A. Details of Post / Position / Grade / Vacancy / Age / Selection Process:

<table>
<thead>
<tr>
<th>Post Sr. No.</th>
<th>Post</th>
<th>Grade</th>
<th>Vacancy</th>
<th>Age (as on 31.07.2019)</th>
<th>Selection Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANAGER (MARKETING REAL ESTATE &amp; HOUSING)</td>
<td>REGULAR</td>
<td>GEN</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MANAGER (BUILDING RELATIONS)</td>
<td>REGULAR</td>
<td>OBC</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MANAGER (PRODUCT DEV. &amp; RESEARCH)</td>
<td>REGULAR</td>
<td>SC</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MANAGER (RISK MGMT &amp; BSG)</td>
<td>REGULAR</td>
<td>ST</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>MANAGER (CREDIT ANALYST - BSG)</td>
<td>REGULAR</td>
<td>EWS</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>SENIOR SPECIAL EXECUTIVE (COMPLIANCE)</td>
<td>CONTRACTUAL</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SENIOR EXECUTIVE - FINANCIAL INSTITUTION</td>
<td>CONTRACTUAL</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SENIOR SPECIAL EXECUTIVE (STRATEGY-TMG)</td>
<td>CONTRACTUAL</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>SENIOR SPECIAL EXECUTIVE (RISK COMPLIANCE)</td>
<td>CONTRACTUAL</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>EXECUTIVE (FI &amp; MM)</td>
<td>CONTRACTUAL</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>SENIOR EXECUTIVE (SOCIAL BANKING &amp; CM)</td>
<td>CONTRACTUAL</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>MANAGER (ANYTIME CHANNELS)</td>
<td>REGULAR</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>MANAGER (ANALYST-II)</td>
<td>REGULAR</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Dy. MANAGER (AGD-SPL)</td>
<td>REGULAR</td>
<td></td>
<td>4</td>
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</tr>
<tr>
<td>15</td>
<td>MANAGER ANALYST</td>
<td>REGULAR</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>SENIOR EXECUTIVE (RETAIL BANKING)</td>
<td>CONTRACTUAL</td>
<td></td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

* Candidate applying for Post Sr. No. 3 shall not be eligible to apply for Post Sr. No. 1 & 2.

Out of Posts Sr. No. 4, 5 & 6 a candidate can apply for any one post only. Also out of Posts Sr. No. 7, 8 & 9 a candidate can apply for any one post only.

Out of Posts Sr. No. 10 and 11, a candidate can apply for any one post only.

ABBREVIATIONS:
- GEN: General Category
- OBC: Other Backward Class
- SC: Scheduled Caste
- ST: Scheduled Tribe
- EWS: Economically Weaker Section
- PWD: Person with Disabilities
- LD(OA): One Arm Impaired
- LD(OL): One Leg Impaired
- LD(BL): Both Legs Impaired
- MMGS: Middle Management Grade Scale
NOTE:
1. Candidate 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 'GENERAL' or 'GENERAL (PWD) as applicable.
2. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
3. Bank reserves the right to cancel the recruitment process entirely at any time.
4. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/OBC candidates.
5. 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 as on 31.03.2019. OBC certificate containing the ‘Non-creamy layer’ clause, issued during the period 01.04.2019 to the date of interview, should be submitted by such candidates, if called for interview.
6. Reservation for Person with Disability (PWD) is horizontal within the overall vacancies for the post.
7. PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
8. Reservation to Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum No. 30/39/1/2019-Estt (Res) dated 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 channel.”
9. Benefit of reservation under EWS category can be availed upon production of an “Income & Asset Certificate” issued by a Competent Authority on the format prescribed as by Government of India.
10. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as per Government of India Guidelines.
11. In cases where experience in a specific field is required, the relevant experience certificate must contains specifically that the candidate had experience in that specific field.
12. In cases the certificate of degree/diploma does not specify the field of specialisation, the candidate will have to produce a certificate from the concerned university/college specifically mentioning the specialisation.

(B) Details of Required Educational Qualification/ Skills and Likely Place of Posting:

<table>
<thead>
<tr>
<th>Post Sr No.</th>
<th>Post</th>
<th>Basic Education Qualification</th>
<th>Skills Required</th>
<th>Likely Place of Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANAGER (MARKETING-REAL ESTATE &amp; HOLDINGS)</td>
<td>Mandatory: 2 years full time MBA (or its equivalent) PGDM course from recognized Institute/University. The Institute should be recognized approved by Govt. bodies/ AICTE.</td>
<td>Mandatory: Candidate must possess the professional skills in operating MS Office, Word, Excel, PowerPoint. Any Certification for the mentioned skills will be an added advantage. Good verbal and written communication skills, Good Analytical skills, can work with cross functional teams, attention to detail, organisational skills, multi-tasking secondary research.</td>
<td>Mumbai or any other location as decided by the Bank.</td>
</tr>
<tr>
<td>2</td>
<td>MANAGER (BUILDING RELATIONS)</td>
<td>Mandatory: 2 years full time MBA (or its equivalent) PGDM course from recognized Institute/University. The Institute should be recognized approved by Govt. bodies/ AICTE.</td>
<td>Good verbal and written communication skills, Good Analytical Skills, can work with cross functional teams, attention to detail, organization skills, Knowledge in Market Research tools and techniques. Familiar with Real Estate &amp; Banking Industry environment. Good networking skills, meeting and interacting with Real Estate Market players to understand needs and suggesting optimal solutions.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MANAGER (PRODUCT DEV &amp; RESEARCH R&amp;I)</td>
<td>Mandatory: 2 years full time MBA (or its equivalent) PGDM course from recognized Institute/University. The Institute should be recognized approved by Govt. bodies/ AICTE.</td>
<td>Good verbal and written communication skills, Good Analytical Skills, can work with cross functional teams, attention to detail, organization skills, Knowledge in Market Research tools and techniques. Familiar with Real Estate &amp; Banking Industry environment. Good networking skills, meeting and interacting with Real Estate Market players to understand needs and suggesting optimal solutions.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MANAGER (RISK MGMT-IBG)</td>
<td>Mandatory: 2 years full time MBA (Finance) / PGDM/Finance or equivalent course from a recognized Institute/University. Preferred: CAIIB, FRM/ CFA or FRM</td>
<td>Mandatory: The candidate should possess sound knowledge of banking operations. Should be well versed in AML/CFT requirements at US, EU and Asia Pacific. Understanding of the various sanctions/ regimes Should have analytical skill to analyse business performance and market trend. The candidate should be a team player having strong inter-personal skills. The candidate should possess innovative analytical skills. The candidate should be proficient in spreadsheet, share-point, presentation skills.</td>
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</tr>
<tr>
<td>5</td>
<td>MANAGER (CREDIT ANALYST-IBG)</td>
<td>Mandatory: CA or 2 years full time MBA/ Post Graduate Diploma in Management with recognized Institute/University, preferably Finance as major subject. Preferred: CFA, CFA IIBF</td>
<td>Good verbal and written communication skills, Good Analytical Skills, can work with cross functional teams, attention to detail, organization skills, Knowledge in Market Research tools and techniques. Familiar with Real Estate &amp; Banking Industry environment. Good networking skills, meeting and interacting with Real Estate Market players to understand needs and suggesting optimal solutions.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>SENIOR SPECIAL EXECUTIVE (COMPLIANCE)</td>
<td>Mandatory: Graduation in any discipline as 3 years full time course from a recognized Institute/University. Certified Anti Money Laundering Specialists (CAMLS)/ Certified Financial Crime Specialists (CFCS).</td>
<td>The candidate should possess sound knowledge of banking operations. Should have overview of Global/ County specific economic environment. Should have analytical skill to analyse business performance and market trend. The candidate should be a team player having strong inter-personal skills. The candidate should possess innovative analytical skills. The candidate should be proficient in spreadsheet, share-point, presentation skills.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SENIOR EXECUTIVE FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)</td>
<td>Mandatory: Full time 2 year MBA/ PGDM or equivalents with specialization in Marketing from a recognized Institute/University.</td>
<td>The candidate should possess sound knowledge of banking operations. Should have overview of Global/ County specific economic environment. Should have analytical skill to analyse business performance and market trend. The candidate should be a team player having strong inter-personal skills. The candidate should possess innovative analytical skills. The candidate should be proficient in spreadsheet, share-point, presentation skills.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SENIOR EXECUTIVE STRATEGY &amp; FIRM (FINANCE)</td>
<td>Mandatory: Full time 2 year MBA/PGDM or its equivalent Chartered Accountant from a recognized Institute/University. Preferred: CFA, FRM</td>
<td>The candidate should possess sound knowledge of banking operations. Should have overview of Global/ County specific economic environment. Should have analytical skill to analyse business performance and market trend. The candidate should be a team player having strong inter-personal skills. The candidate should possess innovative analytical skills. The candidate should be proficient in spreadsheet, share-point, presentation skills.</td>
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</tr>
<tr>
<td>9</td>
<td>SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)</td>
<td>Mandatory: Full time 2 year MBA/PGDM or its equivalent Chartered Accountant, CAIIB. Preferred: Applicants who have completed MBA/PGDM with specialization in International Banking will be preferred.</td>
<td>The candidate should possess sound knowledge of banking operations and FEMA guidelines. The candidate should possess strong inter-personal skills and innovative analytical skills and should also be proficient in Excel, spreadsheet and power point presentation.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>EXECUTIVE (FIN &amp; Mkt)</td>
<td>Mandatory: Graduation in Rural Economy/ Agriculture &amp; Allied Activities Professional who have 4 years full time course from recognised Institute/University.</td>
<td>The candidate should possess sound knowledge of rural economy and allied activities related banking needs and working knowledge of spreadsheets.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>EXECUTIVE (SOCIAL BANKING &amp; CSR)</td>
<td>Mandatory: Graduation as 3 years full time course in any stream from a recognized Institute/University preferably in Social Sciences. Preferred: Postgraduates (preferably in same stream) and those having experience in microfinance/ rural finance will be given preference.</td>
<td>The candidate should possess sound knowledge of rural economy and allied activities related banking needs and working knowledge of spreadsheets.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>MANAGER (ANYTIME CHANNELS)</td>
<td>Mandatory: B.E., B.Tech in IT stream (Electronics &amp; Communication/ Computer Science Information Science etc.) and 6 months degree in Business Analytics. Full time 2 years MBA/ PGDM or equivalent Management degree. Minimum 60% marks or equivalent in B.E./ B.Tech. &amp; MBA/ PGDM. If the degree/ marksheet has mention of grade only, a certificate regarding conversion factor of grade into percentage will be required from the Institute. Preferred: Preference will be given to candidates having Finance stream as major or MBA/ PGDM or equivalent Management degree.</td>
<td>The candidate should possess sound knowledge of banking operations and FEMA guidelines. The candidate should possess strong inter-personal skills and innovative analytical skills and should also be proficient in Excel, spreadsheet and power point presentation.</td>
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</tr>
</tbody>
</table>
The place of posting is only indicative. The selected candidate may be posted anywhere in India.

(C) Details of Required Prior Experience:

<table>
<thead>
<tr>
<th>Post Sr. No.</th>
<th>Post Name</th>
<th>Required Experience</th>
</tr>
</thead>
</table>
| 1           | Manager (Marketing-Real Estate & Housing)     | Mandatory: As on 31.07.2019, minimum 5 years post qualification experience of working in home loan department in the field of marketing as an Executive in Supervisory/Management role in:  
  i) In a Public Sector or Listed Financial Institution/Company.  
  ii) Preferably in a Financial Institution.  
  OR  
  Minimum 3 years of post basic qualification experience in rural banking of Public Sector Banks / Private Sector Banks / NBFC as on 31.07.2019. |
| 2           | Manager (Builder Relations)                   | Mandatory: As on 31.07.2019, minimum 5 years post qualification experience of working in home loan department as an Executive in Supervisory/Management role.  
  i) In a Public Sector or Listed Financial Institution/Company.  
  ii) Preferably in a Financial Institution.  
  OR  
  Minimum 3 years of post basic qualification experience in rural banking of Public Sector Banks / Private Sector Banks / NBFC as on 31.07.2019. |
| 3           | Manager (Product Dev. & Research)             | Mandatory: As on 31.07.2019, minimum 5 years post qualification experience of working in home loan department as an Executive in Supervisory/Management role.  
  i) In a Public Sector or Listed Financial Institution/Company.  
  ii) Preferably in a Financial Institution.  
  OR  
  Minimum 3 years of post basic qualification experience in rural banking of Public Sector Banks / Private Sector Banks / NBFC as on 31.07.2019. |
| 4           | Manager (Risk Management)                     | Mandatory: Minimum 5 years post basic qualification experience in the field of Risk Management as on 31.07.2019, preferably in a scheduled Commercial Bank or Listed Financial Institution/Company.  
  Candidate having similar experience in any NBFC may also apply. |
| 5           | Manager (Credit Analyst (IBG))                | Mandatory: Minimum 5 years post basic qualification experience in the field of Credit as on 31.07.2019, preferably in a scheduled Commercial Bank or Listed Financial Institution/Company.  
  Candidate having similar experience in any NBFC may also apply. |
| 6           | Senior Executive (Compliance)                 | Mandatory: Minimum 5 years post basic qualification experience in the field of Compliance as on 31.07.2019 in any Banking Institution with overseas presence. |
| 7           | Senior Executive (Financial Institution)      | Mandatory: Minimum 5 years post basic qualification experience in the field of Marketing/Relationship Management as on 31.07.2019, in any Banking Institution (Foreign or Domestic)/Financial Institutions. |
| 8           | Senior Executive (Strategy-TMG)               | Mandatory: Minimum 5 years post basic qualification experience in the field of FEMA Compliance as on 31.07.2019, in any Banking/Financial Institution. |
| 9           | Senior Executive (REH)                        | Mandatory: Minimum 5 years post basic qualification experience in the field of Management as an Executive in Supervisory/Management role.  
  i) In a Public Sector or Listed Financial Institution/Company.  
  ii) Preferably in a Financial Institution.  
  OR  
  Minimum 3 years of post basic qualification experience in rural banking of Public Sector Banks / Private Sector Banks / NBFC as on 31.07.2019. |
| 10          | Executive (IT & MM)                           | Mandatory: Minimum 5 years' work experience after Graduation in the field of Agriculture/Allied activities/Forestry/ related marketing activities as on 31.07.2019 with any Corporate preferably with a Financial Institution. |
| 11          | Executive (Social Banking & CSR)              | Mandatory: Minimum 5 years' work experience including 2 years in rural area (after Graduation) in the field of Public Relations/Corporate Social Responsibility/ sustainability teams or rural citizenship related to the field of Social Banking / Micro Finance / dealing with NGOs/CSR activities as on 31.07.2019 with any Corporate preferably a Financial Institution. |
| 12          | Manager (Anytime Channels)                    | Mandatory: As on 31.07.2019, minimum 7 years' post qualification (degree of B.E. / B. Tech) experience in IT Sector and Banking. Out of this, compulsory work experience of:  
  i) Minimum 4 years in IT Sector and  
  ii) Minimum 3 years in managing ATM/COM or Kiosk. |
| 13          | Manager (Analyst-FI)                          | Mandatory: As on 31.07.2019, minimum 5 years post qualification experience in data analytics and Risk Management area preferably in Banking and Finance.  
  Preferred: Candidates with higher work experience will be given preference. |
| 14          | Dy. Manager (Analyst-FI)                      | Mandatory: Minimum 3 years post qualification experience in retail banking products as on 31.07.2019 as an executive in supervisory / Management role in:  
  i) A Scheduled Commercial Bank/Associate or subsidiary of a Scheduled Commercial Bank.  
  ii) A Public Sector or Listed Institute / Company. |
| 15          | Manager (Analyst-FI)                          | Mandatory: As on 31.07.2019, Minimum 5 years post qualification experience in the area of Corporate Finance/Credit Risk Management as an executive in supervisory / Management role in:  
  i) A Scheduled Commercial Bank/Associate or subsidiary of a Scheduled Commercial Bank.  
  ii) A Public Sector or Listed Institute / Company. |

(D) Contract Period For Contractual Posts

<table>
<thead>
<tr>
<th>Post Sr. No.</th>
<th>Post Name</th>
<th>Contract Period</th>
<th>Renewal For further Period</th>
<th>Renewal for No. of Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Senior Special Executive (Compliance)</td>
<td>3 Years</td>
<td>Yes</td>
<td>2 Years</td>
</tr>
<tr>
<td>7</td>
<td>Senior Special Executive (Financial Institution)</td>
<td>3 Years</td>
<td>Yes</td>
<td>2 Years</td>
</tr>
<tr>
<td>8</td>
<td>Senior Special Executive (Strategy-TMG)</td>
<td>3 Years</td>
<td>Yes</td>
<td>2 Years</td>
</tr>
<tr>
<td>9</td>
<td>Senior Special Executive (FEMA Compliance)</td>
<td>3 Years</td>
<td>Yes</td>
<td>2 Years</td>
</tr>
<tr>
<td>10</td>
<td>Executive (IT &amp; MM)</td>
<td>3 Years</td>
<td>Yes</td>
<td>2 Years</td>
</tr>
<tr>
<td>11</td>
<td>Senior Executive (Social Banking &amp; CSR)</td>
<td>3 Years</td>
<td>Yes</td>
<td>2 Years</td>
</tr>
<tr>
<td>16</td>
<td>Senior Executive (Retail Banking)</td>
<td>3 Years</td>
<td>Yes</td>
<td>2 Years</td>
</tr>
</tbody>
</table>
(E). Job Profile & KRAs:

<table>
<thead>
<tr>
<th>Post Sr No</th>
<th>Post</th>
<th>Job Profile in Brief</th>
<th>KRAs in Brief</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANAGER (MARKETING-REAL ESTATE &amp; HOUSING)</td>
<td>Responsible for Marketing initiatives of Real Estate &amp; Housing</td>
<td>- Study of Home Loan Market and Competitor analyses</td>
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<td></td>
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<td>- Management of Sales Channels (Internal, Outsourced Channels)</td>
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<td>- Work closely with cross functional teams to implement projects/ new initiatives</td>
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<td>- Build relevant reporting/ analytical methods to track KPIs</td>
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<td>- Vendor management includes credit bureaus, financial aggregators etc.</td>
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<td></td>
<td>- Identify and implement new initiatives to increase Home Loan Business</td>
</tr>
<tr>
<td>2</td>
<td>MANAGER (BUILDER RELATIONS)</td>
<td>Developing Relations with Real Estate Sector stakeholders</td>
<td>- Coordination with BRTs across the country</td>
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<tr>
<td></td>
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<td>- Managing Builder Connect Programmes with major Builder community</td>
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<td></td>
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<td>- Monitoring of OPAS</td>
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<td>- Coordinating with BRTs for bringing more Projects in to Builder tie-ups.</td>
</tr>
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<td>- Coordination with House Legal Team &amp; Vendors</td>
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<td></td>
<td>- Work closely with Marketing Team in preparing content/ graphics for use cases</td>
</tr>
<tr>
<td>3</td>
<td>MANAGER (PRODUCT DEV. &amp; RESEARCH IBG)</td>
<td>Product Development and Market Research related to Real Estate &amp; Home Loan</td>
<td>- Identify needs by interacting with market players in housing industry, analysing market demand and market research on competitions offerings</td>
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<td>- Modify existing products/updating product features periodically to align with market demand</td>
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<td>- Design new products or processes etc by adhering to Bank’s Risk and Compliance framework and ensuring product profitability</td>
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<td>- Defining income calculation and nature of income (seasonal/ perennial)</td>
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<td>- Assessing Risk involved with the sectors/services/businesses</td>
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<td>- Build and drive engagement on social media</td>
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<td></td>
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<td></td>
<td>- Work closely with product team and creative team in preparing content/ graphics for use case</td>
</tr>
<tr>
<td>4</td>
<td>MANAGER (RISK MGMT-IBG)</td>
<td></td>
<td>- Key Risk Indicators: Quarterly monitoring of KRIIs is conducted to find out the Key risk areas for our Foreign Offices and action plans are drawn to address identified High Risk areas. KRIs are reviewed annually.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>- Incident Reporting: This involves collection, reporting and analysis of OR / loss events / Near Miss events at Foreign Offices on a quarterly basis. Also, external loss incidents at other Banks / FIs are analyzed to assess their applicability to the Foreign Offices.</td>
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<tr>
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<td>- RCSA exercise: RCSA exercise is conducted across all Business and support lines to outline all the risk areas and assess the efficacy of existing controls put in place to mitigate all the risks. The exercise involves preparation of extensive Risk Registers for all major business support activities. For risk areas where control measures are found to be inadequate, additional mitigation measures are required to be formulated.</td>
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<tr>
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<td>- Risk Committee Meetings (RAC-IBG and ORMAC): The Risk Management Committee of IBG (RMC-IBG) and Operational Risk Management Committee (ORMC) and conducted on a quarterly basis. The role involves overall responsibility for preparing the RMC-IBG presentation, conducting the meeting, drawing up action points from the meeting and circulating for concerned departments for necessary action. In case of ORMC meetings, the role involves providing necessary papers for discussion in the meeting besides implementation of action points emanating from the ORMC.</td>
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<td>- Examination of ORM Policies: ORM Policies submitted by the FIs are scrutinized. FIs are advised to make necessary corrections (whenever required) and approval is taken for the policies.</td>
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<td>- IT Risk: In the area of IT Risk, the role involves taking up IT related issues pertaining to IBG (raised in IT Risk Committee and other Risk Committee) with O&amp;IS / IT-FO for appropriate resolution and driving the same through Quarterly RMC-IBG meetings.</td>
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<td>- Analysis of foreign subsidiaries data and submission of various returns and reports to Group Risk Management Department.</td>
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<td>- Analysis of credit risk data of various foreign offices and comply with policy parameters.</td>
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<td>- Monitoring of market risk parameters of FIs &amp; OBSs.</td>
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<td>- Preparation of presentations.</td>
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<td></td>
<td>- Miscellaneous: Other activities include preparation of Risk related slides on ad hoc basis for meetings like IBG / IBO Trainings / Conclave, Annual Conferences etc.</td>
</tr>
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<td>5</td>
<td>MANAGER (CREDIT ANALYST-IBG)</td>
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<td>- Scan the environment/ media, collecting the industry/ economy in which the borrowers operate.</td>
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<td>- To analyze balance sheets, other project related information and carry out due diligence of credit proposals assigned.</td>
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<td></td>
<td>- Adhering to Turn around Time for processing New / Existing proposals.</td>
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<td>- Submission of control reports after sanction by credit committees.</td>
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<td>- To interact with finance teams of leading Indian Corporates.</td>
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<td>- Keeping a tab on latest developments and news in all major industries and look for new business opportunities.</td>
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<td></td>
<td>- Assisting Relationship Manager in achieving Budgeted growth in Advances for the department</td>
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<td>- To interact with credit and syndicate teams in various foreign branchess of SBI.</td>
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<td>- To facilitate documentation in co-ordination with foreign offices.</td>
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<td>- Prepare Invite letter, information memorandum and presentations for syndication.</td>
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<td>- Ensure timely disbursement of loans and booking of income.</td>
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<td>- Follow-up with foreign banks for timely review of accounts.</td>
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<td>- Assisting our foreign branches for post sanction approvals.</td>
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<td>- To attend to correspondence/ maintain liaison with internal and external agencies and extend support to Relationship Manager as required.</td>
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<td>- Preparing credit growth or income related data for Performance reviews.</td>
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<td>- Due diligence of credit proposals with a satisfactory TAT.</td>
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<td>- Ensure Timely Review of Accounts/ post sanction approvals.</td>
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<td>- Monitoring and preparing department related data.</td>
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<td>- Ensuring that income is earned and booked timely.</td>
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<td>- Satisfactory contribution for achievement of growth in advances.</td>
</tr>
</tbody>
</table>
6  SENIOR SPECIAL EXECUTIVE (COMPLIANCE)

- To provide specialist support and advice to other business units for improving compliance risk management framework across the organisation. To regularly review the Bank’s capability to identify and manage new types of compliance risks. Tracking the compliance developments across the globe and periodic reporting to management with suggested actions required, if any.
- Monitoring and analysing compliance related IT applications in FOs like Transaction Monitoring Application, Negative Media Tracking Solution, Sanctions Screening Software periodically and informing the updates to the country coordinators and controllers.
- Scrutinising the KYC/AML Policy, Compliance Policy, Anti-Bribery Policy submitted by the FOs, suggesting changes required, if any and recommending for approval by the appropriate authority in Bank.
- Collection of various quarterly reports from foreign offices, their consolidation and putting up analytical reports to top management.
- Monitoring timely submissions of FEMA related reporting to the regulator.
- To provide specialist support to IBD and other business units for improving FEMA compliance across the Bank.
- Support review of Bank’s internal process in line with the regulatory changes.
- Tracking of enhancements in FEMA compliance related developments and periodic reporting to management with suggested actions required, if any.
- Monitoring and analysing compliance related reporting to management with suggested actions required, if any.
- Close liaison with Internal Audit department for exceptions observed in FEMA Audit and efforts for their redressal.
- Providing inputs on FEMA in Circle/Business units meetings wherever required.

Providing Specialist Support

To provide specialist support and advice to other business units for improving compliance risk management framework across the organisation.

7  SENIOR EXECUTIVE FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)

- Carrying out market research on Banking & Financial industry to tap opportunities for business development of IBG.
- Enhance business engagement with Correspondent Banks (CBs) and put-up regular review of the business generated through CBs.
- Monitoring with Correspondent Banks for Asset growth and Funding support to SBI Foreign Offices (FOs). Target to be achieved on month to month basis.
- Setting up of meeting with Foreign Banks with top management, preparation of write up on CBs with key asks, preparation of meeting minutes, uploading of action points on in house CRM solution and following up on the action points.
- Directing business leads received from allocated Correspondent Banks/Financial Institutions (FIs) to our domestic offices.
- Business performance monitoring of Relationship Manager (RM) Fix / Chief Representatives posted in foreign offices.
- Coordinating internal events like IMF/WB Annual Meeting, World Economic Forum Annual Meeting, etc.
- Other job related to business development allocated by Team Head/ Relationship Manager.

Market Research:

- Produce Research Papers for Senior Management with detailed analysis for enhancing business relationship with Foreign Banks, Financial Institutions & other Multilateral Institutions, Domestic Banks. Study various untapped geographies for exploring new Correspondent Relationships with Financial Institutions and identifying white spaces.
- Identify latest trends/best practices in Correspondent Banking adopted by Foreign and Indian Banks and suggest suitable ones for implementation in the Bank.

Providing Specialist Support:

- To carry out market research on regular basis and provide necessary input for business development in various geographies having presence of SBI.
- Carry out study on Products / Business levels of various Foreign Banks and provide necessary input to team for business development with those Banks.
- Engage in discussion with Foreign Banks and explore the possibility of business development under various product lines.

Monitoring and Reporting:

- Uptake and maintenance of in-house CRM solution and generate / analyse report on business development.
- Carry out review on business generated from the Foreign Banks and put-up regular review to the management.
- Analyse reasons for non-achievement of business targets, if any, and prepare action plan for achieving the budget on month on month basis.
- Collect various monthly / quarterly reports from foreign offices, Relationship Managers at SBI foreign offices put-up analytical reports to top management.

Presentation and Organizing:

- Preparation of presentation on business development for the Top Management/ Foreign Banks and collecting related background / feedback papers from various departments for Top Management.
- Preparation of ATR on action points for annual conference of Foreign Offices held each year / Monthly Performance Reviews/ Regular Meetings with the Foreign Banks.
- Preparation of presentations for events like IBJU/BDO training, Conclaves/ Annual Conference/ workshops, etc. for compliance department.

Miscellaneous:

- Inter-departmental coordination within the SBI.
- Coordination with Relationship Managers at SBI Foreign Banks.
- Coordination with Foreign Banks for getting KYC / AML related data / papers relationship review/ renewal.
- Handling of complaints.

8  SENIOR EXECUTIVE (STRATEGY-TMG)

- Introducing new products (assets, liabilities, treasury) for IBG, keeping in view RBI / foreign regulator guidelines.
- Relationship management with multi-lateral institution and Central Banks for raising liabilities.
- Investor relationship with existing and potential bond investors.
- Developing investor relation to achieve targeted RORWA (Return on Risk Weighted Assets), Return on Equity.
- Planning strategy for IBD’s transition and other market related activities.
- Tapping Foreign Portfolio Investment (FPI) business in co-ordination with SBI group entities.

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9  SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)

- To provide specialist support and advise to IBD and other business units for improving FEMA compliance across the Bank.
- Providing support and guidance to operating units for their queries/issues related to FEMA.
- Support review of Bank’s internal process in line with the regulatory changes.
- Tracking of enhancements in FEMA compliance related developments and periodic reporting to management with suggested actions required, if any.
- Monitoring and analysing compliance related reporting to the regulator.
- Close liaison with Internal Audit department for exceptions observed in FEMA Audit and efforts for their redressal.
- Providing inputs on FEMA in Circle/Business units meetings wherever required.

Monitoring & Reporting:

- Monitoring yearly submissions of FEMA related reporting to the regulator.
- To provide specialist support and advise to IBD and other business units for improving FEMA compliance across the Bank.
- Monitoring and analysing compliance related IT applications in FOs like Transaction Monitoring Application, Negative Media Tracking Solution, Sanctions Screening Software periodically and informing the updates to the country coordinators and controllers.
- Scrutinising the KYC/AML Policy, Compliance Policy, Anti-Bribery Policy submitted by the FOs, suggesting changes required, if any and recommending for approval by the appropriate authority in Bank.
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**EXECUTIVE (FI & MM)**

- Gathering market information, survey of area under their jurisdiction for assessing the potential for activities such as dairy, poultry, plantation, fruits, vegetables, horticulture, fishery, agri-related activities, rural housing, etc. document and update at half yearly intervals. To also provide support in preparation of Annual Credit Plan (ACP).
- Preparation of model schemes and checklists for completion of applications/appraisals.
- Review and revision of existing schemes and to educate/populate amongst staff and CSPs.
- Improving Bank’s share in microfinance in the District.
- Review of scales of finance annually in their area of operation.
- Sourcing and giving leads to DCM (Branch Channel) for taking them forward in respect of new businesses such as horticulture, horticulture, tissue culture and high value/modern machinery used in farming activity, so as to tap maximum potential in the District.
- canvass for high value loan proposals, undertaking techno-economic evaluation and processing of high value proposals referred by branches.
- To interact frequently with the Government departments related to Agri finance. NABARD, Agri Universities/ Research centres. Maintain report with State Govt. officials from agriculture/animal husbandry/fisheries and other stakeholders in the value chain.
- Maintain contacts with tractor and farm machine dealers in the area as well as at the District Headquarters for business leads.
- Assess potential for contract farming and liaise with sugar mills, super markets and other stakeholders in the value chain.
- Explore possibilities for Agri Exports from the region and encourage farmers to migrate to such cultivation practices.
- Organize marketing campaign with the help of branches/staff/CSPs of FM/IIM Network Organize farmers meet.
- Maintain liaison with village authorities. Organize village meetings for expanding the bank’s scheme to the farmers and render necessary assistance and guidance.
- Preparation of an overall credit plan dovetailed to the ACP of the district and down streaming to branch specific credit targets.
- Mapping the agriculture business potential in the district.
- Furnishing business leads to branches.
- Monitoring and tapping potential for high value or innovative agriculture activities in the district.
- Maintain close and effective liaison with government departments and institutions.
- Undertake techno-economic evaluation and processing of high value proposals referred by branches.
- Organize farmers meets

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**SENIOR EXECUTIVE (SOCIAL BANKING & CSR)**

- Mapping of Microfinance potential in the RBO and preparation of Annual Credit Plan aligned to and subserving Bank’s strategies on financial inclusion and micro finance.
- Device strategies and promote Social Security Schemes and other Govt initiatives.
- Facilitate preparation of Branch wise business plan, potential linked target setting for Joint Liability Groups (JLGs), SHGs credit linkages and to evolve ways and means to implement the plan.
- Improving Bank’s share in microfinance in the Network.
- Close coordination with Farmer Producer Organisations/Farmer Producer Cooperatives (FP/OFC).
- Help formation of SHGs with/without assistance of NGOs, opening of their SB accounts and credit linkages.
- Building relationships/partnerships with NGOs, MFIs and other agencies for driving microfinance through Joint Liability Groups (JLGs) and SHGs credit linkages.
- Engaging and building relationships with NGOs in the area and focus on social purpose initiatives of the local communities.
- Interact with the local communities and concerned govt/non-govt agencies and derive CSR activities centring on Healthcare & Sanitation, Education, Skills & Livelihood, Women empowerment, Sustainability and environment and Rural Development.
- Communicate to the local communities the impact of the Bank’s programs.
- Organise customised training at RSETI as per requirement of NGOs operating in the area and ensuring their credit linkages/employment.
- Ensure that the Financial Literacy Centres (FLCs) work in close co-ordination with NGOs and Village Panchayats.

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**MANAGER (ANYTIME CHANNELS)**

- To identify new alternate channels products and solutions in the market in line with the Bank’s overall strategy.
- Prepare Business Requirement Documents (BRD) for development by IT vertical of the Bank.
- Layout of the solutions as per the Business Requirements.
- End-to-end management and implementation of new solutions/ projects in the Bank.
- To assist in devising overall Alternate Channel strategy of the Bank.
- To drive transactions volume on the existing alternate channels of the Bank.
- To devise strategies to increase availability of Bank’s alternate channels.
- To track best practices in the industry and explore solutions relevant to the Bank.
- Manage day to day functioning of alternate channels.
- Handling regulatory and security related issues related to Alternate Channels.
- To liaise within various departments of the Bank to ensure smooth and timely rollout of projects.
- Manage relationship with Bank’s existing and potential partners for contracts, procurement, service levels and overall delivery.
- Any other matter, as may be entrusted by the Bank from time to time.

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**MANAGER (ANALYSIT-II)**

- Analysis and preparation of reports/ Monitoring activities of BC/ CSPs.
- Monitoring the visit report of CSPs by branch officials and Retired officer engaged as Business Facilitators to evaluate risk purview and developing tools to monitor the key risk areas.
- Study of BCs operations/ Risk Management Areas.
- Trend analysis in BC Channel.
- Study of new Products/ Innovation in BC Channel.
- Design of new products in BC Channel.
- Study of operational risk/ reputational risk vis-a-vis other banks.
- To prepare strategy for visibility and sustainability of BC Channel.
- Study to improve cross selling of various products in BC Channel.
- Study of BC Remuneration/ Commission Structure.
- Any other related work.

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**Chief Manager (AGRI-SPL)**

- End to End Digitization of Agri loan handling.
- Co-ordination of loans.
- Pool purchase.
- New product development.
- Financing to farmer producer companies.

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**Business Strategy**

- To identify new alternate channels products and solutions in the market in line with the Bank’s overall strategy.
- To explore new solutions in the market to reduce the overall spend on Alternate Channels while increasing the reach of alternate channels.
- End-to-end implementation of new alternate solutions in the Bank.
- To assist in devising overall Alternate Channel strategy of the Bank.
- Track best practices in the industry, competitors, vendors, partners, ecosystem and explore solutions relevant to the Bank.
- Value-additions on the Alternate Channels to increase customer’s stickiness and increased wallet share.

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**Maintenance & Performance Improvement**

- To ensure smooth and timely rollout of projects.
- Manage relationship with Bank’s existing and potential partners for contracts, procurement, service levels and overall delivery.
- Background papers/presentation for P-Review/ CENMARC/ Conclave/ BC performance review meetings etc.
- Analysis & making policy for BC Circle ranking, study on migration of Non FI Customers to BC Channel, analysis for income, BC activity, analytics on BC Channel.
- Innovations & New Initiatives in BC Channel.
- Broad banking activities in BC Channel.
- Monitoring overall performance, preparation and submission of report on Rupay Card Activation.
- Monitoring and implementation of Lead Bank Scheme.
- Submission of quarterly review of Lead Bank Scheme.
- Monitoring and implementation of programmes of Financial Literacy Centres (FLCs).
- Submission of review (Memorandum) to Central Board on Lead Bank Scheme and special programmes of assistant under Centrally Sponsored Scheme.
- Support to Circle PLC Nodal Officer/ PLC Director and Counsellors’ Nodal Officers for monitoring flow of credit to Minority Communities.
- Monitoring to Micro ATM in BC Channel.
- Handling demand portal for IT Development.
- Raising IT demands relating to various technological developments.
- To analyse and prepare report for improvement of the assessment quality of the Bank.
- Analysis and preparation of reports monitoring activities of BCRs CSPs.
GUIDELINES FOR FILLING ONLINE APPLICATION:

i. 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 Apply’).

ii. 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.

iii. After registering online, the candidates are advised to take a print out of the system generated online application form.

GUIDELINES FOR PAYMENT OF FEES:

i. Application fees (Non-refundable): General/ OBC/EWS candidates : Rs.750/- (Rupees Seven Hundred Fifty Only) ; SC/ST/PWD Candidates : No Fee.

ii. The payment can be made 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.

iii. The scale of pay applicable to different grade is furnished above. Regular post officials will also be eligible for DA, HRA, CCA, LFC, Medical Facility etc. as per rules in force from time to time.

(G) How to Apply:

The scale of pay applicable to different grade is furnished above. Regular post officials will also be eligible for DA, HRA, CCA, LFC, Medical Facility etc. as per rules in force from time to time.
(H). How to Upload Documents:

i. Details of Document to be uploaded:
   - Brief Resume (PDF)
   - Proof (PDF)
   - Date of Birth (PDF)
   - Educational Certificates: Relevant Marks Sheets, Degree Certificate (PDF)
   - Experience certificates (PDF)
   - Salary Slip as on 31st March, 2019 (PDF) (in case of contractual posts)
   - Caste certificate/SC Certificate/SSC Certificate if applicable (PDF)
   - PWD certificate, if applicable (PDF)

ii. Photograph file type: size:
   - Photograph must be a recent passport style colour picture
   - Size of the photograph should be between 20x25 Kb and Dimensions 200 x 200 pixels
   - Photograph should be bright, light coloured preferably white, background
   - Look straight at the camera with a relaxed face
   - If the picture is taken on a curvy day, have the sun behind you, or place yourself in the shade, so that you are not
   - reflecting and there are no harsh/hot spots
   - If you have to use back, ensure there’s no ‘red-eye’
   - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
   - Cap, hat and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face
   - Ensure that the size of the scanned image is not more than 500. If the size of the file is more than 50 kb, then
   - adjust the setting of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

iii. Signature file type: size:
   - The applicant has to sign on white paper with Black Ink pen
   - The signature must be signed only by the applicant and not by any other person.
   - If the applicant’s signature on the answer script, at the time of the examination, does not match the signature on
   - the online application form the candidate will be rejected.
   - Size of file should be between 200 - 300 Kb and Dimensions 140 x 60 pixels
   - Ensure that the size of the scanned image is not more than 200
   - Signature in CAPITAL LETTERS shall not be accepted.

iv. Experience certificates:
   - Experience certificates should be from Government/Quasi-Government/Quasi Private Sector
   - Experience certificates from companies/industries with whom the candidate has been associated recently will be
   - considered.
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   - considered.

v. Education certificates:
   - Educational Qualifications from the Universities/Institutes to which the candidate has been admitted/registered
   - Educational Certificates: Relevant Marks Sheets, Degree Certificate (PDF)
   - Caste certificate/SC Certificate/SSC Certificate if applicable (PDF)

vi. Any other documents:
   - Any other documents as applicable

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xi. Educational Qualifications:
   - Educational Qualifications from the Universities/Institutes to which the candidate has been admitted/registered
   - Educational Certificates: Relevant Marks Sheets, Degree Certificate (PDF)
   - Caste certificate/SC Certificate/SSC Certificate if applicable (PDF)

xii. Any other documents:
   - Any other documents as applicable

(J). Selection Process:

Selection will be based on shortlisting and interview.

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 thereupon, prepare a requisite 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.

(K). General Information:

i. Before applying for a post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above for that post and on the specified date and that the particulars furnished by him/her are correct in all respects.

ii. In case of detection at any stage of recruitment that an applicant does not fulfill the eligibility norms and/or that his/her 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 detected even after appointment, his/her services are liable to be terminated.

iii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.

iv. Appointment of selected candidate is provisional and 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.

v. Experience certificates (PDF)
   - Experience certificates should be from Government/Quasi-Government/Quasi Private Sector
   - Experience certificates from companies/industries with whom the candidate has been associated recently will be
   - considered.
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   - considered.

vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.

vii. 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.

viii. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit no objection certificates 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.

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.

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 to 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.

xi. Reservations in Banks 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.

xii. The candidate 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.

xiii. Where interview without any written test is the mode of recruitment, 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/shortlisting with reference to candidate’s qualification, suitability, experience etc.

xiv. In case of multiple application for single post, only the last valid (completed) application will be retained and the application fee/intimation charge paid for other registration will stand forfeited. Multiple application 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 called for interview after shortlisting will be reimbursed the travel fare of AC-III tier (mail express only) for the shortest route in India or actual expenses incurred (whichever is lower). Local transportation expenses will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare.

xvii. 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 right to deny the appointment depending upon such disclosures and/or independent verification.

For any query, please write to us through link “CONTACT US/ Post Your Query” which is available on Bank’s website (URL - https://bank.sbi/careers OR https://sbi.co.in/careers)

The Bank is not responsible for printing errors, if any