



State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT ADVERTISEMENT NO. CRPD/PO/2012-13/04 RECRUITMENT OF PROBATIONARY OFFICERS IN STATE BANK OF INDIA

ONLINE REGISTRATION OF APPLICATION: 30.01.2013 TO 23.02.2013

PAYMENT OF FEES - ONLINE : 30.01.2013 TO 23.02.2013

PAYMENT OF FEES - OFFLINE : 01.02.2013 TO 28.02.2013

DATE OF WRITTEN EXAMINATION : 28.04.2013

Applications are invited from eligible Indian Citizens for appointment as Probationary Officers (POs) in State Bank of India. Candidates selected are liable to be posted anywhere in India.

VACANCIES:

VACANCIES					VACANCIES (PWD)		
SC	ST	OBC	GEN	TOTAL	VH	OH	TOTAL
225	112	405	758	1500	22	22	44

Vacancies for OH & VH category candidates are reserved horizontally. Vacancies including reserved vacancies are provisional and may vary according to the requirements of Bank.

1. ELIGIBILITY CRITERIA : (AS ON 01.01.2013)

(A) Essential Academic Qualifications:

Graduation in any discipline from a recognised University or any equivalent qualification recognised as such by the Central Government.

(B) Age Limit: As on 01.01.2013

Not below 21 years and not above 30 years as on 01.01.2013 i.e. candidates must have been born not earlier than 02.01.1983 and not later than 01.01.1992 (both days inclusive)

Relaxation in the Upper Age Limit to Reserved category candidates

Upper age is relaxable by

(i) 3 years in the case of OBC candidates.

(ii) 5 years in the case of : (a) SC/ST candidates. (b) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) who have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or /on account of physical disability or have been released/discharged on account of physical disability attributable to Military Service or on invalidment (c) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

(iii) 10 years for VH/OH (Gen); 13 years for VH/OH (OBC) and 15 years for VH/OH (SC/ST) candidates.
NOTE : CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

2. Notes for Orthopedically Handicapped (OH)/Visually Handicapped (VH) candidates:

OH/VH Candidates who suffer from not less than 40% of relevant disability should possess disability certificate issued by Medical Board duly constituted by Central or State Government issued on or before last date of online submission of application:

a) Only those OH candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) -

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R or L)

MW - Muscular weakness and limited physical endurance

b) Only those Visually handicapped persons who suffer from any one of the following conditions are eligible to apply :

i) Total absence of sight.

ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.

iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.

c) Candidates having low vision as defined in Chapter I, Para 2 (u) of The persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995.

d) At the time of written examination, only blind/low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use scribe/ writer at his/her own cost. In all such cases where a scribe/writer is used, the following rules will apply :

i) The candidate will have to arrange his/her own scribe/writer at his/her cost.

ii) Scribe/writer must be essentially one grade lower in educational qualification than the minimum eligibility educational qualifications of the candidate (i.e. graduation in this recruitment), thus the qualification of scribe/ writer should not be more than XIIth standard pass.

iii) Both the candidate as well as the scribe/writer will have to give a suitable undertaking, confirming that the scribe/writer fulfils all the stipulated eligibility criteria for a scribe/ writer as mentioned above. Further, in case it later transpires that he/she did not fulfil any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.

iv) Only those candidates who use a scribe/writer shall be eligible for extra time of 20 minutes and/ or part thereof for every hour of the examination provided that the candidate uses scribe/ writer for both the objective and descriptive test.

3. CATEGORY:

Instructions for writing Category Name and Category Code no. while applying online.

Category names and their code numbers are given below.

Candidates 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 'GEN' or 'GEN (OH)' or 'GEN (VH)' (as applicable).

Category Name	Code No.	Category Name	Code No.	Category Name	Code No.	Category Name	Code No.
SC	01	ST	04	OBC	07	GEN	10
SC(OH)	02	ST(OH)	05	OBC(OH)	08	GEN(OH)	11
SC(VH)	03	ST(VH)	06	OBC(VH)	09	GEN(VH)	12

4. SELECTION PROCEDURE:

(a) Phase-I: Written Examination (250 marks) consisting of Objective Tests and Descriptive Test.

(i) Objective Tests (200 marks): The Objective Tests with 2 hour duration will consists of 4 Sections with 50 marks each as follows:

(a) Test of English Language (Grammar, Vocabulary, Comprehension etc)

(b) Test of General Awareness, Marketing and Computers

(c) Test of Data Analysis and Interpretation

(d) Test of Reasoning (High Level)

The candidates are required to qualify in the Objective Tests by securing passing marks, in each of the tests, to be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level for each category.

(ii) Descriptive Test (50 marks): The Descriptive Test with 1 hour duration will be of Test of English Language (comprehension, short précis, letter writing & essay) .

The candidates are required to qualify in the Descriptive Test by securing passing marks, to be decided by the Bank.

Descriptive Test paper of only those candidates will be evaluated who have scored qualifying marks in the Objective Tests as stated above in (i).

(b) Phase-II: Group Discussion (20 marks) & Interview (30 marks)

The aggregate marks of candidates qualifying in both the Objective Tests and Descriptive Test will be arranged in descending order in each category and the candidates in the order of merit, subject to 3 times the number of vacancies in each category, will be called for Group Discussion and Interview. The qualifying marks in Group Discussion & Interview will be as decided by the Bank.

(c) Final Selection:

The candidates will have to qualify both in Phase-I and Phase-II separately.

Marks secured by the candidates in the Written Test (out of 250 marks maximum) are converted to out of 75 and marks secured in Group Discussion & Interview (out of 50 marks maximum) are converted to out of 25. The final merit list is arrived at after aggregating converted marks of Written Test and Group Discussion & Interview out of 100 for each category. The selection will be made from the top merit ranked candidates in each category.

Results of the candidates who have qualified for Phase II and thereafter, the list of candidates finally selected will be available on the Bank's website. Final select list will be published in Employment News/Rozgar Samachar.

5. DATE OF WRITTEN EXAMINATION: 28.04.2013 (SUNDAY): The Written Examination will be held at following centres.

EXAMINATION CENTRES:

NAME OF EXAMINATION CENTRE	CODE NUMBER	CIRCLE	
Ahmedabad	11	AHMEDABAD	
Bhavnagar	12		
Rajkot	13		
Surat	14		
Vadodara	15		
Bangalore	16	BANGALORE	
Gulbarga	17		
Hubli	18		
Mangalore	19		
Mysore	20		
Bhopal	21	BHOPAL	
Gwalior	22		
Indore	23		
Jabalpur	24		
Raipur	25		
Bhubaneswar	26	BHUBANESWAR	
Berhampur (Ganjam)	27		
Cuttack	28		
Sambalpur	29		
Ambala	30		CHANDIGARH
Chandigarh	31		
Jalandhar	32		
Jammu	33		
Ludhiana	34		
Patiala	35		
Palampur	36		
Shimla	37		
Srinagar	38		
Chennai	39	CHENNAI	
Coimbatore	40		
Madurai	41		
Puducherry	42		
Tiruchirapalli	43		
Agartala	44	GUWAHATI	
Aizwal	45		
Dibrugarh	46		
Guwahati	47		
Imphal	48		
Itanagar	49		
Kohima	50		
Shillong	51		
Silchar	52		
Hyderabad	53		HYDERABAD
Tirupati	54		
Vijayawada	55		
Vishakhapatnam	56		
Asansol	57	KOLKATA	
Burdwan	58		
Gangtok	59		
Kolkata	60		
Port Blair	61		
Siliguri	62		
Allahabad	63		LUCKNOW
Bareilly	64		
Gorakhpur	65		
Kanpur	66		
Lucknow	67		
Varanasi	68		
Agra	69	NEW DELHI	
Ajmer	70		
Dehradun	71		
Jaipur	72		
Jodhpur	73		
Meerut	74		
Haldwani	75		
New Delhi	76		
Udaipur	77		
Aurangabad	78		MUMBAI
Mumbai	79		
Nagpur	80		
Panaji (Goa)	81		
Pune	82		
Bhagalpur	83	PATNA	
Muzaffarpur	84		
Patna	85		
Ranchi	86		
Kochi	87	THIRUVANANTHAPURAM	
Kottayam	88		
Kozhikode	89		
Thiruvananthapuram	90		

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Candidates should choose the name and code number of the Centre where he/she desires to take the examination. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCE. BANK RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE OR ALTER EXAMINATION DATE AT ITS DISCRETION.

6. EMOLUMENTS:

PAY: The starting basic pay is Rs 16,900/- (with 4 increments) in the scale of Rs 14500-600/7-18700-700/2-20100-800/7-25700 applicable to Junior Management Grade Scale I. The official will also be eligible for D.A., H.R.A & C.C.A as per rules in force from time to time. At present monthly compensation at Mumbai will be approximately Rs 69,000/- inclusive of lease rental. The salary scales are under revision with effect from November 2012.

The officers are required to make 10% of their basic pay as contribution to Provident Fund and the Bank also makes matching contribution to the Employees Provident Fund.

The new entrants will be governed by the Defined Contribution Pension Scheme/New Pension Scheme, where each employee is required to contribute 10% of Basic Pay and D.A. towards pension scheme and Bank also makes matching contribution.

PERQUISITES

(1) Leased accommodation ranging from Rs 8,000/- in C category Centres to Rs 29,500/- in Mumbai Centre.

(2) Medical Aid for self (100%) and for family (75%).

(3) Home Travel Concession/ Leave Fare Concession.

(4) Concessional interest rates for Housing/Car/Personal Loans

CAREER PATH

The Probationary Officers will be on probation of two years during which they will be given intensive training and towards end of their probation / training period, they will be subjected to a screening process. While those Officers who achieve the predetermined standards may be confirmed and given placement in the next higher grade i.e. Officer Middle Management Grade Scale II, others who qualify the test but fail to achieve the standards set for placement in Middle Management Grade Scale II, will be confirmed as Officer Junior Management Grade I. The services of those Officers who fail to qualify in this process will be terminated.

Bank provides immense opportunities for growth in the Bank including opportunities for postings abroad. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

7. APPLICATION FEE AND INTIMATION CHARGE: (Non Refundable)

Sr. No.	Category	Total
1.	SC / ST / PWD	Rs. 50/- (Intimation Charges only)
2.	General and Others	Rs. 200/- (App. fee including intimation charges)

Fee / Postal charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

8. SBI may arrange pre-examination training at certain centres for SC/ST/Religious Minority Community candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost may indicate to that effect against relevant column while applying on-line. An indicative list of training centres is given below:

Agra	Ahmedabad	Akola	Allahabad	Asansol	Aurangabad
Bareilly	Bhubaneswar	Berhampur (Ganjam)	Bhopal	Bhopal	Bangalore
Chandigarh	Chennai	Coimbatore	Dehradun	Ernakulam	Gangtok
Gorakhpur	Gulbarga	Guwahati	Hubli	Hyderabad	Indore
Jabalpur	Jaipur	Kanpur	Kolkata	Lucknow	Madurai
Meerut	Mumbai	Mysore	Nagpur	New Delhi	Panaji (Goa)
Patna	Port Blair	Purnea	Pune	Raipur	Ranchi
Sambalpur	Siliguri	Shillong	Srinagar	Tirupati	Vadodara
Varanasi	Vishakhapatnam	Vijaywada			

The Bank may add additional centres or may delete some of the centres indicated for training.

9. NUMBER OF CHANCES:

Category	Number of Chances
General	4
General (PWD)	7
OBC	7
OBC (PWD)	7
SC/ SC (PWD)/ ST/ ST (PWD)	No Restriction

General category candidates who have appeared on 4 occasions in the recruitment examination of POs for SBI are not eligible to apply.

In respect of General (PWD), OBC & OBC (PWD) candidates chances will be counted prospectively from the examination held on 18.04.2010.

10. HOW TO APPLY:

GUIDELINES FOR FILLING ONLINE APPLICATION:

Candidates will be required to register themselves online first through Bank's website www.statebankofindia.com or www.sbi.co.in. After which candidates are required to pay the requisite application fee through one of the following mode-

(i) Offline mode (the system will generate a cash voucher/ challan form pre-printed with the candidate's details which will be required to be presented at any State Bank of India branch counter with the requisite fee. On payment of the requisite fee through computer generated challan form, registration of the online application will be complete).

(ii) Online mode (the payment can be made by using debit card/ credit card/ Internet Banking).

Pre-requisites for Applying Online

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

OPTION- I : PAYMENT OF FEE (OFFLINE):

i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.

ii) Candidates to visit Bank's website www.statebankofindia.com or www.sbi.co.in and open the appropriate Online Application Format, available in the 'Recruitment link'.

iii) Fill the application carefully. Once the application is filled in completely, candidate should submit the data. In the event of candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data and take a printout of the system generated fee payment challan immediately. No change/ edit will be allowed thereafter. The registration at this stage is provisional.

iv) Fee Payment: Fee will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. Once fee is paid, the registration process is completed.

v) Candidate will receive registration confirmation by SMS/e-mail after three working days from the date of payment of fees. Please ensure to furnish correct Mobile number / email address to receive the registration confirmation.

vi) Three days after fee payment, candidates will also have a provision to reprint the submitted application containing fee details. The printout of the application form and fee receipt should be retained with the candidate. It will have to be submitted at the time of interview, if called for.

OPTION- II: PAYMENT OF FEES : [ONLINE] :

I. FOLLOW STEPS i) to iii) GIVEN UNDER OPTION-I ABOVE.

No fee payment challan will be generated. Fee payment will have to be made online through payment gateway available thereat.

ii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.

iii. The payment can be made by using debit card/ credit card/ Internet Banking 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 will be generated; which may be printed for record.

v. If the online transaction is not successfully completed, please register again and make payment online.

Note: There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

The printout of the application form is not to be sent to the Bank.

11. GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in Annexure-I.

Your online application will not be registered unless you upload your photo and signature as specified.

On uploading your photo and signature, as specified, your online application will be provisionally registered.

Note:

a. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.

b. Candidates are advised to take a printout of their system generated online application forms after submitting.

c. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

d. On-line registration of application & fee payment will be available from 30.01.2013 to 23.02.2013. Last date for cash deposit will be 28.02.2013 for offline registration.

e. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

f. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

g. Caste certificate issued by Competent Authority on format prescribed by the Government of India to be submitted by the SC/ST candidates, if called for interview.

h. Candidates belonging to OBC category but coming under the 'CREAMY LAYER' are not entitled to OBC reservation. They should indicate their category as 'GEN' or 'GEN PH' as applicable.

i. A declaration to be submitted in the prescribed format by candidates seeking reservation under OBC category that he/she does not belong to the creamy layer as on 23.02.2013.

The OBC certificate containing the Non-creamy layer clause, issued during the period 01.04.2012 to 31.03.2013, should be submitted by such candidates, if called for interview.

j) CALL LETTERS FOR WRITTEN EXAMINATION:

The candidates should download their call letter and an "acquaint yourself" booklet by entering their registration number and password / date of birth, after 08.04.2013 from the Bank's website. NO HARD COPY OF THE CALL LETTER / ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.

Note: The candidates must bring one photo identity proof such as passport/Adhar/PAN Card/Driving Licence/Voter's 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.

k) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are cautioned that they should not furnish any particulars that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.

At the time of written 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 candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable :

a) to be disqualified from the examination for which he/she is a candidate

b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

Note: The Bank would be analysing 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 rights to cancel his/her candidature.

l) USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:

(a) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

(c) Candidates are not permitted to use or have in possession of calculators in examination premises.

m) GENERAL INFORMATION:

(i) Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the written test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

(ii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.

(iii) 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.

(iv) IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS / HER SERVICES ARE LIABLE TO BE TERMINATED.

(v) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/interview advices etc.

(vi) Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of the Bank concerned.

(vii) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF WRITTEN EXAMINATION, 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.

(viii) 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.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

State Bank of India, Corporate Centre, Mumbai
Date: 23.01.2013

General Manager

This advertisement is also available on Bank's Website: <http://www.statebankofindia.com> or <http://www.sbi.co.in>.

The Bank is not responsible for printing errors, if any.

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ANNEXURE: I

(i) PHOTOGRAPH IMAGE:

Photograph must be a recent passport size colour picture.

The picture should be in colour, against a light-coloured, preferably white, background.

Look straight at the camera with a relaxed face

If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

If you have to use flash, ensure there s no red-eye

If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

Dimensions 200 x 230 pixels (preferred)

Size of file should be between 20kb 50 kb

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 colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

The applicant has to sign on white paper with Black Ink pen.

The signature must be signed only by the applicant and not by any other person.

If the Applicant s signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.

Dimensions 140 x 60 pixels (preferred)

Size of file should be between 10kb 20kb

Ensure that the size of the scanned image is not more than 20KB

SCANNING THE PHOTOGRAPH & SIGNATURE:

Set the scanner resolution to a minimum of 200 dpi (dots per inch)

Set Color to True Color

File Size as specified above

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).

The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (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.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

(i) There will be two separate links for uploading Photograph and Signature

(ii) Click on the respective link Upload Photograph / Signature

(iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.

(iv) Select the file by clicking on it.

(v) Click the Upload button.