



State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT

ADVERTISEMENT NO. CRPD/CR/2011-12/5A

CLERICAL RECRUITMENT [ASSISTANTS AND STENOGRAPHERS]

• This advertisement is in modification of our earlier advertisement CRPD/CR/2011-12/05 dated 27.12.2011

• The vacancy position stands revised.

• Revised Vacancies: Assistants - 8500 (Inclusive of 3100 vacancies already advertised vide our advertisement dated 27.12.2011).

Stenographers (English) - 900, Hindi - 100

• The date of examination stands postponed from 18.03.2012

Revised Dates of Written Examination : 27.05.2012 and 03.06.2012

Bank may conduct written test on more than two dates, if need be.

On-line Registration will start from : 05.03.2012

Last Date for Registration of Online Applications : 26.03.2012

Payment of Fees : 07.03.2012 to 31.03.2012

Applications are invited from eligible Indian Citizens for appointment in Clerical Cadre in State Bank of India.

Candidates can apply for vacancies in one state only. They can additionally apply for the post of Stenographer (English/Hindi), if they have the knowledge of Stenography.

GUIDELINES FOR CANDIDATES WHO HAVE REGISTERED BETWEEN 28.12.2011 TO 20.01.2012

All candidates - One time EDIT option to change the choice of STATE and EXAMINATION CENTRE due to the revised vacancy position. SC/ST candidates have the option to change their choice of PRE-EXAM TRAINING CENTRE. Candidates can additionally apply for the post of Stenographer (English/Hindi), if they have the knowledge of Stenography.

All Ex-Servicemen & PWD Candidates who have applied under Special Recruitment Drive - to furnish their XS and/or PWD status, if not indicated earlier.

TABLE - A

VACANCIES FOR CLERICAL POSTS (ASSISTANTS)

NAME OF CIRCLE	STATE	DISTRIBUTION					HORIZONTAL RESERVATION*				
		Total	Gen	SC	ST	OBC	DXS	XS	VI	HI	OH
Ahmedabad	Gujarat	297	91	13	36	157	8	18	2	3	1
Bangalore	Karnataka	601	150	48	125	278	13	30	2	4	3
Bhopal	Madhya Pradesh	269	53	73	128	15	5	11	2	2	2
	Chattisgarh	172	4	1	167		1	1			1
Bhubaneswar	Orissa	360	137	44	146	33	10	27	1	3	2
Chandigarh	Jammu & Kashmir	34	12	2	3	17	1	3	1		
	Himachal Pradesh	93	33	31	3	26	3	6		1	
	Haryana	105	47	25		33	4	9			1
	Chandigarh UT	32	2	23		7					1
Delhi	Punjab	359	146	87		126	13	29	3	3	3
	Delhi/Haryana	357	130	153	3	71	11	25	2	3	1
Delhi	Rajasthan	185	51	98	16	20	5	10	1	1	1
	Uttar Pradesh(W)	308	102	142	9	55	9	20	2	2	2
Delhi	Uttarakhand	154	66	68	7	13	5	10	1	1	1
	Assam	372	197	25	44	106	16	36	4	4	4
North Eastern	Arunachal Pradesh	93	50	1	42		4	9			1
	Manipur	101	47	5	38	11	4	9			1
	Meghalaya	99	49	1	42	7	4	10			1
	Mizoram	47	25		22		2	4			1
	Nagaland	112	61		51		5	11	1	1	1
North Eastern	Tripura	100	27	22	51		3	6	1		
Hyderabad	Andhra Pradesh	708	230	262	62	154	21	46	4	6	5
Kolkata	West Bengal	702	229	105	187	181	21	46	4	5	3
	A&N Islands	22	11		2	9	1	2			1
Kolkata	Sikkim	45	20	2	8	15	2	4	1		
Lucknow	Uttar Pradesh	846	229	403	33	181	21	45	5	5	5
Patna	Bihar	406	144	190	3	69	12	26	2	3	1
	Jharkhand	228	90	71	47	20	8	18	2	2	2
Chennai	Tamil Nadu	525	277	100	6	142	23	52	5	6	6
	Pondicherry	15	8	3		4	1	2			1
Kerala	Kerala	199	122	20	3	54	9	20	2	2	2
	Lakshadweep	4	2		2						1
Mumbai	Maharashtra	512	277	51	46	138	23	51	5	9	5
	Goa	38	26		5	7	2	4	1		
Total		8500	3145	2069	1337	1949	270	600	55	70	55

Note: Vacancies shown here above are inclusive of vacancies already advertised vide our advertisement no. CRPD/CR/2011-12/05 dated 27.12.2011 (i.e. vacancies for clerical posts under special recruitment drive for SC/ST/OBC Category and under regular recruitment for North Eastern Circle).

*Reservation for PWD/XS/DXS is horizontal reservation and included in the vacancies of various categories.

Abbreviations stand for: Gen - General Category; SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Classes; PWD - Person with Disability; VI - Visually Impaired; HI - Hearing Impaired; OH - Orthopaedically Handicapped; XS - Ex-Serviceman; DXS - Disabled - Ex-Serviceman.

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalisation of result.

The above vacancies are provisional and may vary according to the actual requirement of the Bank. Merit list will be drawn up State-wise, Category-wise and candidates will be posted in the State from where he/she is appearing for the written test and will not be entitled for inter/intra-state transfer in the first 10 years of service. Candidates applying for vacancies in Lakshadweep will have to appear at the examination centres mentioned against Kerala circle. However, selected candidates will be posted in Lakshadweep and will not be entitled for inter/intra-state transfer in the first 10 years of service.

The salient features are given here in below:

1. Scale of Pay: 7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300

TABLE - B

VACANCIES FOR STENOGRAPHER (HINDI/ENGLISH) IN CLERICAL CADRE

NAME OF CIRCLE	STATE	DISTRIBUTION						HORIZONTAL* RESERVATION			
		TOTAL		GEN	SC	ST	OBC	DXS	XS	VI	OH
HINDI	ENG	4.50%	10%								
Ahmedabad	Gujarat	6	54	31	4	9	16	3	6	1	2
Bangalore	Karnataka	4	36	20	6	3	11	2	4	2	1
Bhopal	Madhya Pradesh	4	35	20	6	8	5	1	3		
	Chattisgarh	1	8	5	1	3			1		
Bhubaneswar	Orissa	5	41	23	7	10	6	2	5	2	1
Chandigarh	Jammu & Kashmir		2	1			1				
	Himachal Pradesh		5	3	1		1		1		
	Haryana		2	1			1				
	Chandigarh UT		2	14	8	3		5	1	2	
Delhi	Punjab	1	4	3	1		1		1		
	Delhi/Haryana	6	56	33	12		17	3	6	1	2
Delhi	Rajasthan	1	6	4	1	1	1		1		
	Uttar Pradesh(W)	1	12	7	3		3	1	1		
Delhi	Uttarakhand	1	7	6	1		1		1		
	Assam	4	32	19	3	4	10	2	4		
North Eastern	Arunachal Pradesh		1	1							
	Manipur		1	1							
	Mizoram		1	1							
	Nagaland		1	1							
North Eastern	Tripura		1	1							
Hyderabad	Andhra Pradesh	10	90	50	16	7	27	5	10	2	1
Kolkata	West Bengal	4	39	22	10	2	9	2	4	1	2
	A&N Islands		1	1							
Kolkata	Sikkim		1	1							
Lucknow	Uttar Pradesh	3	26	15	6		8	1	3		
Patna	Bihar	4	39	24	7		12	2	4	1	2
	Jharkhand		1	1							
Chennai	Tamil Nadu	4	34	21	7		10	2	4	1	
	Pondicherry		2	1			1				
Kerala	Kerala	4	33	23	4		10	2	4		
Mumbai	Maharashtra	35	313	187	35	32	94	16	35	4	4
	Goa		2	2							
Total		100	900	537	134	79	250	45	100	15	15

2. Emoluments: The total starting emoluments of a Clerical Cadre employee payable at Metro like Mumbai will be around Rs. 14,177/- per month for Graduates inclusive of D.A. and other allowances at the current rate. Allowances may vary depending upon the place of posting.

Stenographer will be eligible for special pay of Rs.800 per month (under review).

3. Educational Qualification (as on 01.12.2011)

i) Minimum 12th Standard (10 + 2) pass or equivalent qualification with a minimum of aggregate 60% marks (55% for SC/ ST/ PWD/ XS).

OR

ii) A degree (Graduation level) from a recognised university.

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Note:

Candidates who have not passed 12th standard Examination but have passed Diploma course after 10th standard are eligible for the captioned recruitment provided:

- (a) Diploma course passed after 10th standard must be a full time course (Diploma course through correspondence are not eligible) with a minimum of two years duration.
- (b) The Diploma course passed after 10th standard should be recognized / approved by the State Board of Technical Education of concerned State.
- (c) The percentage of marks in 12th/ Diploma Course shall be arrived at by dividing the marks obtained by the candidate in all subjects by aggregate maximum marks of all subjects irrespective of optional/additional optional subjects studied. Grace marks, if any, awarded by the Board/University will be excluded for the purpose of calculation of percentage. The date of passing the eligibility examination will be the date appearing on the marksheet/provisional certificate or the date on which the result was posted on the website of the university / institution.
- (d) Matriculate Ex-servicemen, who have obtained the Indian Army Special Certificate of Education or corresponding certificate in the Navy or Air Force, after having completed not less than 15 years of service in Armed Forces of the Union are also eligible for the post. Such certificates should be dated on or before 01.12.2011.
- (e) Should be able to write and speak English fluently.
- (f) Knowledge of local language will be an added qualification.

4. Age: (As on 01.12.2011)

- i. Minimum Age : 18 years ; Maximum Age : 28 years (as on 01.12.2011). Candidates born between 30.11.1983 & 01.12.1993 are only eligible to apply.
- ii. The upper age limit will be relaxed as under :

Sr. No.	Category	Age Relaxation
1.	SC / ST	5 years
2.	Other Backward Classes (OBC)	3 years
3.	PWD (Gen)	10 years
4.	PWD (SC /ST)	15 years
5.	PWD (OBC)	13 years
6.	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	5 years
7.	Ex-Servicemen/Disabled Ex-Servicemen	Actual period of service rendered in defence services + 3 years, (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to max. age of 50 years
8.	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	9 years (subject to maximum age limit of 35 years for General and 38 years for OBC & 40 years for SC/ST candidates)

- iii. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of interview, if qualifying.
- iv. CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEM.

5. Definition:

Ex-Serviceman : 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.

Disabled Ex-Servicemen: Ex-Servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen.

Dependents of Servicemen killed in Action : Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

NOTE: 1) (i) Candidates, who are released / retired from Armed Forces, are required to submit a certificate as per Proforma 'A' attached to this advertisement, (ii) 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 28.02.2013 only are eligible to apply under this recruitment. They will also 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, (iii) 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 (ii) and (iii) above, should get released and join the Bank on or before 30.04.2013. These certificates are required to be submitted at the time of interview invariably.

2) 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 benefits of reservation for Ex-Servicemen in Central Government jobs.

3) The Territorial Army Personnel will be treated as Ex-Servicemen w.e.f. 15.11.1986.

4) An Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment in Government ceases.

6. Reservation for Persons with Disability (PWD):

Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above act: a) Blindness b) Low Vision c) Hearing Impairment d) Locomotor Disability or Cerebral Palsy

Only such persons would be eligible for reservation in services/ posts who suffer from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government. **The certificate should be dated on or before last date of registration of application i.e. 26.03.2012.**

Candidates falling in the following categories of the disabled may apply for the posts :

Sr.No.	Name of the post	Categories of the Disabled suitable for the post
1.	ASSISTANTS	OA, BL, OL, PD, D, B, LV

OA - One arm affected (Right or Left) - (a) impaired reach; (b) weakness of grip; (c) ataxia
BL - Both legs affected but not arms, **OL** - One leg affected (Right or Left), **PD** - Partially deaf

D - Deaf, **B** - Blind, **LV** - Low Vision

- 7. The blind candidates/low vision candidates and candidates who are locomotor impaired in both hands and both arms and candidates whose writing speed is affected by cerebral palsy can use own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- i) The candidate will have to arrange his/her own scribe at his/her own cost.
- ii) The academic qualification of the scribe should be one grade lower than the minimum stipulated eligibility criteria for the candidate. (11th Standard or below).
- iii) The scribe can be from any academic discipline.
- iv) Both the candidate as well as the scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of scribe, and confirm that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid-down criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

- 8. **Probation period:** The newly appointed assistants/stenographers will be on probation for a Minimum period of 6 months. 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.

9. Application Fees and / or Intimation Charges (Non-refundable)

Post	SC/ST/PWD/XS Intimation Charges	OBC/General Intimation Charges+ Application Fee
Assistant	Rs. 50/-	Rs. 350/-
Assistant and Stenographer (Hindi only)	Rs. 50/-	Rs. 500/-
Assistant and Stenographer (English only)	Rs. 50/-	Rs. 500/-
Assistant and Stenographer (Both Hindi & English)	Rs. 50/-	Rs. 650/-

Candidates applying only for Stenographer post will also have to pay fee as detailed above.

Additional fee to be paid by candidates who have already applied for clerical post now applying additionally for Stenographer post.

Post	SC/ST/PWD/XS Intimation Charges	OBC/General Application Fee
Assistant (applied earlier) and Stenographer (Hindi)	-	Rs. 150/-
Assistant (applied earlier) and Stenographer (English)	-	Rs. 150/-
Assistant (applied earlier) and Stenographer (Both Hindi & English)	-	Rs. 300/-

Fee once deposited will neither be refunded nor be adjusted against any future recruitment projects. The fee sent through Indian Postal Order, Bank Drafts, Cheques, Currency Notes etc. will not be accepted. Such applications will be treated as without fee and will be summarily rejected. Candidates also have an option to make online fee payment as detailed under item 15.

10. Selection Procedure:

All eligible candidates should apply on-line before the last date for registration of application.

- a. Final selection will be made on the basis of performance in the written test and interview taken together. Merely satisfying the eligibility norms does not entitle a candidate to be called for written test or interview.
- b. The written test will be of Objective type consisting of (i) General Awareness (ii) General English (iii) Quantitative Aptitude (iv) Reasoning Ability (v) Marketing Aptitude / Computer Knowledge. The questions in objective tests, except for the test of General English, will be printed bilingual i.e., English & Hindi.

There will be negative marks for wrong answers in the Objective tests. 1/4th marks will be deducted for each wrong answer. Candidates will have to pass in each of the objective tests.

The passing marks in each of the tests will 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. Candidates are also required to score a minimum percentage marks on aggregate (For SC/ST/OBC/PWD/XS candidates, 5% relaxation available thereon). For being considered for interview. Minimum percentage marks on aggregate will be decided by the bank.

- c. Candidates qualified in the written test for recruitment in clerical cadre in the bank and opted for appointment as stenographer will be called for skill test in stenography. The candidate will be given one dictation for 10 minutes in English/Hindi at the speed of 100 w.p.m. The matter will have to be transcribed on computer in 40 minutes in case of English Stenography and in 55 minutes in case of Hindi Stenography. Visually impaired candidates will be required to transcribe the matter in 70 minutes for English Shorthand Test and in 95 minutes for Hindi Shorthand Test. Candidate should score minimum 50% marks to be qualified.

Candidates will be required to appear for the skill test at the venue identified by the Bank. The venue for skill test will be advised to the candidates in due course.

NOTE:

- i) Other detailed information regarding the written examination will be given in the 'Acquaint Yourself' booklet, which will be made available to the eligible candidates along with the call letter for the test.
- ii) Interviews : Depending upon the number of vacancies only certain number of candidates from amongst those who qualify by ranking high enough in the merit will be called for interview in the ratio of maximum 3 candidates for each vacancy. Candidates are required to score a minimum percentage marks (to be decided by the bank) in interview to be considered for final selection. 5% relaxation for SC/ST/OBC/PWD/XS category will be available thereon. Final selection will be made on the basis of candidate's performance in the written test and interview taken together. Skill test for Stenography will be qualifying only.

11. Date of written examination: 27.05.2012 and 03.06.2012(Sunday)

(Bank reserves the right to change the date of examination. Bank may conduct the examination on more than two dates, if need be.)

12. CALL LETTERS FOR WRITTEN EXAMINATION:

THE CANDIDATES SHOULD DOWNLOAD THEIR CALL LETTER AND AN ACQUAINT YOURSELF BOOKLET BY ENTERING HIS/HER REGISTRATION NUMBER AND PASSWORD/DATE OF BIRTH, AFTER 12.05.2012 FROM THE BANK'S WEBSITE. NO HARD COPY OF THE CALL LETTER/ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.

13. EXAMINATION CENTRES:

Name of Circle	State	Name of Examination Centre	Centre Code
Ahmedabad	Gujarat	Ahmedabad	11
		Bhavnagar	12
		Rajkot	13
		Surat	14
		Vadodara	15
Bangalore	Karnataka	Bangalore	16
		Gulbarga	17
		Hubli	18
		Mysore	19
		Mangalore	20
Bhopal	Madhya Pradesh	Bhopal	21
		Gwalior	22
		Indore	23
		Jabalpur	24

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Name of Circle	State	Name of Examination Centre	Centre Code
Bhopal	Chhattisgarh	Raipur	25
		Bilaspur	26
Bhubaneswar	Orissa	Bhubaneswar	27
		Berhampur (Ganjam)	28
		Cuttack	29
		Sambalpur	30
Chandigarh	Haryana	Ambala	31
		Karnal	32
	Punjab	Jalandhar	33
		Ludhiana	34
		Patiala	35
	Himachal Pradesh	Palampur	36
		Shimla	37
	Chandigarh UT	Chandigarh	38
Jammu & Kashmir	Jammu	39	
Delhi	Uttar Pradesh (West)	Agra	64
		Meerut	65
	Rajasthan	Ajmer	66
		Jaipur	67
		Jodhpur	68
		Udaipur	69
	Uttarakhand	Dehradun	70
		Haldwani	71
Delhi / Haryana	New Delhi	72	
North Eastern	Assam	Dibrugarh	40
		Guwahati	41
		Silchar	42
	Tripura	Agartala	43
	Mizoram	Aizwal	44
	Manipur	Imphal	45
	Arunachal Pradesh	Itanagar	46
	Nagaland	Kohima	47
Meghalaya	Shillong	48	
Hyderabad	Andhra Pradesh	Hyderabad	49
		Tirupati	50
		Vijayawada	51
		Vishakhapatnam	52
Kolkata	West Bengal	Asansol	53
		Kolkata	54
		Siliguri	55
	A&N Island	Port Blair	56
Lucknow	Uttar Pradesh	Allahabad	58
		Bareilly	59
		Gorakhpur	60
		Kanpur	61
		Lucknow	62
		Varanasi	63
Patna	Bihar	Bhagalpur	73
		Muzaffarpur	74
		Patna	75
		Ranchi	76
Chennai	Tamil Nadu	Chennai	77
		Coimbatore	78
		Madurai	79
		Trichirapalli	80
		Pondicherry	81
Kerala	Kerala & Lakshadweep	Kochi	82
		Kottayam	83
		Kozhikode	84
		Thiruvananthapuram	85
Mumbai	Maharashtra	Aurangabad	86
		Mumbai	87
		Nagpur	88
		Pune	89
Goa	Panji	90	

While registering the application, every candidate should indicate the name and code number of the Centre where he/she desires to take the examination. The candidates will appear for the written examination at their own expenses and risks and the bank will not be responsible for any injury or losses etc. of any nature. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED. BANK RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE OR ALTER EXAMINATION DATE AT ITS DISCRETION. EXAMINATION WILL NOT BE CONDUCTED IN STATES WHERE VACANCIES ARE NOT ADVERTISED.

13a.SBI may arrange pre-examination training at certain centres for a limited number of SC/ST/XS/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 while registering the application form. List of training centres given below is indicative. The Bank has a discretion to conduct training at some additional centres or the Bank may delete some of the centres indicated for training. **Candidates opting for pre-examination training can download their Call Letters for training after 28.04.2012 by entering his/her registration number and password/date of birth.**

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

14. All expenses regarding travelling, boarding, lodging etc. will be borne by the candidates for attending the Pre-Examination Training programme at the concerned Pre-Examination Training Centre.

15. HOW TO APPLY: GUIDELINES FOR FILLING ONLINE APPLICATION: (Note- Candidates should have valid email ID. This will help him/her in getting call letter/interview advices etc. by e-mail)

OPTION-I: PAYMENT OF FEE (OFFLINE):

- Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
- Candidates to visit Bank's website www.statebankofindia.com or www.sbi.co.in and open the appropriate Online Application Format.
- Fill the application carefully. In the event of the candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. Email & SMS indicating the Registration number and Password will be sent. They can reopen 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 complete, candidate should submit the data. Candidates to 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.**
- Fee Payment: Fee payment 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.** (For example: If one has registered on 12.01.2012, then he/she will be able to deposit the fee from 14th to 17th January, 2012, considering 15th is a non-working day). **Once fee paid, the registration process is completed.**
- Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.
Note: There is also a provision to reprint the submitted application containing fee details, after three days of fee payment.

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

- FOLLOW STEPS i) to iii) GIVEN UNDER OPTION-I ABOVE.** However fee payment challan will not be generated and fee payment will have to be made online through payment gateway available thereat.
- 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.**
- The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form will be generated; you may take its printout for your record.
- If the online transaction has not been successfully completed, then please register again. Candidates may then revisit Online Application link and fill in their application details again and make payment online.
Note: There is also a provision to reprint the eReceipt and Application form containing fee details, at later stage.

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

15a.GUIDELINES FOR CANDIDATES WHO HAVE REGISTERED IN RESPONSE TO OUR EARLIER ADVERTISEMENT NO. CRPD/CR/2011-12/05 DATED 27.12.2011.

Candidates who have registered their application online between 28.12.2011 and 20.01.2012 for the post of assistant for vacancies advertised earlier (submitted the application online as well as paid application fees/intimation charges) need not apply again but have the following edit options in respect of their already registered applications:

- Option to change the choice of STATE and EXAMINATION CENTRE (if they desire so)
- Option to change their 'choice of Pre-examination Training Centre' if they have earlier opted for Pre-Examination Training.
- XS/PWD candidates who have applied under special recruitment drive but not mentioned their XS/PWD status, to mention this status.

Already registered candidates who wish to apply for the post of Stenographer also need to apply afresh citing the earlier registration number. They have to pay the additional fees applicable for the additional posts applied for.

15b.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 below .

(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.
- The signature will be used to put on the Attendance Sheet.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet/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.

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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

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

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 before submitting.
- c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature. However, edit facility will be restricted to 3 times only as mentioned earlier.
- d. **Candidates should keep a copy of the Application printout and Fee Receipt for their record.**
- e. Candidates serving in Government/Quasi Government offices, Public Sector undertaking including Nationalised Banks and financial Institutions will be required 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. **The candidates must bring the call letter along with photo identity proof such as passport /PAN Card/Driving Licence/Voter's Card/Unique Identification Card (AADHAR)/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer 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 he/she will not be permitted to appear for the test.**
- g. Caste certificate by candidate seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.
- h. A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the Community Certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of online recruitment application for the post is to be treated as crucial date. **NO OTHER MODE OF APPLICATION/ PRINTOUT OR DRAFT ETC. WILL BE ACCEPTED.**

16. Action against candidates found guilty of conduct.

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or 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 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 any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, 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 the Central Recruitment & Promotion Department, State Bank of India, Corporate Centre, Mumbai.

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 suspected that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

17. General Information :

- (i) While applying on-line for the post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above as on the specified dates and that

the particulars furnished by him / her are correct in all respects. 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.

- (ii) Applicants are advised to register online themselves.
- (iii) The selection of the candidates will be on the basis of written test and interviews. The Bank reserves the right to hold skill test / any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.
- (iv) Admission to written test examination will be purely provisional without verification of age / qualification / category (SC/ST/PWD/XS) etc. of the candidates with references to documents.
- (v) No candidate is permitted to use or have possession of Calculators, Mobile Phones, Pagers or any other instrument in the Examination Hall.
- (vi) The candidate will have option to answer written test questions in Hindi or English except in General English paper .
- (vii) The candidates will have to appear for the tests/ interviews, at their own cost. SC/ ST/ PWD candidates called for INTERVIEW are entitled to 1st class to & fro railway fare/ bus fare by shortest route on production of evidence of travel (Rail / bus ticket/ receipt etc).
- (viii) Appointment of selected candidates is subject to their being found medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank.
- (ix) The new recruits must have flair for marketing and will be required to make customer calls and provide banking services, advisory services and cross sell products etc. inside and outside Bank premises. The duties involve extensive outdoor travelling. Depending upon requirement, there will be flexible working hours and working in shifts.
- (x) DECISIONS OF THE BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF WRITTEN EXAMINATION, OTHER TESTS, INTERVIEW, SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- (xi) 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.
- (xii) Selected candidates will be governed by the terms and conditions of the Service Regulations of the Bank in force at the time of joining.
- (xiii) **Use of Mobile Phones, pagers, calculator or any such devices:**
Candidates before entering examination premises are likely to be frisked to ensure compliance with followings
 - (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.
 - (xiv) Candidate's admission to the test / interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Bank.
 - (xv) The candidates who are already working in SBI in the clerical cadre are not eligible to apply under this project.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Mumbai - 400 021
Date: 01.03.2012

**GENERAL MANAGER
(CRPD)**

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

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 - 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..... is 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: **Signature, Name and Designation of the Competent Authority****
Date: **SEAL**

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: **Signature and Name of Candidate**
Date:

PROFORMA - D

Form of Certificate applicable for Serving ECOs/SSCOs 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 five 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: **Signature, Name and Designation of the Competent Authority****
Date: **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.

(b) 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.