



RECRUITMENT OF SPECIALIST CADRE OFFICERS IN SBI ON REGULAR BASIS

ADVERTISEMENT NO: CRPD/ SCO-Law/ 2019-20/ 21

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 23.01.2020 TO 12.02.2020

[Tentative date of online test: 08.03.2020; Tentative date for downloading call letter for online test: 21.02.2020 onwards]

State Bank of India invites Online application from Indian citizen for appointment to the post of Deputy Manager (Law).
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 (wherever applicable) 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 are required to upload all required documents (brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their application/ candidature will not be considered for interview.
- Candidature 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 regularly check Bank's website for details/ updates (including list of candidates selected for Interview/ Final selection). Any letter, 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 WEBSITE ONLY.
- In case more than one candidate scores same marks as cut-off marks in the 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.

p DETAILS OF POST/ GRADE/ VACANCY/ AGE/ SELECTION PROCESS/ PROBATION PERIOD:

Post	Grade	Vacancy											Age (as on 31.10.2019)		Selection Process	Probation Period
		Gen	OBC	SC	ST	EWS [§]	Total	LD	HI	VI	d&e	Min.	Max.			
Deputy Manager (Law)	MMGS-II	20	12	06	03	04	45	01	01	--	--	25 yrs.	35 yrs. (42 yrs. with minimum 8 yrs. experience@)	Written test & Interview [#]	2 years from the date of joining the Bank	

@ - 42 years in respect of candidates having minimum 8 years' experience as Law Officer on regular or contract basis with any Public Sector Bank.

- A candidate has to score above the minimum qualifying marks for selection. Those candidates who do not score minimum qualifying marks in interview will not be selected even if their final score (written + interview) is higher than the aggregate score of the last selected candidate.

§ - Reservation for EWS in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Gol.

Disclaimer: "EWS vacancies are tentative and subject to further directives of Gol and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through the proper channels."

Abbreviations: MMGS-II – Middle Management Grade Scale-II, Gen – General; OBC – Other Backward Classes; SC – Scheduled Caste; ST – Scheduled Tribe; EWS – Economically Weaker Section,

PWD – Person with Disability, LD – Locomotor Disability, HI – Hearing Impaired, VI – Visually Impaired, d&e – The category d & e of section 34(1) of RPWD Act 2016.

- NOTE:** i. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- ii. The educational qualification prescribed for the post are the minimum. Candidate must possess the qualification and relevant full-time post qualification experience as on cut-off dates mentioned above.
- iii. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates.
- iv. 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 (LD/VI/VI) as applicable.
- v. 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.
- vi. PWD candidate should produce a certificate issued by a competent authority as per the GOI guidelines.
- vii. Reservation for PWD (LD/ HI/ VI) is horizontal within the overall vacancies for the post.
- viii. 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 by Government of India.
- ix. Maximum age indicated is for General/ EWS category candidates. Relaxation in upper age limit will be available as detailed below.

Sl.	Category	Age Relaxation
1.	Schedule Caste/ Schedule Tribe	5 years
2.	Other Backward Classes (Non-Creamy Layer)	3 years
3.	Persons with Disabilities (PWD)	- PWD (SC/ ST)
		- PWD (OBC)
		- PWD (General/ EWS)
4.	Ex-Serviceman, Commissioned officers including Emergency Commissioned Officers (ECOs/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the date of receipt of application). Otherwise than by way of dismissal on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years

B. DETAILS OF EDUCATIONAL QUALIFICATION/ EXPERIENCE:

Educational Qualification (As on 31.10.2019)	Post Qualification Experience (As on 31.12.2019)	Likely place of posting
Degree in Law (3 years/ 5 years) from a recognised University in India.	Enrolled as Advocates with Bar Council and having 4 years of experience as practicing Advocate OR Law Officer in the Legal Department of Scheduled Commercial Banks OR 4 years combined experience as practicing advocate and Law Officer in the Legal Department of Scheduled Commercial Banks. The experience should be after enrolment as advocate with Bar Council.	All over India

C. JOB PROFILE & KRA:

- Job Profile:**
- Offering opinion on various legal issues, drafting, vetting & negotiating agreements, contracts, deeds or documents.
 - Supporting the operational functionaries in understanding and mitigating the legal risk in contracts, negotiations, deals, projects etc. and in conduct of litigations including attending the judicial/ quasi-judicial forum, whenever required.
 - Keeping oneself updated about the latest legal developments and disseminating knowledge on the same to the operational functionaries.
 - Coordinating with the statutory authorities/ regulatory authorities/ self-governing bodies on issues involving legal aspects.
 - Instructing and coordinating with advocates and other professionals wherever required.
 - Title investigation of property and matter related thereto, if the individual is posted in specialised units identified for home loans and advances.
 - Any other work/ responsibility that may be assigned, from time to time, by the Bank.
- KRAs:**
- Ensuring 100% attendance before Court/ DRT and other authorities.
 - Follow-up and review of legal cases and timely intervention in case of hold up in legal proceedings.
 - Assist advocates in final hearing. Arguments before Courts/ Labour Commission in important cases and share monthly update to the competent authority.
 - Maintenance of data base of law suits.
 - Prompt legal advise and vetting of TIR/ loan documents/ Verification of title deeds etc.
 - Review of performance of empaneled lawyers.
 - Representation in Lok Adalat to accompany the appropriate authority of the bank.
 - Vetting of deeds, agreements, documents, MOUs etc. Referred by various departments and preparation of legal documents where standard formats do not exist.
 - Coordination with the Government Regulators, IBA, judicial/ quasi-judicial authorities in respect of legal matters in respect of Bank and to attend meetings of such authorities.
 - Coordination with bank's advocates and the advocates handling Supreme Court/ High Court matters and also to attend important court hearings.
 - Furnishing opinion and guiding SARG Branches/ Departments/ Functionaries in the matters before courts/ tribunals wherever Bank/ Borrower is a party.
 - Any other work/ responsibility that may be assigned, from time to time, by the Bank.

D. SELECTION PROCESS:

- The selection of candidates will be on the basis of online written test and interview. **The test will be conducted tentatively on 08.03.2020.** The call letter of test will be uploaded on Bank's website and candidates will be advised through SMS and e-mails. Candidates will be required to download the call letters.
- CANDIDATE SHOULD CHOOSE NAME OF THE CENTRE WHERE HE/ SHE DESIRES TO APPEAR IN EXAMINATION. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED. **BANK, HOWEVER, RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE AND ALLOT ANY CENTRE TO THE CANDIDATE OTHER THAN THE ONE HE/ SHE HAS OPTED.**
- i. **Test pattern:**
- | Test | No. of Questions | Time | Max. Marks |
|------------------------|------------------|---------|------------|
| Reasoning | 70 | 90 min. | 70 |
| English language | 50 | | 50 |
| Professional Knowledge | 50 | 45 min. | 100 |
- ii. The questions will be bilingual i.e. in Hindi & English (except for test of English Language). The candidates will have option to give their answer in Hindi or English (except for test of English Language).
- iii. Except Professional Knowledge (PK) paper, other papers will be qualifying in nature. Candidates have to score minimum qualifying marks in these papers. The minimum qualifying marks will be as decided by Bank or may be waived at the discretion of Bank
- iii. Candidates have to score equal to or above the cut-off marks in the test of "Professional Knowledge", (which will be decided by the Bank) for being considered for shortlisting for interview. Merit list of qualified candidates in the test will be based on the marks scored in the test of "Professional Knowledge (PK)" only.
- iv. **Interview:** Adequate number of candidates, as decided by the Bank, will be called for Interview. The maximum marks for interview will be 50 and qualifying marks will be as decided by the Bank. A candidate must secure equal to or more than the minimum qualifying marks, as decided by the Bank, in Interview to be considered for selection.
- v. **Merit list:** Marks secured by the candidates in Interview out of 50 marks will be converted to out of 25 marks. The final merit list will be arrived at after aggregating the marks of Professional Knowledge test out of 100 marks and the interview marks (converted to out of 25 marks (Total 125 marks). The selection will be made from the top merit ranked candidates in each category.
- In case more than one candidate scores same marks as cut-off marks in the merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
- vi. **List of Exam Centre:** Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Ernakulam, Guwahati, Hyderabad/ Secunderabad, Jaipur, Jammu, Kolkata/ Greater Kolkata, Lucknow, Madurai, Mumbai/ Greater Mumbai/ Thane/ Navi Mumbai, Nagpur, New Delhi/ Delhi NCR, Patna, Pune, Raipur, Ranchi, Srinagar, Thiruvananthapuram, Vadodara, Varanasi, Vishakhapatnam

E. REMUNERATION: Scale of Pay (₹): 31705-1145/1-32850-1310/10-45950. The official will be eligible for DA, HRA, CCA, PF, Contributory Pension, LFC, Medical Facility etc as per rules in force from time to time.

F. CALL LETTER FOR INTERVIEW:

The call letter for Online Test will be uploaded on Bank's website on 21.02.2020 (tentatively). The candidates should download their call letter and "Acquaint Yourself Booklet", by entering their registration number and password/ date of birth from the Bank's website. NO HARD COPY OF THE CALL LETTER/ ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.

G. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:

The candidates must bring one photo identity proof such as passport/ Aadhar/ PAN Card/ Driving License/ Voter's Id Card/ Bank Passbook with duly attested Photograph/ Identity Card issued by School or College/ Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which, (or if identity of candidates is in doubt) the candidate will not be permitted to appear for the test.

H. BIOMETRIC VERIFICATION:

The Bank, at various stages, may capture photo and thumb impression of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her/ their correct thumb impression is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands.

In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

I. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- a. Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.
- b. At the time of examination/ interview, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her/ their candidature for selection or (v) obtaining support for his/ her/ their candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:
 - Disqualified from the examination for which he/ she is a candidate
 - Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- c. The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/ her/ their candidature.

J. USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:

- i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- ii. Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones/ pagers to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.
- iii. Candidates are not permitted to use or have in possession calculators in examination premises.

K. 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.

GUIDELINES FOR FILLING ONLINE APPLICATION:	GUIDELINES FOR PAYMENT OF FEES:
<ul style="list-style-type: none">i. Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/careers OR https://www.sbi.co.in/careers and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/her photo and signature as specified on the online registration page (under 'How to Apply').iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved application using registration number and password and edit the particulars (if needed). This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.iv. After registering online, the candidates are advised to take a printout of the system generated online application forms	<ul style="list-style-type: none">i. Application fees and Intimation Charges (Non-refundable) is ₹ 750/- (₹ Seven Hundred Fifty only) for General, EWS and OBC candidates. The fee/ Intimation charges for SC/ ST/ PWD/ Ex-Servicemen candidates will be 'NIL'.ii. Fee payment will have to be made online through payment gateway available thereat.iii. 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. Payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.iv. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.vi. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future

L. HOW TO UPLOAD DOCUMENTS:

<ul style="list-style-type: none">a. Details of Document to be uploaded:<ul style="list-style-type: none">i. Brief Resume (DOC or DOCX)ii. ID Proof (PDF)iii. Proof of Date of Birth (PDF)iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)v. Experience certificates (PDF)vi. PWD Certificate (PDF) – if applicable.vii. Form-16/ IT return as on 31.03.2019 (PDF)viii. Recent Photographix. Signatureb. Photograph file type/ size:<ul style="list-style-type: none">i. Photograph must be a recent passport style colour picture.ii. Size of file should be between 20kb–50 kb and Dimensions 200 x 230 pixels (preferred)iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.iv. Look straight at the camera with a relaxed facev. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadowsvi. If you have to use flash, ensure there's no "red-eye"vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.x. Ensure that the size of scanned image is not more than 50kb. If size of the file is more than 50 kb, then adjust the settings of scanner viz. DPI resolution, no. of colours etc., during the process of scanning.c. Signature file type/ size:<ul style="list-style-type: none">i. The applicant has to sign on white paper with Black Ink pen.ii. The signature must be signed only by the applicant and not by any other person.iii. The signature will be used to put on the Call Letter and wherever necessary.iv. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.v. Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels (preferred).vi. Ensure that the size of the scanned image is not more than 20kbvii. Signature in CAPITAL LETTERS shall NOT be accepted.	<ul style="list-style-type: none">d. Document file type/ size:<ul style="list-style-type: none">i. All Documents must be in PDF except Resume which should be in DOC or DOCX format.ii. Page size of the document to be A4.iii. Size of the file should not be exceeding 500 KB.iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.e. Guidelines for scanning of photograph/ signature/ documents:<ul style="list-style-type: none">i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)ii. Set Color to True Coloriii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).v. Image dimensions can be checked by listing the folder/ files or moving mouse over the file image icon.vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.f. Procedure for Uploading Document:<ul style="list-style-type: none">i. There will be separate links for uploading each document.ii. Click on the respective link "Upload"iii. Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.iv. Select the file by clicking on it and Click the 'Upload' button.v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayedvi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.vii. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.
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M. GENERAL INFORMATION:

<ul style="list-style-type: none">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. 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.	<ul style="list-style-type: none">iii. The applicant should ensure that the application is properly and completely filled.iv. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.v. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.
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GENERAL INFORMATION (CONTINUED...):

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|---|--|
| <p>vii. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</p> <p>viii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.</p> <p>ix. Caste certificate issued by Competent Authority on format prescribed by Government of India will have to be submitted by SC/ ST candidates, if called for interview.</p> <p>x. 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.</p> <p>xi. 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.</p> <p>xii. 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.</p> | <p>xiii. 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.</p> <p>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 in online test/ interview will be summarily rejected/ candidature cancelled.</p> <p>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.</p> <p>xvi. Candidates have to appear for the online test at their own cost.</p> <p>xvii. Outstation candidates, who may be called for interview will be reimbursed the cost of travel by Railway AC Three Tier (Express/ Mail only) for the shortest route in India on the basis of actual journey. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.</p> <p>xviii. At the time of interview (if called), the candidate will be required to provide details regarding case 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.</p> <p>xix. BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.</p> |
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For any query, please write to us on crpd@sbi.co.in. Please ensure to mention the Advertisement number and the name of the post in the email subject.

Mumbai,
Date:23.01.2020

The Bank is not responsible for printing errors, if any

GENERAL MANAGER
(CRPD)



State Bank of India

Central Recruitment & Promotion Department
Corporate Centre, Mumbai

Phone: 022-22820427; Fax: 022-22820411; email: crpd@sbi.co.in

RECRUITMENT FOR THE POST OF ARMOURERS IN THE CLERICAL CADRE (Reserved for Ex-servicemen only)

ADVERTISEMENT NO: CRPD/SCC-ARMOURER/2019-20/19

1. ONLINE REGISTRATION OF APPLICATION: FROM 23.01.2020 TO 12.02.2020
2. DATE OF ONLINE TEST (TENTATIVE DATE): 08.03.2020
3. TENTATIVE DATE OF DOWNLOADING CALL LETTER FOR ONLINE TEST: 21.02.2020 ONWARDS

State Bank of India invites Online application from physically fit Indian citizens (Ex-servicemen) for appointment for the post of Armourer in clerical cadre (Specialist cadre) Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

1. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. Candidates can apply for vacancies in one State only. Candidates can appear for the test only once under this recruitment project.
3. Candidates are required to upload all required documents (brief resume, ID proof, age proof, educational qualification, technical qualification, Discharge Book etc.)
4. Admission to online test will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational, Technical Qualification, etc.) he/ she will not be allowed to appear for the interview.
6. 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 selected candidates). The Call letter/ advise, where required, will be uploaded on Bank's website. Candidates are required to download the call letters (No hard copy will be sent).
7. ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.
8. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
9. Hard copy of application & other documents not to be sent to this office.

A. DETAILS OF STATE/VACANCY/JOB PROFILE/ AGE/ EDUCATION & TECHNICAL QUALIFICATION/ EXAMINATION PATTERN & SELECTION PROCESS:

Sl.	Circle	State	Vacancy					
			Total	Gen	EWS	SC	ST	OBC
1	Lucknow	Uttar Pradesh	3	1	--	1	--	1
2	Kolkata	West Bengal	1	1	--	--	--	--
3	Patna	Bihar	2	2	--	--	--	--
		Jharkhand	1	1	--	--	--	--
4	Amaravati	Andhra Pradesh	2	2	--	--	--	--
5	Ahmedabad	Gujrat	1	1	--	--	--	--
6	Bhubaneswar	Odisha	1	1	--	--	--	--
7	Guwahati	Assam	2	1	--	--	--	1
8	New Delhi	Delhi	2	2	--	--	--	--
9	Bangalore	Karnataka	1	1	--	--	--	--
10	Chandigarh	Chandigarh	1	1	--	--	--	--
		Punjab	2	2	--	--	--	--
		Haryana	1	1	--	--	--	--
		Himachal Pradesh	1	1	--	--	--	--
11	Chennai	Tamil Nadu	2	2	--	--	--	--
12	Maharashtra/Mumbai Metro	Maharashtra	3	3	--	--	--	--
13	Thiruvananthapuram	Kerala	1	1	--	--	--	--
14	Hyderabad	Telangana	2	2	--	--	--	--
TOTAL			29	26	--	1	--	2

Job Profile	<ul style="list-style-type: none"> • Carry out Inspection of Arms and Ammunition by visiting Branches & Offices. • Carry out Pre & Post Firing inspection of Arms & Ammunition and supervise cleaning during Firing practice at Ranges. • Repair & Maintenance of Arms • Impart training on Arms & Ammunition to Guards. • Any other duties pertaining to Security activities in relation to Arms and Ammunition. 			
Age (As on 30.09.2019)	Minimum 20 years' and Maximum is 45 years.			
Education Qualification (As on 30.09.2019)	Minimum pass in class 10+2 exam or equivalent or armed forces certificate equivalent to 10+2			
Technical Qualification (As on 30.09.2019)	Should have been Armourer Grade I while in the service and should be fully qualified in Armament course conducted by Electrical & Mechanical Engineers (EME) in 1 st class.			
Medical Fitness	Only medically fit candidates can apply for the post.			
PATTERN OF ONLINE WRITTEN TEST*:				
Sl	Name of the Test	No. of Questions	Max marks	Duration of Test
1	General Awareness	10	20	1 Hour
2	Quantitative Aptitude	10	20	
3	Reasoning Ability	10	20	
4	Professional Knowledge	20	40	
	Total	50	100	

- i) The questions will be bilingual i.e. in Hindi & English. The candidates will have option to answer the questions in Hindi or English.
- ii) There is no sectional cut off. Aggregate marks out of 100 will be considered for merit. Minimum qualifying aggregate marks will be decided at the discretion of the Bank.

Selection Process:

1. The selection process comprises of online test (100 marks) and interview (25 marks).
2. Minimum qualifying aggregate marks will be decided at the discretion of the Bank.
3. **If number of applications is less, Bank reserves the right to select the candidate(s) through shortlisting and interview, instead of online test & interview.**
4. Written test will be held on-line. The online written test will be conducted tentatively on 08.03.2020.
5. The call letter for the online test shall be made available on Bank's website for downloading.
6. A tentative list of test centers is Lucknow, Kolkata, Patna, Vijaywada, Ahmedabad, Bhubaneswar, Guwahati, Delhi, Bangalore, Chandigarh, Chennai, Mumbai, Thiruvananthapuram & Hyderabad. Candidates should choose the Name of the Centre where he/she desires to appear in the examination. Any request for change of examination centre will not be entertained. **However, Bank reserves the right to add or delete any centre and allot any centre to the candidate other than the one he/ she had opted for at the time of filling online application.**

7. **Interview:** A candidate shall be qualified for interview from the top of the State-wise and category-wise merit list drawn on the basis of online test score subject to scoring minimum qualifying marks (to be decided by the Bank).
8. **Merit List:** (i) Marks secured by the candidates in the Online Examination (out of 100 marks) are converted to out of 40 marks and Interview score of candidates (out of 25 marks) are converted to out of 60 marks. The final merit list is arrived at after aggregating (out of 100) converted marks of Online Examination & Interview. Selection will be made from the top merit ranked candidates in each category State-wise and will be posted in the State for which they are applying. (ii) In case process of selection is through Shortlisting and Interview, then the final merit list will be arrived out of 100 marks of interview and selection will be made from the top merit ranked candidates in each category State-wise and will be posted in the State for which they are applying.
9. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
10. **Probation Period:** Selected candidates will be governed by the terms and conditions of the Service Regulations of the Bank in force at the time of joining. They will be on probation for a minimum period of 6 months. Further, before the probation period comes to an end, the performance of the newly recruited employees will be evaluated and the probation period of those employees' whose performance fails to meet Bank's expectation, may be extended.

NOTE:

- i. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- ii. The educational qualification prescribed is minimum. Candidate must possess the qualification/technical qualification as on specified date.
- iii. 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'.
- iv. A declaration will have to be submitted in the prescribed format by candidates seeking reservations under OBC category stating that he/she does not belong to the creamy layer as on 31.3.2019. 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.
- v. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates.
- vi. Relaxation in upper age limit will be available as per Government of India Guidelines.
- vii. **Ex-servicemen:** (1) Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 36034/5/85/ Estt. (SCT) dated 27th October 1986 as amended from time to time. (2) Candidates, who are released/retired from Armed Forces, are required to submit a certificate as per Proforma 'A' attached to this advertisement, if they do not possess discharge certificate/booklet. (3) The candidates, who are still serving in Armed Forces and desirous of applying under Ex-servicemen category will be required to submit a certificate (Proforma B) from the competent authority showing his/her date of completion of the specific period of engagement (SPE) along with declaration (Proforma C). Such candidates whose SPE is completed on or before 28.02.2021 only are eligible to apply under this recruitment. They will be required to submit the release letter along with a self-declaration at the time of joining the Bank that he/she is entitled to the benefits admissible to Ex-servicemen in terms of Govt of India rules (4) Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificate as per Proforma D. If selected, such candidates mentioned in (3) and (4) above, should get released and join the Bank on or before 30.04.2021. These certificates are required to be submitted at the time of joining invariably. (5) The Territorial Army personnel will be treated as Ex-servicemen w.e.f. 15.11.1986. (6) An Ex-servicemen who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-servicemen for his reemployment, his Ex-servicemen status will be governed in terms of O.M. No.36034/1/2014-Estt. (Res) dated 14.08.2014 of Government of India, Ministry of Personnel, Public Grievances and Pensions.

B. REMUNERATION:

Scale of pay: ₹ 11765- 655/3 – 13730 – 815/3- 16175- 980/4- 20095- 1145/7- 28110- 2120/1- 30230- 1310/1- 31540.

(Since Armourer is a clerical post, selected candidate will be paid emoluments as applicable to Award staff under various rules/Awards/Settlements in force in the Bank from time to time. At present, the total starting emoluments of an Armourer in a metropolitan city will be around ₹ 23500/- per month inclusive of DA & allowances)

C. CALL LETTER FOR ONLINE EXAMINATION/INTERVIEW:

- a. **Online Examination:** The candidates should download their call letter for online examination and an "acquaint yourself" booklet by entering their registration number and password/date of birth, from the Bank's website. NO HARD COPY WILL BE SENT.
- b. **Interview:** Intimation/call letter for interview, where required, will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.
- c. **Proof of Identity to be submitted at the Examination Centre:** The candidates must bring one photo identity proof such as Passport/Aadhar Card/PAN Card/Driving License/Voter's Card/Bank Passbook with duly attested Photograph in original as well as a self-attested photocopy thereof. The photocopy of identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt, the candidate will not be permitted to appear for the test.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- a. Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.
- b. At the time of examination/ interview, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her/ their candidature for selection or (v) obtaining support for his/ her/ their candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:
- Disqualified from the examination for which he/ she is a candidate
 - Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- c. The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel his/ her/ their candidature.
- d. USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:
- i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
 - ii. Candidates are advised in their own interest not to bring any of the prohibited items including mobile phones/ pagers to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.
 - iii. Candidates are not permitted to use or have in possession calculators in examination premises.

BIOMETRIC VERIFICATION: The Bank, at various stages, may capture photo and thumb impression of the candidates in digital format for biometric verification of the candidates. Candidate will ensure that his/ her/ their correct thumb impression is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehndi, ink, chemical etc. on their hands.

In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

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

- i. Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers>
- ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document').
- iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same.
- iv. After registering online, the candidates are advised to take a printout of the system generated online application forms

GUIDELINES FOR PAYMENT OF FEES: No fees for Ex-servicemen.**E. HOW TO UPLOAD DOCUMENTS:**

- | | |
|--|---|
| <p>a. Details of Document to be uploaded:</p> <ol style="list-style-type: none"> i. Brief Resume (PDF) ii. ID Proof (PDF) iii. Proof of Date of Birth (PDF) iv. Educational Certificates: Relevant Mark-Sheets/ Certificate (PDF) v. Discharge Book (PDF) vi. Form-16 (PDF) vii. Recent Photograph viii. Signature <p>b. Photograph file type/ size:</p> <ol style="list-style-type: none"> i. Photograph must be a recent passport style colour picture. ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred) iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. iv. Look straight at the camera with a relaxed face v. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows vi. If you have to use flash, ensure there's no "red-eye" vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. ix. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colour etc., during the process of scanning. <p>c. Signature file type/ size:</p> <ol style="list-style-type: none"> i. The applicant has to sign on white paper with Black Ink pen. ii. The signature must be signed only by the applicant and not by any other person. iii. The signature will be used to put on the Call Letter and wherever necessary. iv. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified – Not Applicable. v. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred). vi. Ensure that the size of the scanned image is not more than 20 kb. vii. Signature in CAPITAL LETTERS shall NOT be accepted. <p>d. Document file type/ size:</p> <ol style="list-style-type: none"> i. All Documents must be in PDF format. ii. Page size of the document to be A4. | <p>Document file type/ size (contd...)</p> <ol style="list-style-type: none"> iii. Size of the file should not be exceeding 500 kb. iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable. <p>e. Guidelines for scanning of photograph/ signature/ documents:</p> <ol style="list-style-type: none"> i. Set the scanner resolution to a minimum of 200 dpi (dots per inch) ii. Set Color to True Color iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above). iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg). v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon. vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 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. <p>f. Procedure for Uploading Document:</p> <ol style="list-style-type: none"> i. There will be separate links for uploading each document. ii. Click on the respective link "Upload" iii. Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved. iv. Select the file by clicking on it and Click the 'Upload' button. v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed. vii. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected. |
|--|---|

F. GENERAL INFORMATION:

- i. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for the post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
 - ii. 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.
 - iii. The applicant should ensure that the application is properly and completely filled.
 - iv. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.
 - v. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.
 - vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.
 - vii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
 - viii. 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.
 - ix. 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.
- i. 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.
 - ii. 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 online test/preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.
 - iii. In case of multiple application, only the last valid (completed) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/ candidature cancelled.
 - iv. 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.
 - v. At the time of interview, the candidate will be required to provide details regarding cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records, etc. The bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.
 - vi. The candidates will have to appear for the online test at their own cost. Candidates called for interview are entitled for 2nd Class Sleeper railway fare (Mail/ Express only) or the actual travel cost whichever is lower for to & fro journey by shortest route in India on production of evidence of travel. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.
 - vii. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

For any query, please write to us on crpd@sbi.co.in. Please ensure to mention the Advertisement number and the name of the post in the email subject.

Mumbai,
Date:23.01.2020

The Bank is not responsible for printing errors, if any

**GENERAL MANAGER
(CRPD)**

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No. Rank.....
Name.....whose date
of birth is..... has rendered service from.....
to..... in Army/Navy/Air Force.

- 2. He has been released from military services:
 - % a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release
 - % b) on account of physical disability attributable to Military Service.
 - % c) on invalidment after putting in at least five years of Military service
- 3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: **Signature. Name and Designation of the
Competent Authority****
Date: **SEAL**

% Delete the paragraph which is not applicable.

PROFORMA - C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

(1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex- Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place:
Date:
**Signature
Name of Candidate**

PROFORMA - B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. Rank.....
Name.....
serving in the Army/Navy/Air Force from.....

- 2. He is due for release retirement on completion of his specific period of assignment on.
- 3. No disciplinary case is pending against him.

Place:
Date:
**Signature. Name and Designation of the
Competent Authority****
SEAL

PROFORMA - D

Form of Certificate applicable for Serving personnel who have already completed their initial assignment and are on extended assignment

It is certified that No. Rank.....
Name.....
..... whose date of birth is..... is serving in the Army/Navy/
Air Force from.....

- 2. He has already completed his initial assignment of – years on..... and is on extended assignment till
- 3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment

Place:
Date:
**Signature. Name and Designation of the
Competent Authority****
SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:
(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Airforce: Directorate of Personnel Officers, Air Hqrs., New Delhi. in case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: BABS, Mumbai; Air Force: Air Force Records, New Delhi.



**Central Recruitment & Promotion Department
Corporate Centre, Mumbai**

Phone: 022-22820427

RECRUITMENT OF SPECIALIST CADRE OFFICERS IN SBI ON CONTRACT BASIS

ADVERTISEMENT NO: CRPD/ SCO/ 2019-20/ 18

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 23.01.2020 TO 12.02.2020

State Bank of India invites Online application from Indian citizen for appointment to the following Specialist Cadre Officer 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 are required to 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 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/ VACANCY/ AGE/ CONTRACT PERIOD/SELECTION PROCESS/ PLACE OF POSTING/ ANNUAL CTC/ TRANSFER POLICY:

Sl. No.	Post	Vacancy		Max. Age (as on 31.07.2019)	Contract Period	Selection Process	Likely Place of Posting	Annual CTC (approx.)
		Unreserved	Total					
1.	Senior Special Executive (Data Analyst)	1	1	37	3 years (renewable for further 2 yrs.)	Shortlisting & Interview	Jaipur	₹10.00 lac to ₹14.00 lac (Negotiable)
2.	Senior Executive (Statistics)	1	1	35				₹9.00 lacs to ₹13.00 lac (Negotiable)

- NOTE:**
- The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
 - The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualifications and relevant full-time experience as on specified dates.
 - Candidate belonging to reserved category for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category if they fulfil all the eligibility criteria applicable to unreserved category. LD (OA) may apply for the post if they fulfil all the eligibility criteria applicable to unreserved category.
 - Transfer Policy** - The Bank reserves the right to transfer the services of such OEC (Officers Engaged on Contract) to any of its offices in India or to depute to any of its associates/ subsidiaries or any other organization depending upon the exigencies of service. Request for posting/ transfer to a specific place/ office may not be entertained.
 - a) CTC will have annual increment component of 10%; b. 70% of CTC will be fixed and 30% will be variable; c. CTC will depend upon candidate's experience and existing emoluments.

B. DETAILS OF EDUCATIONAL QUALIFICATION/ OTHER QUALIFICATIONS/ EXPERIENCE:

Sl. No.	Post	Educational Qualification	Specific Skills Required	Post Qualification Work Experience (as on 31/07/2019)
1.	Senior Special Executive (Data Analyst)	Post-Graduation in Statistics/ Maths/ Economics as full-time course from recognized Institute/ University with minimum 60% marks (or its equivalent).	Proficiency in - • statistical/ analytical software viz. SAS/ STATA/ SPSS. • programming language viz. R/ Python.	Min. 6 years of experience in → Bank/ PSU/ Corporate in the field of data handling/ data analysis/ data interpretation using: • advance statistical & analytical tools viz. SPSS/ SAS/ STATA
2.	Senior Executive (Statistics)	Additional qualification of MBA/ PGDBM/ B.Tech. will be advantageous.	• data analysis/ interpretation using SPSS/ SAS/ STATA/ R/ Python.	Min. 4 years of experience in → • programming language viz. R/ Python. Experience in data analysis will be preferred.

C. JOB PROFILE & KEY RESPONSIBILITIES AREAS [Senior Special Executive (Data Analyst)/ Senior Executive (Statistics)]:

Job Profile:	KRAs:
<ul style="list-style-type: none"> Designing data acquisition trials. Designing & implementing models for fine tuning the existing scenarios. Designing, creation & implementation of predictive models to analyse trends from the historical, transactional, structured & unstructured data for better identification of risks and opportunities. Applying statistical methodology on complex big data to capture emerging trends in AML/ CFT Creation & implementation of models to analyse the AML/ CFT risk on the aspects suggested by FIU-INDIA, FATF, RBI, other Global entity etc. The scope of analysis will cover all aspect i.e. optimization, segmentation, tactical tuning, tasks and data modelling/ validation efforts depending on current needs and project plans. Fine tuning and optimization of the existing AML scenarios/ systems. Creation & fine tuning of scoring models for AML monitoring processes. Support threshold analysis, back testing, data profiling, data quality analysis, customer risk rating models, suspicious activity detection models, scenarios testing models, capacity planning. Follow globally consistent methodology and also taking high level of initiative and creativity to suggest enhancements to the current/ existing methodologies. Any other related work. 	<ul style="list-style-type: none"> Prepare and validate data, and then build and validate a scoring model using logistic regression or other alternate quantitative methods. Conduct data driven analysis and create reports. Apply quantitative and qualitative data analysis methods, prepare statistical and non-statistical data exploration. Validate data, identify data quality issues (if any) and work with technology to address them. Analyse and interpret data reports, draw conclusions and make recommendations answering specific business needs. Document solutions & present results in a simple comprehensive way to non- technical audience as also prepare more formal documentation using statistical vocabulary. Generate new ideas, concepts and models to improve methods of obtaining and evaluating quantitative and qualitative data, identify relationships and trends in data, as well as any factors that could affect the result of research, question and validate assumptions. Escalate identified risks and sensitive areas in terms of methodology and processes. Maintain an industry leading knowledge on the tools, systems and process available for the best in class AML Detection and monitoring operations. Any other related work.

D. 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.

E. SELECTION PROCESS:

The selection will be based on shortlisting and interview. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Shortlisting Committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

Merit List: Merit list for final selection will be prepared in descending order 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 in the merit in descending order of their age.

F. 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.

GUIDELINES FOR FILLING ONLINE APPLICATION:	
<ol style="list-style-type: none"> Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/careers OR https://www.sbi.co.in/careers and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc. After registering online, the candidates are advised to take a printout of the system generated online application forms Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document'). 	<ol style="list-style-type: none"> 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 & password is generated by the system and displayed on the screen. Candidate should carefully note down the registration number & password. The partly filled & saved application form can be re-opened using the registration number & 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.

GUIDELINES FOR PAYMENT OF FEES:

- i. Application fees & Intimation Charges (Non-refundable) is ₹750/- (₹ Seven Hundred Fifty only) for General/ EWS/ OBC and no fee is there for SC/ ST/ PWD candidates.
- ii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.
- iii. 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.

- iv. 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.
- v. In case the online payment of fee is not successful in first instance, please make fresh attempts for online payment.
- vi. A provision is there to reprint the e-Receipt and Application Form at later stage.
- vii. Application Fee once paid will **NOT** be refunded on any account **NOR** can it be adjusted for any other examination or selection in future.

G. HOW TO UPLOAD DOCUMENTS:**a. Details of Document to be uploaded:**

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

b. Photograph file type/ size:

- i. Photograph must be a recent passport style colour picture.
- ii. File size should be between 20 - 50 kb and Dimensions 200 x 230 pixels (preferably)
- iii. Make sure that the picture is coloured and is taken against a light-coloured, (preferably white) background.
- iv. Look straight at the camera with a relaxed face
- v. If the picture is taken on a sunny day, 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.
- 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 and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ix. Ensure that the size of the scanned image is not more than 50 kb. In case the file size is more than 50 kb, then adjust the settings of the scanner 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

Document file type/ size (contd...)

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).
- 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 the 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.
- ii. Click on the respective link "Upload"
- iii. Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- v. 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
- vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vii. **After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**

H. 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 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 RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.

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:23.01.2020

The Bank is not responsible for printing errors, if any

GENERAL MANAGER
(CRPD)



RECRUITMENT OF SPECIALIST CADRE OFFICERS IN SBI ON REGULAR & CONTRACT BASIS

ADVERTISEMENT NO: CRPD/ SCO/ 2019-20 /17

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 23.01.2020 TO 12.02.2020

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 are required to upload all required documents (brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their candidature will not be considered for shortlisting/ interview.
- Short listing & interview will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
- 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/ advise, 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 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 should not be sent to this office.

A. DETAILS OF POST/ NATURE OF ENGAGEMENT/ GRADE/ VACANCY/ AGE/ SELECTION PROCESS/ LIKELY PLACE OF POSTING/ PROBATION PERIOD:

Sr	Post	Nature of engagement/ Grade	Vacancy						Age (In years)			Selection Process	Place of posting	Probation Period (Regular engagement)	
			Total	Gen	OBC	SC	ST	EWS#	LD	Min.	Max.				As on
1	Defence Banking Advisor (Navy & Air Force)	Contractual *	2	2	--	--	--	--	1 (OA/OL)	--	62 ^{\$}	31.01.2020	Shortlisting & Interview	Delhi [^]	N.A.
2	Circle Defence Banking Advisor	Contractual *	2	2	--	--	--	--	1 (OA/OL)	--	60 ^{\$}			Chandigarh & Bengaluru	
3	HR Specialist (Recruitment)	Regular -MMGS III	1	1	--	--	--	--	--	--	35	30.09.2019	Shortlisting & Interview	Mumbai	2 years from the date of joining the Bank
4	Manager (Data Scientist) %	Regular - MMGS III	10	6	2	1	--	1	1 (OL)	26	35	31.12.2019		Navi Mumbai@	
5	Deputy Manager (Data Scientist) %	Regular - MMGS II	10	6	2	1	--	1	1 (OL)	24	32			Navi Mumbai	
6	Deputy Manager (System Officer)	Regular - MMGS II	5	4	1	--	--	--	1 (OL)	24	32	Navi Mumbai			

Gen - General; OBC - Other Backward Classes; SC - Scheduled Caste; ST - Scheduled Tribe; EWS: Economically Weaker Sections LD - Locomotor Disability; MMGS - Middle Management Grade Scale

@ - Bank reserves the right to transfer anywhere in India % - A candidate can apply for one of the post only, between Post Sr. 4 & 5, ^ Area of operation is pan India. \$ - No upper age relaxation allowed.

* - Selected candidate will be engaged for a period of 2 years initially. On completion of the contract period, the DBAs (aged 64 years or less) & CDBAs (aged 62 years or less) with satisfactory health condition can be considered for re-engagement for a maximum period of two more years at Bank's discretion. Either party can terminate the contract by serving one month's notice period.

- Reservation for EWS in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Gol. 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 Gol.

B. DETAILS OF EDUCATIONAL QUALIFICATION/ OTHER QUALIFICATIONS/ EXPERIENCE:

Sr	Post	Eligibility Criteria/		
1	Defence Banking Advisor (Navy & Air Force)	i) Retired in the rank of Air Vice Marshal or above (For DBA - Air Force) as on 31.01.2020 OR ii) Retired in the rank of Rear Admiral or above (For DBA - Navy) as on 31.01.2020		
2	Circle Defence Banking Advisor	Retired in the rank of Major General or Brigadier as on 31.01.2020		
Sr	Post	Educational Qualification	Work experience	
3	HR Specialist (Recruitment)	MBA/ PGDM or its equivalent with specialization in HR as on 30.09.2019	Minimum 7 years of relevant full-time post qualification experience and skill set (excluding Training/ Teaching Experience) as on 30.09.2019	
Sr	Post	Educational Qualification	Experience (on 31.12.2019)	Specific skills required:(Preferred)
4	Manager (Data Scientist)	Basic Qualification: B. Tech/ M Tech in Computer Science/ IT/ Data Science/ Machine Learning and AI. (Minimum 60% marks compulsory in B. Tech/ B.E.)	Minimum 5 years of overall (post basic education qualification) experience in related field. Preference will be given to candidates with experience in Financial sector/ Bank/ NBFC/ Insurance/ Investment firms.	<ul style="list-style-type: none"> Natural Language Processing, Web Crawling and Neural Networks. Machine learning/ Artificial Intelligence and parsing. 2+ years' experience with programming languages frequently used in data science(R/Python). Knowledge of Java would be a plus. Familiarity with cloud-based application/service development. 2+ years' experience in Relational Databases OR any NoSQL databases including Graph databases.
5	Deputy Manager (Data Scientist)	Other preferred Qualification: MBA/ PGDM with specialization in Finance and any certification in ML/ AI/ Natural Language Processing, Web Crawling AND Neural Networks.	Minimum 3 years of overall (post basic education qualification) experience in related field. Preference will be given to candidates with experience in Financial sector/ Bank/ NBFC/ Insurance/ Investment firms.	<ul style="list-style-type: none"> Excellent communication skills and ability to work as part of a multi-cultural and geographically distributed product development team. Self-motivated, pro-active and demonstrating an exceptional drive towards delivery. Familiarity with developing models using semi structure as well as unstructured data. End to end experience from data extraction to modelling and its validation Experience of working in a project environment as a developer.
6	Deputy Manager (System Officer)	B. Tech/ M Tech in Computer Science/ IT/ Machine Learning and AI. (Minimum 60% marks compulsory in B. Tech/ B.E.)	Minimum 3 years of overall (post basic education qualification) experience in related field. Preference will be given to candidates with experience in Financial sector/ Bank/ NBFC/ Insurance/ Investment firms.	<ul style="list-style-type: none"> 2+ year experience with programming languages frequently used in data science (R/Python). 1+ year experience in Java. Familiarity with cloud-based application/service development. 2+ years' experience in Relational Databases OR any NoSQL databases including Graph databases. Excellent communication skills and ability to work as part of a multi-cultural and geographically distributed product development team. Self-motivated, pro-active and demonstrating an exceptional drive towards delivery. Experience in data extraction and its validation. Experience of working in a project environment as a developer.

NOTE:

- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on specified dates.
- Candidate belonging to reserved category including Person with Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category, provided they fulfil all the eligibility criteria applicable to unreserved category.
- 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.
- 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 (LD)' as applicable.

- 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.
- PWD candidates should produce a certificate issued by a competent authority as per the Gol Guidelines.
- Maximum age is indicated for General category candidates. Relaxation in upper age limit will be available as per Government of India Guidelines. **No upper age relaxation for Post Sr. 1 & 2.**
- In cases where experience in specific skill is required, the relevant experience certificate must contain specifically that the candidate has experience in that specific skill.
- In cases where the Certificate of Degree/Certificate/Diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned University/ Institute/ College specifically mentioning the specialization.

C REMUNERATION:

Post Sr	Post	CTC/ Scale of Pay
1	Defence Banking Advisor (Navy & Air Force)	CTC of ₹.32.00 lakhs per annum. Basic pay will be ₹.1,00,000/- per month and remaining portion of CTC will be paid as HRA, conveyance allowance and others. The CTC payable per annum is subject to deduction of pension amount of ₹.4.22 lac per annum. (Leave - 30 days per year)
2	Circle Defence Banking Advisor	CTC of ₹.21.00 lakhs per annum. Basic pay will be ₹.80,000/- per month and remaining portion of CTC will be paid as HRA, conveyance allowance and others. The CTC payable per annum is subject to deduction of pension amount of ₹.4.22 lac per annum. (Leave - 30 days per year)
3	HR Specialist (Recruitment)	Scale of pay: ₹42020-1310/5-48570 -1460/2 -51490 #
4	Manager (Data Scientist)	
5	Deputy Manager (Data Scientist)	
6	Deputy Manager (System Officer)	
		# The 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

D. DETAILS OF ROLES & RESPONSIBILITIES/JOB PROFILE & KRAS:

Sr	Post	Roles & Responsibilities
1	Defence Banking Advisor (Navy & Air Force)	<ol style="list-style-type: none"> To liaise with Army Headquarters/ other Defence Force HQ/ Paramilitary forces for expanding the relationship between Army/ other forces and SBI at the institutional level and also increasing the spread of Bank's Defence Salary Package (DSP) with their personnel including officers. Arranging for meeting with Army HQ/Command HQ/ other Defence Forces HQ etc. When senior functionaries of SBI have to call on them. Acting as one point of contact for the AHQ for complaint redressal. Assisting SBI in identifying locations for branch expansion and also for setting up ATMs. Identifying training needs of Captive Branches. Arranging Presentations at Army/ HQ/ Command HQ/ Regimental Centers/ Naval HQ/ AIR HQ. Generating and following up of business leads and also furnishing the Bank with the contact particulars of various units/regiments for communicating with them locally by our Circles/ Networks/ RBOs whenever required. Assisting SBI in placing advertisements in the Army's in-house magazine as and when they are published. Coordinating with circle DBA for marketing DSP/ other institutional business and handling complaints. Any other task assigned by his reporting authority DBA will report to the Chief General Manager (Personal Banking) at Corporate Centre. For day to day working, he shall work in co-ordination with DGM (Govt. & Institutional Tie-ups) at Corporate Centre. The advisor should not represent the Bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.
2	Circle Defence Banking Advisor	<ol style="list-style-type: none"> Liaising with local Divisions/ Regimental Centers/ Regiments/ Brigade Head Quarters/ Medical Units etc. as well as local units of other Defence Forces/ Paramilitary Forces for expanding the relationship between Army/ other Forces and SBI at the Institutional level and also increasing the spread of our DSP with their personnel including officers. In addition, the job will include the following: <ol style="list-style-type: none"> Dealing with any localized issues Conducting mass account opening/ loan campaign in large cantonments. Participating in their monthly Darbars/ Sainik Sammelans, etc. Ensuring that the accounts of all new PBOR recruits in Regimental Centers are tapped including pension accounts and terminal benefits of Pensioners. Arranging of Account Opening for Officers Cadets at various Academics, Training Institutions and other places where they report. Arranging to conduct awareness programme for pensioners on investment opportunities for investing their terminal benefits. Coordination for installation of PoS machines in CSD Canteens/URCs Overall Supervision of redesign and re-designation of Defence Banking Branches Active marketing for migrating of salary/pension accounts from other Banks to SBI Active marketing for special tie-ups and schemes for DSP account holders offered by manufacturing majors like Maruti Suzuki, Tata Motors etc. Arranging for meeting with commanding officers of the above formations when senior functionaries of SBI have to call on them. Acting as one point of contact for the Army/ Navy/ Air Force/ Paramilitary establishments for complaint redressal. Assisting SBI in identifying locations for branch expansion and also for setting up ATMs Identifying training needs of Captive branches. Arranging Presentations at Command HQ/ Regimental Centers/ Defence Units. Generating and following up of business leads and also furnishing the Bank with the contact particulars of various units/regiments for communications with them locally by our Circles/ Networks/ RBOs whenever required. Assisting SBI in placing advertisements in the Army's in-house magazine as and when they are published. Coordinating with DBA at corporate level for marketing DSP/ other institutional business and handling complaints. Any other task assigned by his reporting authority. CDBA will report to the General Manager (Network), but for day to day working he will work under DGM/ AGM(PBBU) of the Network. The issues/clarifications/changes relating to the reporting authority of CDBA will be decided by the CGM (Personal banking)/ GM (Personal banking), Corporate Centre. The CDBA should not represent the Bank directly in any negotiations nor exercise any administrative, financial or disciplinary powers.

Sr	Post	Job Profile	KRAs
3	HR Specialist (Recruitment)	<ul style="list-style-type: none"> Interaction with user department and HR Department for finalization of job profile, KRA, qualification, experience and finalisation of CTC. Interact with HR Consultant on the issue of recruitment Co-ordination with various stake holders viz. User Department, Cadre Management Department, CRPD & HR Consultants for handling various areas of recruitment. Bringing best practices in recruitment. 	<ul style="list-style-type: none"> Assist in Manpower Planning exercise. Provide end-to-end support required for recruitment for different User Departments in liaison with the HR Department. Providing support for recruitment process in conducting interview/ Group Discussion, Salary Negotiation and on boarding. Building and adoption of best HR practices in the Industry. Building robust practices in recruitment process and on boarding process.
4 & 5	Manager (Data Scientist) & Deputy Manager (Data Scientist)	<ul style="list-style-type: none"> Implement Machine Learning/ Artificial Intelligence/ Natural Language Processing/ Parsing tools to improve the operational efficiency. Designing and implementation of Big data scalable workflow systems using Big Data Technologies Deliver new functionality for the internal production platform and the client delivery platform. Closely collaborate with Product Management, Business, Quality Assurance, Data Operation and IT Infrastructure. 	<ul style="list-style-type: none"> Project on Advanced machine learning/ Deep Learning/ Big data/ Artificial Intelligence. Collaborate with Business, Data Operation and IT Infrastructure.
6	Deputy Manager (System Officer)	<ul style="list-style-type: none"> Designing and implementation of Big data scalable workflow systems using Big Data Technologies. Deliver new functionality for the internal production platform and the client delivery platform. Closely collaborate with Product Management, Business, Quality Assurance, Data Operation and IT Infrastructure. 	<ul style="list-style-type: none"> Designing & implementation of new technology and internal production platform. Data extraction/ Development and automation of Dashboard. Implementation/ regular monitoring and follow up of security at department.

E. CALL LETTER FOR INTERVIEW: Intimation/ call letter for interview will be sent by email. NO HARD COPY WILL BE SENT.

F. SELECTION PROCESS:

The selection will be based on shortlisting and interview. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Shortlisting Committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

G. HOW TO 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 (if shortlisted).

GUIDELINES FOR FILLING ONLINE APPLICATION:	GUIDELINES FOR PAYMENT OF FEES:
<ol style="list-style-type: none"> Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/careers OR https://www.sbi.co.in/careers and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document'). 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 & password is generated by the system and displayed on the screen. Candidate should carefully note down the registration number & password. The partly filled & saved application form can be re-opened using the registration number & password whereafter which 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 (wherever applicable). After registering online, the candidates are advised to take a printout of the system generated online application forms 	<ol style="list-style-type: none"> Application fees & Intimation Charges (Non-refundable) is ₹750/- (₹Seven Hundred Fifty only) for General/ EWS/ OBC candidates. There is no fees for SC/ ST/ PWD/XS candidates and for Post Sr No.1 & 2. 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. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

H. HOW TO UPLOAD DOCUMENTS:

<p>a. Details of Document to be uploaded:</p> <ol style="list-style-type: none"> Brief Resume (PDF) ID Proof (PDF) Proof of Date of Birth (PDF) Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF) 	<ol style="list-style-type: none"> Experience certificates (PDF) Form-16 (PDF) Recent Photograph Signature
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HOW TO UPLOAD DOCUMENTS (CONTD...):

b. Signature file type/ size:

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

c. Photograph file type/ size:

- i. Photograph must be a recent passport style colour picture.
- ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)
- iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iv. Look straight at the camera with a relaxed face
- v. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- vi. If you have to use flash, ensure there's no "red-eye"
- vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ix. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colour etc., during the process of scanning.

d. Document file type/ size:

- i. All Documents must be in PDF format.
- ii. Page size of the document to be A4.
- iii. Size of the file should not be exceeding 500 kb.
- iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

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

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Color to True Color
- iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
- vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 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.
- ii. Click on the respective link "Upload"
- iii. Browse & select the location where the JPG or JPEG, PDF file has been saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vii. **After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**

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 belonging to reserved category including those 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.
- iii. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.
- iv. The applicant should ensure that the application is properly and completely filled in.
- v. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank, for such post in the Bank, in force at the time of joining the Bank.
- vi. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.
- vii. The Bank takes no responsibility for any delay in receipt or loss of any communication.
- viii. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- 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. 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.
- xi. 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.
- xii. 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.
- 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 Air (Economy class) for Post Sr No. 1 & 2 and AC-III tier (Mail/ Express only) travelling fare for Post Sr No.3 to 6 for the shortest route in India OR the actual travel cost (whichever is lower) on the basis of actual journey. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.
- xvii. At the time of interview (if called), the candidate will be required to provide details regarding cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records, etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.
- xviii. BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.

For any query, please write to us on crpd@sbi.co.in. Please ensure to mention the Advertisement number and the name of the post in the email subject.

Mumbai,
Date:23.01.2020

The Bank is not responsible for printing errors, if any

GENERAL MANAGER
(CRPD)