of CTC will be paid as HRA, conveyance allowance and others. The CTC payable per annum is subject to deduction of pension amount of Rs.4.22 lacs per annum. Leave – 30 days per year.

D SELECTION PROCESS

The selection will be through the process of shortlisting and interview of shortlisted candidates.

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. Intimation/ Call Letter for interview will be sent by e-mail and No hard copy will be sent.

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 scores 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 list.

E HOW TO APPLY:

Candidates should have valid email ID which should be kept active till the declaration of result. It will help the candidates in getting call letter/ interview advices etc. by email.

GUIDELINES FOR FILLING ONLINE APPLICATION:

- i. Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers> .
- 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').
- 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 upload of documents.
- iv. After registering online, the candidates are advised to take a printout of the system generated online application forms.

F

HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

- i. Recent Photograph (JPG/JPEG)
- ii. Signature (JPG/JPEG)
- iii. Brief Resume (PDF)
- iv. ID Proof (PDF)
- v. Proof of Date of Birth (PDF)
- vi. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- vii. Experience certificates (PDF)
- viii. Discharge Certificate (PDF)
- ix. Awards and Recognitions (PDF)

b. Photograph file type/ size:

- i. Photograph must be a recent passport style colour picture.
- ii. Size of file should be between 20kb–50 kb and Dimensions 200 x 230 pixels (preferred)
- iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iv. Look straight at the camera with a relaxed face
- 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
- vi. If you have to use flash, ensure there's no "red-eye"
- vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ix. Ensure that the size of the scanned image is not more than 50kb. If the size of

d. Document file type/ size:

- i. All Documents must be in prescribed format only
- ii. Page size of the document to be A4.
- iii. Size of the file should not be exceeding 500 KB.
- 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 500KB, 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.

e. Guidelines for scanning of photograph/ signature/ documents:

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Color to True Color
- 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).
- iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
- vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. 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 other photo editor also.
- vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

f. Procedure for Uploading Document:

the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

c. Signature file type/ size:

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The signature will be used to put on the Call Letter and wherever necessary.
- iv. If the Applicant's signature on the interview attendance sheet, at the time of the interview, does not match the signature in the Registration Form, the applicant will be disqualified.
- v. Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels (preferred).
- vi. Ensure that the size of the scanned image is not more than 20kb.
- vii. Signature in CAPITAL LETTERS shall NOT be accepted.

- i. There will be separate links for uploading each document.
- ii. Click on the respective link "Upload"
- iii. Browse & select the location where the JPG or JPEG and PDF file are saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- 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
- vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vii. 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 the candidate's application may be rejected.

G GENERAL INSTRUCTIONS:

- i. Before applying for the post, the applicant should satisfy themselves about their eligibility for the post applied for as on the specified date and that the particulars furnished by him/her are correct in all respects.
- ii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- iii. 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.
- iv. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- v. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- vi. 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.
- vii. IN CASE IT IS DETECED 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 CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER APPOINTMENT, HIS/HER SERVICES ARE LIABLE TO BE TERMINATED.
- viii. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they must fulfill all the eligibility conditions applicable to unreserved category.
- ix. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/Interview date advices etc.
- x. 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
- xi. 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.
- xii. In case of multiple application for single post, only the last valid (completed) application will be retained.
- xiii. BANK HAS RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.
- xiv. 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.
- xv. Outstation candidates, who may be called for interview after shortlisting will be reimbursed the cost of travelling by Airfare (economically class) for the shortest route in India OR the actual travel cost (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.

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://www.sbi.co.in/careers/psq.htm?action=pquery>

Mumbai,

Date:06.09.2019

The Bank is not responsible for printing errors, if any

**GENERAL MANAGER
(CRPD)**