



**Institute of Banking Personnel Selection**  
**COMMON WRITTEN EXAMINATION [CWE] FOR RECRUITMENT OF**  
**PROBATIONARY OFFICERS/ MANAGEMENT TRAINEES IN 19 PUBLIC**  
**SECTOR BANKS**

*The Banking sector in India is poised for a high trajectory growth with prospects for a bright career to thousands of new entrants. Here is a unique opportunity for aspirants for a career in 19 Public Sector Banks through a Single Common Examination*

**A Common Written Examination (CWE) will be conducted by the Institute of Banking Personnel Selection (IBPS) as a pre-requisite for selection of personnel for Probationary Officer/ Management Trainee posts in the Public Sector Banks mentioned below.**

This system of Common Examination for recruitment of Probationary Officers/ Management Trainees has been approved by each of the 19 participating Public Sector Banks and the Managing Committee of the Indian Banks' Association (IBA) with the consent of the Government of India.

IBPS, an autonomous body registered under Societies Registration Act 1860 and a Public Trust under Bombay Public Trust Act 1950, has been authorised by IBA and has received a mandate from the 19 Public Sector Banks listed below to conduct the Common Written Examination. The CWE for Probationary Officer/ Management Trainee posts will be conducted twice a year by IBPS.

**A PARTICIPATING BANKS**

Allahabad Bank	Indian Overseas Bank
Andhra Bank	Oriental Bank of Commerce
Bank of Baroda	Punjab National Bank
Bank of India	Punjab & Sind Bank
Bank of Maharashtra	Syndicate Bank
Canara Bank	Union Bank of India
Central Bank of India	United Bank of India
Corporation Bank	UCO Bank
Dena Bank	Vijaya Bank
Indian Bank	

An individual who aspires to join any of the above Public Sector Banks as a Probationary Officer/ Management Trainee will necessarily be required to take the CWE. Prospective candidates who wish to appear for the CWE will have to apply to IBPS and should carefully read the advertisement regarding eligibility criteria, online registration process, pattern of examination, issuance of call letters and score cards.

Candidates who appear for the CWE will be able to check their status after the examination. Scorecards will be issued to candidates who secure minimum qualifying marks and above in each test of the examination.

Each participating Public Sector Bank will independently issue a separate recruitment notification, specifying their vacancies and stipulating the eligibility criteria in terms of age, educational qualification, experience (if any), minimum required level of IBPS score in each component test plus Total Weighted Score (if any) etc.

Successful candidates in the CWE who have been issued scorecards and who meet the stipulated eligibility criteria are then required to apply to any of the participating banks they wish to, quoting their personal details and their CWE scores. Each bank will then individually shortlist candidates and carry out their own selection processes such as Group Discussions and/ or Interviews etc. for final selection.

**B. ELIGIBILITY CRITERIA (as on 01.07.2011)**

**Please note that the eligibility criteria specified is the basic criteria for applying to various Public Sector Banks. However merely applying for CWE/ appearing for the examination does not imply that a candidate will necessarily be eligible for employment in all or any of the 19 Public Sector Banks as each Bank will stipulate its own eligibility/ qualifying criteria.**

Prospective Candidates should ensure that they fulfill the specified eligibility criteria before applying for the Common Written Examination (CWE):

**I. Nationality / Citizenship:**

A candidate must be either -

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1<sup>st</sup> January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India,

provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**II Age (As on 01.07.2011):**

**Minimum: 20 Years Maximum: 30 Years**

**The maximum age limit specified is applicable to General Category candidates.**

**Relaxation of Upper age limit**

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Disabilities	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within	5 years

	the stipulated time) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	
5	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years
7	Persons who have completed 5 years of service in RRBs	5 years

- (i) **In case of a candidate who is eligible for relaxation under more than one of the above categories the age relaxation will be available on a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above.**
- (ii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview conducted by a particular Bank, if called by the Bank**

**NOTE: (1) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/ 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.**

#### **DEFINITION OF PERSONS WITH DISABILITIES**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Interview conducted by a particular Bank, if called by the Bank**

#### **Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (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 in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive connection but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

#### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

### **Orthopaedically Challenged (OC)**

Locomotor Disability means disability of bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

All the cases of Orthopaedically Challenged Persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

### **Guidelines for Persons With Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

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

The academic qualification of the scribe should be one grade lower than the stipulated criteria.

The scribe should possess lesser marks than the candidates and not more than 60% marks in his/her own academic stream.

The scribe may be from any academic stream.

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

Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

### **C. EDUCATIONAL QUALIFICATIONS (as on 01.07.2011)**

A degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government.

### **D. WRITTEN EXAMINATION**

#### **Written Examination Structure:-**

<b>Sr. No.</b>	<b>Name of Tests (Objective)</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Duration</b>
1	Reasoning	50	50	Composite Time of 150 minutes
2	English Language	50	25	
3	Quantitative Aptitude	50	50	
4	General Awareness (with special reference to Banking Industry)	50	50	
5	Computer Knowledge	50	50	
<b>Descriptive Paper on English Composition (Essay, Précis, Letter Writing etc)</b>			25	60 Minutes
Total		250	250	

The above tests except the Test of English Language and Descriptive Paper on English Composition will be printed bilingually, i.e. English and Hindi.

**The Descriptive Papers of only those candidates who secure minimum qualifying marks in each of the objective tests will be evaluated.**

**Other detailed information regarding the written examination will be given in an Information Handout, on IBPS website which will be made available for the candidates to download along with the call letter.**

**E. PENALTY FOR WRONG ANSWERS**

There will be penalty for wrong answers marked in the Objective Test. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If the total of the penalty for a test is in fraction, the marks obtained will be rounded off to the nearest integer, i.e. if fraction exceeds by 0.50 or more, it will be rounded off to next higher integer. If for any question a candidate gives more than one answer, it will be treated as wrong even if one of the given answers happens to be right and there will be the same penalty of 0.25 of the marks assigned to that question deducted as penalty. If a question is left blank, i.e. no answer is given by the candidate, there will be no penalty for that question.

**F. STANDARDIZED SCORES**

The corrected scores obtained by each of the candidates will further be converted into standardized scores following Linear Conversion Method.

**G. CUTOFF SCORE**

Each candidate will have to secure a minimum standardized score in each of the tests to qualify in the written examination and to be considered for vacancies in the participating banks. The cut-off points will be decided based on the national average (National Average –  $\frac{1}{4}$  Standard Deviation for General category candidates and National Average –  $\frac{3}{4}$  Standard Deviation for Reserved Category candidates).

**H. CWE SCORE CARD**

IBPS will print the Score Cards for each of the qualifying candidates and will send the same by Registered/ Speed post to each candidate at the correspondence address specified in his/ her online application.

**I. VALIDITY OF CWE SCORE CARD**

Score Cards issued by IBPS will be valid for one year from the date of issue of the Score Card.

Candidates can appear in subsequent examination(s) to enhance their scores if they so desire.

**J. EXAMINATION CENTERS**

(i) The written examination will be conducted in venues across many centres in India. The list of Written Examination centres is available in Annexure I.

- (ii) IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- (iii) As far as possible candidates will be allotted to a centre of his/her choice however IBPS also reserves the right to allot the candidate to any of the Centre other than the one he/she has opted for.
- (iv) Candidate will appear in the written examination from a Examination Centre at his/her own risks and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- (v) No request for change of centre for Written Examination shall be entertained.

#### **K. PRE-EXAMINATION TRAINING**

It is proposed to impart Pre-Examination Training to a limited number of candidates belonging to Scheduled Caste/Scheduled Tribes/Minority Communities at some centers viz. Agartala, Agra, Ahmedabad, Amritsar, Allahabad, Aurangabad, Balasore, Bareilly, Bhubaneswar, Behrampur (Ganjam), Bhopal, Bengaluru, Chandigarh, Chennai, Coimbatore, Dehradun, Dhanbad, Gulbarga, Gorakhpur, Guwahati, Hyderabad, Hubli, Indore, Jabalpur, Jaipur, Jammu, Jodhpur, Kanpur, Karnal, Kavaratti, Kochi, Kolkata, Lucknow, Ludhiana, Madurai, Mangalore, Mumbai, Muzaffarpur, Mysore, Nagpur, New Delhi, Panaji (Goa), Patiala, Patna, Port Blair, Puducherry, Pune, Raipur, Rajkot, Ranchi, Rohtak, Sambalpur, Shimla, Siliguri, Shillong, Thiruchirapalli, Thiruvananthapuram, Tirupati, Varanasi, Vadodara, Vijaywada and Vishakhapatnam .

All eligible candidates who wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. All expenses regarding traveling, boarding, lodging etc. will have to be borne by the candidate for attending the pre-examination training programme at the designated Centers. IBPS, however, reserves the right to cancel any of the Pre- Examination Training Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.

Merely attending Pre-Examination Training does not necessarily imply a candidate's right to be selected in any of the 19 participating Public Sector Banks mentioned.

#### **L. HOW TO APPLY**

**Candidates can apply online only from 09.07.2011 to 01.08.2011 and no other mode of application will be accepted.**

##### **Pre-Requisites for Applying Online**

Before applying online, candidates should

- (i) **scan their photograph and signature** ensuring that both the photograph and signature are within the required specifications as given in Annexure II.
- (ii) keep the application fee remittance details (Transaction details such as NEFT UTR No., IFSC Code etc.) ready in case of cash payment through NEFT enabled branches of any of the 19 PSBs named/ **Keep the necessary details**/documents ready in order to **make online payment** of the requisite application fee.

- (iii) have a valid personal email ID, which should be kept active till the declaration of results of this round of CWE. IBPS may send call letters for Pre-Examination Training, Written Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account .

**Application Fees/ Intimation Charges (Payable from 08.07.2011 and 30.07.2011 boths dates inclusive)**

- Rs. 50/- for SC/ST/PWD candidates.
- Rs.450/- for others

**Transaction charges for NEFT/ Online Payment will have to be borne by the candidate**

**Mode of Payment**

Candidates have the option of:

**(1) ONLINE MODE of payment of requisite fees**

or

**(2) OFFLINE MODE i.e. payment of fees through NEFT enabled branches of the 19 named Public Sector Banks**

**(1) Payment of fees via the ONLINE MODE**

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using only Master/ Visa Debit or Credit cards by providing information as asked on the screen.
- (iii) On successful completion of the transaction, an e-receipt will be generated.
- (iv) Candidates are required to take a print of the e-receipt which will have to be submitted with the Call Letter at the time of written examination.

**Note:**

- After submitting Page 3 of the online application form, please wait for the intimation from the server, **DO NOT press back or Refresh button in order to avoid double charge**
- For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

**(2) OFFLINE MODE: Payment of Fees through NEFT enabled branches of the 19 named Public Sector Banks**

- Candidates are required to fill the NEFT voucher as required by the Bank with beneficiary details as follows.

Name of the Account : IBPS CWE- Officers' Cadre- 2011  
Account Number : 005120110000667  
Payee Bank : Bank of India  
IFSC Code : BKID0000051

- Candidates can then make payment of the requisite fee.
- The NEFT payment receipt must be collected from the Bank where payment has been made.
- Candidates should check that the receipt is properly signed and the details of NEFT UTR NO., IFSC code of the sending Bank branch, Name of the sending Bank, City

name, Deposit date, Amount etc. are noted in the NEFT Payment Receipt by the Branch authorities.

Candidates are required to submit the NEFT receipt along with the Call Letter at the time of written examination

### **Filling in the Online Application**

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of birth, Address, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after the last date specified for Editing/ Updating the same. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained.**

- (1) Candidates are first required to go to the IBPS's website [www.ibps.in](http://www.ibps.in) and click on the Home Page to open the link "Common Written Examination"
- (2) Candidate is now ready to apply Online by clicking on the option "CLICK HERE TO APPLY ONLINE FOR CWE- PROBATIONARY OFFICER/ MANAGEMENT TRAINEES SEPTEMBER 2011" to open up the On-Line Application Form.
- (3) **The Application Format consists of two pages in case candidates are remitting their application fees through NEFT. However in case of payment of fees through online mode the Application Format will consist of three pages.**
- (4) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the Page 1 of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every particular filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (5) On Page 2 of the online application format, candidates are required to upload their photograph and signature as per the specifications given in the **Guidelines for Scanning and Upload of Photograph and Signature (Annexure II).**
- (6) After upload of photograph and signature, in case of candidates who have paid the requisite application fee through NEFT, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.

OR

In case candidates wish to pay fees through the online payment gateway after the upload of photograph and signature Page 3 of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.



If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

- (7) After applying on-line, the candidate should immediately take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it for future reference. They should not send this print out to the IBPS.
- (8) No acknowledgment will be given for online registration. However a Registration Number and Password will be generated and an email/ sms intimation will be sent to the candidate's email ID/ Mobile Number specified in the online application form. **If candidates do not receive the email and sms intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
- (9) **An online application which is incomplete in any respect such as without the photograph and signature uploaded in the online application form will not be considered valid.**
- (10) **Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances AFTER THE LAST DATE FOR Editing/ Updating application details specified. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**
- (11) **Candidates are advised in their own interest to apply on-line 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 the IBPS's website on account of heavy load on internet/website jam.**
- (12) **IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.**
- (13) **Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**
- (14) Any information submitted by an applicant in his/ her application will bind the candidate personally and if found to be false shall be liable for prosecution apart from consequences in civil law as may be deemed requisite.

**Note: There is a provision to modify the submitted Online Application. Candidates are requested to make use of this facility to correct their details in the Online Application if any. This modification facility will be available up to 03.08.2011. After this date, no modification will be permitted. Candidates should take utmost care while filling in the Online Application. Please note that no modification in fee**

**payment details will be permitted for candidates who pay fees through the online mode.**

## **M. GENERAL INSTRUCTIONS**

- (1) Candidates have to submit the original fee payment receipt (e-receipt/ NEFT payment Receipt) and the written examination call letter at the time of written examination.
- (2) Before applying for the CWE for Probationary Officer/ Management Trainee posts in the 19 participating Public Sector Banks, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.
- (3) IBPS would be free to reject any application, at any stage of the process, if the candidate is found ineligible as per the stipulated eligibility criteria. Decision of the IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Written Examination etc. and any other matter relating to the CWE will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the IBPS in this behalf.
- (4) Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.
- (5) Online applications once registered will not be allowed to be withdrawn and/or the application fee, postage charges once paid will not be refunded nor be held in reserve for any other examination.
- (6) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (7) No candidate is permitted to use or have possession of Calculators, Mobile Phones, Pagers or any other instruments/ electronic devices in the Examination Hall.
- (8) Canvassing in any form will be a disqualification.
- (9) In case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment in a Bank, his/her services are liable to be terminated.
- (10) Any request for change of address will not be entertained.
- (11) In case any dispute arises on account of interpretation of version other than English, English version available on IBPS website will prevail.
- (12)** A Candidate's admission to the examination is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the IBPS.
- (13) Candidates should ensure that the signatures appended by them in all the places viz. in their call letter, attendance sheet etc. and in all correspondences with the IBPS/ Bank in future should be identical and there should be no variation of any kind.

## N. Action Against Candidates Found Guilty of Misconduct

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while submitting online application. At the time of written examination, if a candidate is (or has been ) found guilty of – (i) using unfair means during the examination or subsequent selection procedure or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof ) / answer sheet from 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 unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

To be disqualified from the examination for which he/ she is a candidate.

To be debarred either permanently or for a specified period from any examination conducted by IBPS.

For termination of service, if he/ she has already joined any Bank.

The IBPS would be analyzing the responses of a candidate with other candidates to detect patterns of similarity, if as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the IBPS reserves right to cancel his/ her candidature.

## O. CALL LETTERS FOR WRITTEN EXAMINATION

The date of the Written Examination has been tentatively fixed for **18.09.2011** (Sunday). However, the date of Examination shall be intimated in the Call Letter along with the Centre/Venue address.

All eligible candidates should download their call letter and Information Handout from the IBPS's website [www.ibps.in](http://www.ibps.in) by entering his / her details registration Number and Password/Date of Birth, after 04.09.2011. No hard copy of the call letter/ Information Handout will be sent by post.

**Candidates have to bring their call letter along with Original Fee Payment Receipt (e-receipt/ NEFT payment Receipt) and their photo identity proof in original as well as a photocopy while attending the written examination.**

### **Identity Verification**

In the examination hall, the call letter along with the Original Fee Payment Receipt (e-receipt/ NEFT payment Receipt) and a self attested photocopy of the candidate's photo identity such as PAN Card/ Passport/ Driver's Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter and in the Attendance List. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Written Examination.

Note: Candidates have to submit Original Fee Payment Receipt (e-receipt/ NEFT payment Receipt) and photocopy of the photo identity proof along with Examination Call Letter while attending the written examination, without which they will not be allowed to take up the examination.

This advertisement is also available on IBPS's website address [www.ibps.in](http://www.ibps.in)  
Candidates are advised to remain in touch with IBPS's website for any information which may be put for further guidance.

Decision of the IBPS in respect of all matters pertaining to this examination would be final and binding on all candidates.

<b>Start date for Online Registration</b>	<b>09.07.2011</b>
<b>Payment of Application Fees</b>	<b>08.07.2011 to 30.07.2011 (both days inclusive)</b>
<b>Last date for Online Registration</b>	<b>01.08.2011</b>
<b>Last date for Editing Application Details</b>	<b>03.08.2011</b>
<b>Download of Call letter for Written Examination</b>	<b>After 04.09.2011</b>
<b>Written Examination</b>	<b>18.09.2011</b>

**(IBPS)**

**EXAMINATION CENTERS**

**The written examination will be held at the following centers and the address of the venue will be advised in the call letters:**

State Code	State /UT	Centre
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Guntur Hyderabad Karimnagar Rajahmundry Tirupati Vijaywada Vishakhapatnam
13	Arunachal Pradesh	Itanagar
14	Assam	Dibrugarh Guwahati Jorhat Silchar
15	Bihar	Bhagalpur Muzaffarpur Patna
16	Chandigarh	Chandigarh
17	Chattisgarh	Raipur
18	Dadra & Nagar Haveli	Bulsar
19	Daman & Diu	Bulsar Jamnagar
20	Goa	Panaji
21	Gujarat	Ahmedabad Bhavnagar Bulsar Jamnagar Rajkot Surat Vadodara
22	Haryana	Hissar Karnal Panchkula Rohtak
23	Himachal Pradesh	Dharamsala Mandi Shimla
24	Jammu & Kashmir	Jammu
25	Jharkhand	Bokaro Dhanbad Jamshedpur Ranchi
26	Karnataka	Belgaum Bengaluru Gulbarga Hubli

		Mangalore Mysore
27	Kerala	Kannur Kochi Kottayam Kozhikode Thrichur Thiruvananthapuram
28	Lakshwadweep	Kavarrati
29	Madhya Pradesh	Bhopal Gwalior Indore Jabalpur
30	Maharashtra	Aurangabad Kolhapur Mumbai Nagpur Nasik Pune Solapur
31	Manipur	Imphal
32	Meghalaya	Shillong
33	Mizoram	Aizawl
34	Nagaland	Kohima
35	New Delhi	New Delhi
36	Orissa	Balasore Berhampur(Ganjam) Bhubaneshwar Cuttack Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar Bhatinda Jalandhar Ludhiana Mohali Patiala
38	Rajasthan	Ajmer Jaipur Jodhpur Kota Udaipur
40	Sikkim	Gangtok
41	Tamilnadu	Chennai Coimbatore Madurai Salem Thiruchirapalli Tirunelveli
42	Tripura	Agartala
43	Uttar Pradesh	Agra

		Allahabad Bareilly Gorakhpur Kanpur Lucknow Meerut Varanasi
44	Uttarakhand	Dehradun Rudrapur
45	West Bengal	Berhampur (West Bengal) Durgapur Kolkata Siliguri

**Guidelines for scanning and Upload of 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 below.

**Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, 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.

**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.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, 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/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 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**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

**Note:**

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.