



**RECRUITMENT OF SPECIALIST CADRE OFFICERS ON REGULAR BASIS**

ADVERTISEMENT NO: CRPD/ SCO/ 2021-22/ 06

**ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 13.04.2021 TO 03.05.2021**

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

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

- 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.
- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- Candidates must upload all required documents (brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their application/ candidature will not be considered for shortlisting/ interview.
- Candidature/ Short listing of a candidate will be provisional and will be subject to satisfactory verification of all details/ documents with the originals when a candidate reports for interview (if called).
- 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.
- Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call Letter (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
- ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S CAREERS WEBSITE ONLY.**
- 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.
- Hard copy of application & other documents are not required to be sent to this office.

**A. DETAILS OF POSTS/ GRADE/ VACANCY/ AGE/ PLACE OF POSTING/ REMUNERATION:**

Sl.	Post	Grade	Vacancy <sup>§</sup>										Age <sup>#</sup> (years)			Place of Posting <sup>@</sup>	Pay Scale (Rs) *
			Gen	OBC	SC	ST	EWS	Total	LD	HI	VI	d&e	Min.	Max.	As on		
1.	Manager (Credit Analyst)	MMGS-III	20	11	7	3	4	45	1 (OA/ OL)	--	1	--	--	35	01.01.2021	Anywhere in India	63840-1990/5-73790-2220/2-78230
2.	Manager (Job Family & Succession Planning)		1	--	--	--	--	1	1 (OL)	--	--	--	--	32	01.02.2021		
3.	Manager (Remittances)		1	--	--	--	--	1	1 (OL)	--	--	--	27	35	01.01.2021		
4.	Dy. Manager (Marketing - Financial Institutions)	MMGS-II	1	--	--	--	--	1	1 (OL)	--	--	--	26	30	01.01.2021	Mumbai	48170-1740/1-49910-1990/10-69810
5.	Dy. Manager (Chartered Accountant)		5	1	--	--	--	6	1 (OA/ OL)	--	--	--	25	35	01.02.2021		
6.	Dy. Manager (Anytime Channel)		2	--	--	--	--	2	1 (OA/ OL)	--	--	--	--	35	01.04.2021		

§ - The number of vacancies mentioned are provisional and may vary according to the actual requirement of the Bank. # - Relaxation in age available to reserved category candidates as per GOI guidelines.

- Candidate belonging to reserved category (including PWD), for whom no reservation has been mentioned, are free to apply for provided they fulfil all the eligibility criteria applicable to unreserved category.

@ - Bank reserves the right to post anywhere in India as per its requirement.

★ - Official will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund, LFC, Medical Facility etc. as per the rules in force from time to time.

ABBREVIATIONS: MMGS - Middle Management Grade Scale, Gen - General; OBC - Other Backward Classes; SC - Scheduled Caste; ST - Scheduled Tribe; PWD - Person with Disability, LD - Locomotor Disability, OA - One Arm, OL - One Leg, HI - Hearing Impaired, VI - Visually Impaired, d&e - Includes ⇒ (i) "Specific Learning Disability" (SLD); (ii) "Mental Illness" (MI); (iii) "Multiple Disabilities" (multiple disabilities amongst LD, VI, HI, SLD & MI).

- Note:**
- 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.
  - The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
  - Bank reserves the right to cancel the recruitment process entirely at any time.
  - Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates.
  - 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 last date of online registration of application. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2021 to the date of interview, should be submitted by such candidates, if called for interview.
  - Reservation for Person with Disability (PWD) is horizontal within the overall vacancies for the post.
  - PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
  - Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available to reserved category candidates as per Government of India Guidelines.
  - In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate had experience in that specific field
  - Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dt. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

**Disclaimer:** "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the income & Asset certificate being verified through the proper channels." Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Govt. of India.

**B. DETAILS OF EDUCATIONAL QUALIFICATION/ OTHER QUALIFICATIONS/ EXPERIENCE/ SPECIFIC SKILLS REQUIRED:**

Sl.	Post	Educational Qualification/ Experience/ Specific Skills Required -- University/ Institute should be recognised/ approved by Government bodies/ AICTE/ UGC	
1.	Manager (Credit Analyst)	<b>Education:</b> Graduation in any stream, <b>AND</b> MBA/ PGDBA/ PGDBM or their equivalent (with specialisation in Finance) as 2-year regular course. Candidates having qualification of CA/ CFA/ ICWA (CMS) are also eligible to apply.	<b>Experience:</b> Minimum 3 years' Post Qualification experience (as on 01.01.2021) in Corporate/ SME Credit as an executive in Supervisory/ Management role in a Scheduled Commercial Bank/ Associate or Subsidiary of a Scheduled Commercial Bank OR a Public Sector or listed Financial Institution/ Company. <b>Post-qualification experience in high value credit is a must. Experience should be in appraisal/ assessment of Credit proposals of Medium/ Large Corporates.</b>
		<b>Specific Skills:</b> Analysis of Balance sheet /Appraisal of Credit Proposal, Credit Monitoring & follow up.	
2.	Manager (Job Family & Succession Planning)	<b>Education:</b> Graduation in any stream as full-time course, <b>AND</b> MBA/ PGDM or its equivalent with Specialisation in HR as full time course (as on 01.02.2021) <b>Other Qualifications:</b> Special Certifications, if any, in HR field is desirable.	<b>Experience:</b> Minimum 7 years' experience (including internship, if any) in the field of Human Resource of working in Banks/ NBFCs (as on 01.02.2021). Experience in the subfields such as Succession Planning, Job Family, Decision Support Tool related to HRM will be preferred.
		<b>Specific Skills:</b> Confident personality and good interpersonal skills. Strong communication and presentation skills and working knowledge of spreadsheets.	
3.	Manager (Remittances)	<b>Education:</b> Full Time B.E./ B. Tech in any stream (Electronics & Communication, Computer Science, Information Technology, Electronics & Instrumentation etc.), <b>AND</b> Full Time MBA/ PGDM or equivalent Management degree (Preference will be given to candidates having Marketing stream as major) [Course completed through correspondence/ part time will not be eligible].	<b>Experience:</b> Minimum 4 years' Post Basic Qualification experience (as on 01.01.2021) in Scheduled Commercial Banks dealing with Foreign Inward Remittances (preference will be given to candidates having experience in dealing with Exchange Houses/ Banks) <b>Preferred:</b> Working experience with cross functional teams like Compliance, IT, Legal, Operations etc.
		<b>Specific Skills:</b> Marketing Strategy, Business Strategy, Key Account Management, Product Development, Product Management, Excellent Communication & Leadership Skills.	
4.	Deputy Manager (Marketing - Financial Institutions)	<b>Education:</b> MBA/ PGDM or its equivalent 2-year full time course (Specialisation in 'Marketing' is preferred)	<b>Experience:</b> Minimum 4 years' Post Qualification experience (as on 01.01.2021) of working in Marketing domain in Supervisory Capacity in Financial Institutions/ Banks. <b>Preference</b> will be given to candidates having experience in marketing of Financial Institutions (FI) coverage products viz. Nostro/ Vostro, Trade Products, Treasury Products, etc.
		<b>Specific Skills:</b> <ul style="list-style-type: none"> <li>Strong marketing skill with proficiency in International Banking Products, including FI coverage products.</li> <li>Data Analytical, Strong Communication, Problem solving &amp; business analytical skills.</li> <li>Sound knowledge of Banking Operations.</li> </ul>	<ul style="list-style-type: none"> <li>Overview of Global / Country specific Economic environment.</li> <li>Analytical skill to analyse business performance and market trend.</li> <li>Proficient in spreadsheet, share-point, presentation skills, etc..</li> </ul>
5.	Deputy Manager (Chartered Accountant)	<b>Education:</b> Chartered Accountant (preferably passed in one attempt)	<b>Experience:</b> Minimum 3 years' post qualification experience (as on 01.02.2021) in Supervisory capacity in any Financial Institution/ Corporate/ Bank.
6.	Deputy Manager (Anytime Channel)	<b>Education:</b> BE/ B. Tech in IT stream only (Electronics & Communication/ Computer/ Electrical/ Information Science etc.), <b>AND</b> Full time 2 years MBA/ PGDM or equivalent Management degree	<b>Experience:</b> Minimum 4 years' composite experience (as on 01.04.2021) in the field of Banking, Finance and/ with OEM or Audit in the Supervisory/ Executive or team member capacity. (all work experience, internships before or after B.E./ B. Tech and MBA/ PGDM will be considered under total work experience). Out of total work experience, minimum 3 years' experience should be in managing ATMs/ ADWMs/ Self-service Kiosks (SSKs) in Scheduled Commercial Banks/ Financial Institutions or dealing with OEMs of ATMs/ ADWMs/ Self-service Kiosks in other sectors.

**C. KRA:**

Sl.	Post	KRAs
1.	Manager (Credit Analyst)	<ul style="list-style-type: none"> <li>Number of proposals put up for sanction- Turnaround Time - Success rate in getting sanctions.</li> <li>Quality of credit appraisal and risk analysis.</li> <li>Quality of credit portfolio.</li> </ul>
2.	Manager (Job Family & Succession Planning)	<ul style="list-style-type: none"> <li>Building and adoption of best HR practices in the industry.</li> <li>Assist in Succession Planning exercise for the Top Executives.</li> <li>Providing support for identification of KRAs for Critical positions.</li> </ul>
3.	Manager (Remittances)	<ul style="list-style-type: none"> <li>Product Development and Cross Marketing of our Products.</li> <li>Conceiving/converting new innovative ideas for online remittances.</li> <li>Harness the latest technology, current trends and regulatory policies.</li> <li>Achieving the Business targets.</li> <li>Analyze MIS Performance Report periodically</li> </ul>
4.	Deputy Manager (Marketing - Financial Institutions)	<ul style="list-style-type: none"> <li>Marketing with Counterparty Bank/ FIs for:                             <ul style="list-style-type: none"> <li>Increasing share of trade finance business of the Bank viz. LC advising (Foreign/ Domestic/ Cross-border), from Counterparty Banks/ FIs.</li> <li>Short-term asset growth under Master Risk Participation Agreement (MRPA)/ Supply Chain Finance, etc. in coordination with Counterparty Banks/ FIs.</li> <li>Long-term asset growth by participating in Syndication Loans (Primary/ Secondary) originated by Counterparty Banks/ FIs.</li> <li>Funding support to SBI Foreign Offices (FOs) at reasonable pricing, under Money Market, BA Funding (against trade assets), Repo Funding (against Securitas), Bilateral Loans, Loan Syndication, etc.</li> <li>Increasing fee-based income under Treasury products viz. Forex, Derivatives, etc.</li> <li>Increasing SBI's share in inward remittance business by increasing value/ volume of transaction routed by Counterparty Banks/ FIs through SBI.</li> </ul> </li> <li>[Volume of trade between two countries, SBI's market share and Counterparty Banks/ FIs market share should be guiding factor for business]</li> <li>Single Point of Contact for Counterparty Banks/ FIs for all Business-related queries/ Concerns and Complaints.</li> <li>Coordinate with various stake holders for timely providing necessary Business Support/ Complaint resolution of the Counterparty Banks/ FIs.</li> <li>Coordination with Counterparty Banks/ FIs for gathering KYC/ AML related data/ papers for the purpose of relationship review/ renewal.</li> </ul>
5.	Deputy Manager (Chartered Accountant)	<ul style="list-style-type: none"> <li>Ensure timely preparation of Standalone accounts of SBI/ Consolidated Financial Statements of SBI Group in accordance with Accounting Standard's/ RBI Guidelines for SBI Group.</li> <li>Preparation of Final Consolidated Financial Statements as per Indian Accounting Standards (Ind AS).</li> <li>Implementation/ compliance of RBI/ GOI/ Income Tax/ GST guidelines and ensuring necessary system development in this regard.</li> <li>Timely filing of Preparation of various returns under Income Tax/ GST. Timely response and action on various notices issued by Direct/ Indirect Tax Departments. Generation of Tax related certificates centrally in a timely manner for all customers, vendors, employees and pensioners.</li> <li>Providing opinions / clarifications on tax/accounting related matters.</li> <li>Preparation of data as required by SEBI/ RBI/ Tax Authorities.</li> </ul>
6.	Deputy Manager (Anytime Channel)	<ul style="list-style-type: none"> <li>Identify new alternate channels products and solutions in the market in line with the Bank's overall strategy.</li> <li>Assist in devising overall Anytime Channels Strategy of the Bank</li> <li>Devise strategies to become Net Acquirer at the earliest.</li> <li>Analyse the reasons for Net Issue locations &amp; suggest way forward to make them Net Acquirer.</li> <li>Develop tools for Cash Audit/ Site Audit of ATMs/ ADWMS/ SSK.</li> <li>Devise and put in place strategy to make individual machine a profit center.</li> <li>Implement Anytime Channels strategy of the Bank in most efficient and timely manner.</li> <li>End-to-end implementation of new alternate solutions in the Bank.</li> <li>Follow up with operational teams for on the ground implementation of the strategies.</li> <li>Explore new solutions in the market to reduce the overall spend on Anytime Channels while increasing the reach of Anytime Channels.</li> </ul>

**D. ROLE, RESPONSIBILITY & FUNCTION/ ACTIVITY:**

Sl.	Post	Role, Responsibilities & Function/ Activity
1.	Manager (Credit Analyst)	<p><b>Role: Credit Analyst:</b> (i) Carrying out of Due diligence on credit proposals assigned; (ii) Timely completion of review/ Renewals as Appraiser, including Credit Risk Assessment proposals</p> <p><b>Responsibility:</b> Primarily responsible for risk quality and credit quality aspects of the proposals appraised.</p> <p><b>Activities involved:</b> (Activities listed below are illustrative only):</p> <ul style="list-style-type: none"> <li>Appraising financials of borrowers and preparing appraisal proposals/ notes &amp; risk rating analysis reports and recommending credit facilities within the Turnaround Time (TAT).</li> <li>Ensuring quick and timely appraisal of credit.</li> <li>Undertake pre-sanction visits to consumer along with Relationship Manager.</li> <li>Attending consortium meetings with Relationship Manager, whenever warranted.</li> <li>Interacting with key officials in the borrowing units for obtaining data/ statements etc.</li> </ul>
2.	Manager (Job Family & Succession Planning)	<ul style="list-style-type: none"> <li>Suggest strategies for developing a framework for Succession Planning for Top Executives of the Bank.</li> <li>Generate &amp; communicate the recommendations for specialized training to the identified resources.</li> </ul>
3.	Manager (Remittances)	<ul style="list-style-type: none"> <li>Responsible for Onboarding and Managing Exchange Houses, Money Service Businesses and Foreign Banks for International remittances.</li> <li>Responsible for sourcing Rupee Vostro Accounts.</li> <li>Liaising with cross functional teams like IT, Operations, treasury, Compliance &amp; Risk etc. for smooth functioning and improvement of the remittance business.</li> <li>Work closely with the internal teams to streamline as well as document the SOPs/ Job Cards/ Manuals on remittances/ remittance products.</li> <li>Management and implementation of new remittance solutions/ projects in the Bank.</li> </ul>
4.	Deputy Manager (Marketing - Financial Institutions)	<p><b>Role:</b></p> <ul style="list-style-type: none"> <li>Marketing with Counterparty Banks (Correspondent Banks/ RMA Banks)/ FIs/ Multilateral Institutions for enhancing business engagement under various product lines.</li> <li>Carryout ongoing market research on:                             <ul style="list-style-type: none"> <li>Economies having SBI's presence/ Economies having business potential, considering trade with India.</li> <li>Banking &amp; Finance Industry (Foreign/ Domestic), to tap opportunities for business development of IBG.</li> <li>Business models of Counterparty Banks/ FIs to identify opportunities for business enhancement.</li> </ul> </li> <li>Enhancing visibility of SBI on Global Forums and among Counterparty Banks/ FIs.</li> </ul> <p><b>Functions:</b></p> <ul style="list-style-type: none"> <li>Carry out thorough analysis of Banks current business level and targeted level in coordination with respective product team at IBG and Foreign Office.</li> <li>Carry out an extensive analysis of Counter party Banks (in the identified economies with potential of development), its Capabilities, Products and Potential for enhancing engagement in specific product line.</li> <li>Carry out a White space analysis to identify areas where there is no engagement, despite having potential for engagement and Gap analysis to analyse the geographies/ products, where engagement is in place, but engagement is not in line with market share of Counterparty Banks/ FIs or showing a declining trend. <b>Prepare Bank-wise Account Plan for Business Development.</b></li> <li>Meeting of Counterparty Banks/ FIs as well as coordinating meeting of Counterparty Banks/ FIs with Top Management for discussion on enhancing business engagement.</li> <li>Directing business leads received from Counterparty Banks/ FIs to our Foreign Offices/ Domestic Office.</li> <li>Business performance monitoring/ review of Relationship Manager (RM) FIs / Chief Representatives posted in Foreign Offices as well as Bank level Business Performance with Counterparty Bank/ FIs (Geography wise/ Bank wise/ Product wise) and put-up the same to Top Management on regular basis.</li> </ul>

Continued...

<p><b>Continued...</b> Deputy Manager (Marketing - Financial Institutions)</p>	<ul style="list-style-type: none"> <li>Maintenance and updation of FI CRM solution in coordination with other stakeholders viz. Solution Developer/ Implementation Partner/ IT team etc.</li> <li>Generate and analyse reports on business development generated by FI CRM and put-up a regular review to Top Management.</li> <li>Preparation of write up on Counterparty Banks/ FIs with highlights of engagement, status of action points of previous meetings, key asks, etc. (Pre-meeting), Updating action points in FI CRM solution and follow up on action points (Post-meeting).</li> <li>Coordinating internal events like IMF/ WB Annual Meeting, World Economic Forum Annual Meeting, etc.</li> <li>Inter-departmental coordination for development of FI business and provide necessary Business Support/ Complaint resolution to Counterparty Banks/ FIs.</li> </ul> <p><b>Responsibility:</b></p> <ul style="list-style-type: none"> <li>Marketing with Counterparty Bank/ FIs for: <ul style="list-style-type: none"> <li>Increasing share of trade finance business of the Bank viz. LC advising (Foreign/ Domestic/ Cross-border), from Counterparty Banks/ FIs.</li> <li>Increasing share of Bank Guarantee Business (Foreign/ Domestic/ Cross-border) from Counterparty Banks/ FIs.</li> <li>Short-term asset growth under Master Risk Participation Agreement (MRPA)/ Supply Chain Finance, etc. in coordination with Counterparty Banks/ FIs.</li> <li>Long-term asset growth by participating in Syndication Loans (Primary/ Secondary) originated by Counterparty Banks/ FIs.</li> <li>Funding support to SBI Foreign Offices (FOs) at reasonable pricing, under Money Market, BA Funding (against trade assets), Repo Funding (against Securitas), Bilateral Loans, Loan Syndication, etc.</li> <li>Increasing fee-based income under Treasury products viz. Forex, Derivatives, etc.</li> <li>Increasing SBI's share in inward remittance business by increasing value/ volume of transaction routed by Counterparty Banks/ FIs through SBI. [Volume of trade between two countries, SBI's market share and Counterparty Banks/ FIs market share should be guiding factor for business]</li> <li>Signing various agreements for business enhancement viz. MRPA, CSA, ISDA, GMRA, BAFT.</li> <li>Engagement in other areas based on the new opportunities.</li> <li>Any other responsibility related to business development with Counterparty Banks/ FIs, as assigned by Bank from time to time.</li> <li>Achieve the business target on month-on-month basis.</li> </ul> </li> <li>Single Point of Contact for Counterparty Banks/ FIs for all Business-related queries/ Concerns and Complaints.</li> <li>Coordinate with various stake holders for timely providing necessary Business Support/ Complaint resolution of the Counterparty Banks/ FIs.</li> <li>Coordination with Counterparty Banks/ FIs for gathering KYC/ AML related data/ papers for the purpose of relationship</li> </ul>
<p>5. Deputy Manager (Chartered Accountant)</p>	<p><b>IND-AS:</b></p> <ul style="list-style-type: none"> <li>Conversion to Ind AS from IGAAP: Study Ind AS and its implication on the Bank</li> <li>Preparation of standalone financial statements in compliance with Ind AS</li> <li>Framing templates for Preparation of Ind AS compliant Consolidated financial statements (CFS) which includes subsidiaries, joint ventures and associates.</li> </ul> <p><b>DIRECT TAX -CORPORATE TAX:</b></p> <ul style="list-style-type: none"> <li>Preparation and Filing of various customer related returns and revised returns such as Form 61, Statement of Financial Transactions, Form 15CC, Form 26QAA for bank at the Corporate level. Handling of customer complains related thereto.</li> <li>Preparation of various tax direct returns and Forms and revised returns relating to the Bank such as Transfer Pricing report, Tax Audit Report, 80LA certification, double taxation relief – Form 67, Income Tax Return. Payment of taxes. Reconciliation of various TDS/ TCS claim with books of accounts and Form 26AS.</li> </ul> <p><b>TDS:</b></p> <ul style="list-style-type: none"> <li>Preparation of Monthly TDS/ TCS Remittance for the Bank and reconciliation with BGL.</li> <li>Preparation and Filing of various customer/ employees/ pensioner related TDS/ TCS return and revised returns such as Form 24Q, 26Q, 27Q, 15CA, 27QE, 15G/H, TRACES default, justification report for bank as a whole at the Corporate level.</li> <li>Handling of customer complains related thereto.</li> <li>Dealing with various notices/ assessment/ orders issued by Income Tax Department under various section Income Tax Act. Handling tax litigation and taking necessary action.</li> </ul> <p><b>GST:</b></p> <ul style="list-style-type: none"> <li>Computation of monthly GST liability of the Bank, reconciliation of GST with bank books of account, vetted from consultant and discharge of GST liability.</li> <li>Claim of Input Tax Credit after matching of purchase register and books of accounts also with the GSTR 2A.</li> <li>Filing of returns (GSTR 1, GSTR 3B &amp; GSTR 7 monthly/ GSTR 9 &amp; GSTR 9C Annually).</li> </ul> <ul style="list-style-type: none"> <li>Knowledge of Internal Financial Controls over Financial Statements (IFCoFR), implementation/ monitoring / improvement of IFCoFR in the Bank.</li> <li>Ensure RBI and other regulatory compliance, Accounting Standards and their implementation in the Bank for smooth migration to Ind AS.</li> <li>Dealing with various notices/ assessment/ orders issued by Income Tax Department such as under various section of Income Tax Act. Handling tax litigation and taking necessary action.</li> <li>Monitoring of new notifications/ circulars issued by CBDT/ RBI, impact analysis and initiating necessary system changes in compliance of Income Tax Act.</li> <li>Liaison and follow-up with various Income Tax Authorities, Departments of the Bank, Consultants and counsel.</li> <li>Reconciliation of various returns and books of accounts and TRACES default.</li> <li>Monitoring of new notifications/ circulars issued by CBDT/ RBI, impact analysis and initiating necessary system changes in compliance of Income Tax Act.</li> <li>Liaison and follow-up with various Income Tax Authorities, Departments of the Bank, Consultants and counsel.</li> <li>Making changes in various applications of streams for appropriate calculation of TDS/ TCS and reporting thereof.</li> <li>Getting GST Audit done through independent Chartered Accountant as required under GST Law.</li> <li>Handling Audit by GST authorities for respective GSTIN.</li> <li>Assessment of changes in GST Law and its implementation. Further advise to Information Technology department for its implementation.</li> </ul>
<p>6. Deputy Manager (Anytime Channel)</p>	<ul style="list-style-type: none"> <li>Identify new alternate channels products and solutions in the market in line with the Bank's overall strategy.</li> <li>Prepare Business Requirement Documents (BRD) for development by IT vertical of the Bank.</li> <li>Testing of the solutions as per the Business Requirements.</li> <li>End-to-end management and implementation of new solutions/ projects in the Bank.</li> <li>Assist in devising overall Alternate Channel strategy of the Bank.</li> <li>Drive transactions volume on the existing alternate channels of the Bank.</li> <li>Track best practices in the industry and explore solutions relevant to the Bank.</li> </ul> <ul style="list-style-type: none"> <li>Devise strategies to increase availability of Bank's Anytime Channels products like ATMs/ ADWMs/ CDKs/ GCCs/ SWAYAM.</li> <li>Handling regulatory and security related issues related to Anytime Channels products like ATMs/ ADWMs/ CDKs/ GCCs/ SWAYAM.</li> <li>Liaise with various departments of the Bank to ensure smooth and timely rollout of projects.</li> <li>Manage relationship with Bank's existing and potential partners for contracts, procurement, service levels and overall delivery.</li> <li>Any other matter, as may be entrusted by the Bank from time to time.</li> </ul>

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

## E. SELECTION PROCESS:

The selection will be based on shortlisting & interview. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Shortlisting Committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. Merit list for final selection will be prepared in descending order of scores obtained in interview only, subject to candidate scoring minimum qualifying marks. In case more than one candidate score common cut-off marks, such candidates will be ranked in the merit in descending order of their age.

**F. CALL LETTER FOR INTERVIEW:** Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.

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

<p><b>GUIDELINES FOR FILLING ONLINE APPLICATION:</b></p> <ol style="list-style-type: none"> <li>Candidates will be required to register themselves online through the link available on SBI website <a href="https://bank.sbi/careers">https://bank.sbi/careers</a> OR <a href="https://www.sbi.co.in/careers">https://www.sbi.co.in/careers</a> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.</li> <li>After registering online, the candidates are advised to take a printout of the system generated online application forms</li> <li>Candidates should first scan their latest photograph and signature. Online application will not be completed unless candidate uploads his/ her photo and signature as per the guidelines specified under 'How to Upload Document'.</li> <li>Candidates should fill the 'application form' carefully and submit the same after filling it completely. In case a candidate is not able to fill the application in one go, he/ she can save the partly filled 'Form'. On doing this, a provisional registration number &amp; password is generated by the system and displayed on the screen. <b>Candidate should carefully note down the registration number &amp; password.</b> The partly filled &amp; saved application form can be re-opened using registration number &amp; password where-after the particulars can be edited, 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 application form and proceed for online payment of fee.</li> </ol>	<p><b>GUIDELINES FOR PAYMENT OF FEES:</b></p> <ol style="list-style-type: none"> <li>Application fees &amp; Intimation Charges (Non-refundable) is as under: <ul style="list-style-type: none"> <li>General/ EWS/ OBC candidates - ₹ 750/- (₹ Seven Hundred Fifty only).</li> <li>SC/ ST/ PWD candidates - Nil</li> </ul> </li> <li>After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.</li> <li>Fee has to be paid online through payment gateway integrated with the application. 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.</li> <li>On successful completion of transaction, an e-receipt and the application form, bearing the date of submission, will be generated which should be printed and retained by the candidate.</li> <li>In case the online payment of fee is not successful in first instance, please make fresh attempts for online payment.</li> <li>A provision is there to reprint the e-Receipt and Application Form at later stage.</li> <li>Application Fee once paid will <b>NOT</b> be refunded on any account <b>NOR</b> can it be adjusted for any other examination or selection in future.</li> </ol>
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## H. HOW TO UPLOAD DOCUMENTS:

### a. Details of Document to be uploaded:

- |  |                                  |
|--|----------------------------------|
| i. Brief Resume (PDF)  | v. Experience certificates (PDF) |
| ii. ID Proof (PDF)   | vi. Form-16 (PDF)                |
| iii. Proof of Date of Birth (PDF)  | vii. Recent Photograph           |
| iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF) | viii. Signature                  |

### b. Photograph file type/ size:

- Photograph must be a recent passport style colour picture.
- File size should be between 20 - 50 kb and Dimensions 200 x 230 pixels (preferably)
- Make sure that the picture is coloured and is taken against a light-coloured (preferably white) background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, please make sure that the sun is behind you, or you are in a shaded area, so that you are not squinting or there are no harsh shadows.

**Photograph file type/ size: (Continued...)**

- vi. In case flash is used, ensure there's no "red-eye"
- vii. If you wear glasses make sure that there are no reflections and your eyes can be seen clearly.
- viii. Caps, hats, dark glasses are not acceptable. Religious headwear is allowed but must not cover your face.
- ix. Ensure that the size of the scanned image is not more than 50 kb. In case the file size is more than 50 kb, adjust the scanner settings such as the DPI resolution, number of colour etc., before scanning the photo.

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

**d. Document file type/ size:**

- i. All documents must be in PDF except Resume which should be in DOC/ DOCX format.
- ii. Page size of the document should be A4.
- iii. Size of the file should not exceed 500 kb.
- iv. In case a Document is being scanned, please saved it as PDF with size not more than 500 kb. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., before rescanning the file. ~~Please ensure that Documents uploaded are clear and readable.~~

**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).

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

- iv. The photo/ signature file should be of 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 mouse over the file image icon.
- vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.
- 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:**

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

**I. GENERAL INFORMATION:**

- i. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- ii. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
- iii. Candidates belonging to reserved category, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they must fulfil all the eligibility conditions applicable to unreserved category.
- iv. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.
- v. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- vi. 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 force at the time of joining the Bank.
- vii. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date/ advices etc.
- viii. The Bank takes no responsibility for any delay in receipt or loss of any communication.
- 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 serving in Govt./ Quasi Govt. offices, PSUs including Nationalised Banks/ 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.
- xi. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- 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.
- xiii. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.
- 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 **AC-III tier (Mail/ Express only)** for the shortest route in India OR actual travel cost (whichever is lower) on the basis of actual journey. Local conveyance/ 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.
- xvii. **BANK RESERVES THE 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" which is available on Bank's website (URL - <https://bank.sbi/careers/psq.htm?action=pquery> OR <https://sbi.co.in/careers/psq.htm?action=pquery>)

Mumbai,  
Date: 13.04.2021

The Bank is not responsible for printing errors, if any

GENERAL MANAGER  
(CRPD)