



**Institute of Banking Personnel Selection**  
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**COMMON WRITTEN EXAMINATION [CWE] for  
recruitment of Officers (Scale-I, II & III) and Office Assistants  
(Multipurpose) in Regional Rural Banks (RRBs)**

**A Common Written Examination (CWE) will be conducted by the Institute of Banking Personnel Selection (IBPS) as a pre-requisite (pre-qualification) for recruitment of personnel for Group-“A”-Officers (Scale-I, II & III) and Group-“B”-Office Assistants (Multipurpose) posts in the Regional Rural Banks, listed below.**

This system of Common Examination for recruitment of Officers and Office Assistants (Multipurpose) has been approved by the Government of India, notified by NABARD and has the mandate of each of the RRBs.

IBPS, an autonomous body registered under Societies Registration Act 1860 and a Public Trust under Bombay Public Trust Act 1950, has been authorised to conduct the Common Written Examination. The CWE for Officers and Office Assistants (Multipurpose) posts will be conducted twice a year by IBPS.

Sr. No.	Name of the RRB	Head Office	State
1	Allahabad UP Gramin Bank	Banda	Uttar Pradesh
2	Andhra Pradesh Grameena Vikas Bank	Warangal	Andhra Pradesh
3	Andhra Pragathi Grameena Bank	Kadapa	Andhra Pradesh
4	Arunachal Pradesh Rural Bank	Naharlagun	Arunachal Pradesh
5	Aryavart Gramin Bank	Lucknow	Uttar Pradesh
6	Assam Gramin Vikash Bank	Guwahati	Assam
7	Baitarni Gramya Bank	Baripada	Orissa
8	Ballia Etawah Gramin Bank	Ballia	Uttar Pradesh
9	Bangiya Gramin Vikash Bank	Murshidabad	West Bengal
10	Baroda Gujarat Gramin Bank	Bharuch	Gujarat
11	Baroda Rajasthan Gramin Bank	Ajmer	Rajasthan
12	Baroda UP Gramin Bank	Raebareilly	Uttar Pradesh
13	Bihar Kshetriya Gramin Bank	Munger	Bihar
14	Cauvery Kalpatharu Grameena Bank	Mysore	Karnataka
15	Chaitanya Godavari Grameena Bank	Guntoor	Andhra Pradesh
16	Chhatisgarh Gramin Bank	Raipur	Chhatisgarh
17	Chikmagalur Kodagu Grameena Bank	Chikmagalur	Karnataka
18	Deccan Grameena Bank	Hyderabad	Andhra Pradesh
19	Dena Gujarat Gramin Bank	Gandhinagar	Gujarat
20	Durg Rajnandgaon Gramin Bank	Rajnandgaon	Chhatisgarh
21	Ellaquai Dehati Bank	Srinagar	Jammu & Kashmir
22	Gurgaon Gramin Bank	Gurgaon	Haryana
23	Hadoti Kshetriya Gramin Bank	Kota	Rajasthan

24	Haryana Gramin Bank	Rohtak	Haryana
25	Himachal Gramin Bank	Mandi	Himachal Pradesh
26	J &K Grameen Bank	Jammu	Jammu & Kashmir
27	Jaipur Thar Gramin Bank	Jaipur	Rajasthan
28	Jhabua Dhar Kshetriya Gramin Bank	Jhabua	Madhya Pradesh
29	Jharkhand Gramin Bank	Ranchi	Jharkhand
30	Kalinga Gramya Bank	Cuttack	Orissa
31	Karnataka Vikas Grameen Bank	Dharwad	Karnataka
32	Kashi Gomti Samyut Gramin Bank	Varanasi	Uttar Pradesh
33	Krishna Grameena Bank	Gulbarga	Karnataka
34	Kshetriya Kisan Gramin Bank	Mainpuri	Uttar Pradesh
35	Langpi Dehangi Rural Bank	Diphu	Assam
36	Madhya Bharath Gramin Bank	Sagar	Madhya Pradesh
37	Madhya Bihar Gramin Bank	Patna	Bihar
38	Mahakaushal Kshetriya Gramin Bank	Jabalpur	Madhya Pradesh
39	Maharashtra Gramin Bank	Nanded	Maharashtra
40	Malwa Gramin Bank	Sangrur	Punjab
41	Manipur Rural Bank	Imphal	Manipur
42	Meghalaya Rural Bank	Shillong	Meghalaya
43	Mewar Anchalik Gramin Bank	Udaipur	Rajasthan
44	MGB Gramin Bank	Marwar	Rajasthan
45	Mizoram Rural Bank	Aizwal	Mizoram
46	Nagaland Rural Bank	Kohima	Nagaland
47	Nainital Almora Kshetriya Bank	Haldwani	Uttarakhand
48	Narmada Malwa Gramin Bank	Indore	Madhya Pradesh
49	Neelachal Gramya Bank	Bhubaneswar	Orissa
50	North Malabar GraminBank	Kannur	Kerala
51	Pallavan Grama Bank	Salem	Tamil Nadu
52	Pandyan Grama Bank	Virudhnagar	Tamil Nadu
53	Parvatiya Gramin Bank	Chamba	Himachal Pradesh
54	Paschim Banga Gramin Bank	Howrah	West Bengal
55	Pragathi Gramin Bank	Bellary	Karnataka
56	Prathma Bank	Moradabad	Uttar Pradesh
57	Puduvai Bharthiar Grama Bank	Puducherry	Puducherry
58	Punjab Gramin Bank	Kapurthala	Punjab
59	Purvanchal Gramin Bank	Gorakhpur	Uttar Pradesh
60	Rajasthan Gramin Bank	Alwar	Rajasthan
61	Rewa Sidhi Gramin Bank	Rewa	Madhya Pradesh
62	Rushikulya Gramya Bank	Berhampur	Orissa
63	Samastipur Kshetriya Gramin Bank	Samastipur	Bihar
64	Saptagiri Grameena Bank	Chittoor	Andhra Pradesh
65	Sarva UP Gramin Bank	Meerut	Uttar Pradesh

66	Satpura Narmada Kshetriya Gramin Bank	Chhindwara	Madhya Pradesh
67	Saurashtra Gramin Bank	Rajkot	Gujarat
68	Sharda Gramin Bank	Satna	Madhya Pradesh
69	Shreyas Gramin Bank	Aligarh	Uttar Pradesh
70	South Malabar Gramin Bank	Mallapuram	Kerala
71	Surguja Kshetriya Gramin Bank	Ambikapur	Chhatisgarh
72	Sutlej Gramin Bank	Bhatinda	Punjab
73	Tripura Gramin Bank	Agartala	Tripura
74	Utkal Gramya Bank	Bolangir	Orissa
75	Uttar Banga Kshetriya Gramin Bank	Coochbehar	West Bengal
76	Uttar Bihar Gramin Bank	Muzzafarpur	Bihar
77	Uttaranchal Gramin Bank	Dehradun	Uttarakhand
78	Vananchal Gramin Bank	Dumka	Jharkhand
79	Vidharbha Kshetriya Gramin Bank	Akola	Maharashtra
80	Vidisha Bhopal Kshetriya Gramin Bank	Vidisha	Madhya Pradesh
81	Visveshvaraya Grameena Bank	Mandya	Karnataka
82	Wainganga Krishna Gramin Bank	Solapur	Maharashtra

As per the procedure for recruitment individual who aspire to join any of the above Regional Rural Bank either as an Officer (Scale-I, II & III) or as an Office Assistant (Multipurpose) will necessarily be required to qualify through the CWE. **Prospective candidates who wish to appear for the CWE will have to apply to IBPS after carefully reading the advertisement and in compliance of 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 on IBPS website [www.ibps.in](http://www.ibps.in) after the examination. Scorecards will be issued to candidates who secure minimum qualifying marks and above in each test and on total weighted standard scores, if any.

**It should be noted that the CWE of IBPS will qualify candidates to become eligible for recruitment. The ultimate recruitment will be by each participating RRB who will independently issue a separate recruitment notification, specifying vacancies and stipulating the eligibility criteria, as desired by respective RRBs in terms of age, educational qualification, proficiency in Official Language of the State/UT for which vacancy a candidate wishes to apply, experience (if any), minimum required level of IBPS score in each component test plus Total Weighted Standard Score etc.**

Successful candidates in the CWE who have been issued scorecards and who meet with the stipulated eligibility criteria will then be required to apply to any RRB they wish to, quoting their registration no., roll no. etc. Each Regional Rural Bank will then individually shortlist candidates and carry out their own selection processes Interviews etc. for final selection.

**A candidate can apply for the Post of Office Assistant (Multipurpose) and can also apply for the Post of Officer. However a candidate can apply for only one post in officer's cadre i.e. for Officer Scale-I or Sclae-II or Scale-III.**

**Candidates have to apply separately and pay fees separately for each post.**

The candidate may also be required to possess proficiency in the Official Language of the State/UT for which vacancies s/he wishes to apply to be eligible as per the notifications of the Participating RRB.

**B. ELIGIBILITY CRITERIA (as on 01-06-2012)**

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

**However it should be noted that the eligibility criteria specified is the basic criteria for applying to various Regional Rural Banks. However merely applying for and qualifying in CWE does not imply that a candidate will necessarily be eligible for employment in all or any particular Regional Rural Bank as each Bank will stipulate its own eligibility/ qualifying criteria, followed by Interviews etc.**

**I Nationality / Citizenship:**

A candidate must be either a Citizen of India or a subject of Nepal or a subject of Bhutan or a Tibetan Refugee who came over to India before 1<sup>st</sup> January 1962 with the intention of permanently settling in India or 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 above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

**II Age (As on 01-06-2012)**

For Officer Scale- III	<b>Below 40 years</b>
For Officer Scale- II	<b>Above 21 years - Below 32 years</b>
For Officer Scale- I	<b>Above 18 years - Below 28 years</b>
For Office Assistant	<b>Between 18 years and 28 years</b>

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

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4 a.	Ex-Servicemen/ Disabled Ex-Servicemen	<b>(for the post of Office Assistants)</b> actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years

4 b.	In the case of Ex- servicemen commissioned officers, including ECOs/ 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 the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, subject to ceiling as per Government guidelines	<b>(for the post of Officers)</b>  5 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	<b>(only for the post of Office Assistants)</b> 9 years subject to a maximum of 38 years for OBC and 40 years for SC/ST Category Candidates
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years

**NOTE:**

- (i) **The relaxation in upper age limit is cumulative as per Govt. of India guidelines.**
- (ii) **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.**
- (iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview conducted by a particular RRB, if called by the RRB**
- (iv) **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.**
- (v) **An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his reemployment, his Ex-Servicemen status for the purpose of the reemployment in Government ceases.**

**For Office Assistant (Multipurpose)**

**DEFINITION OF EX-SERVICEMEN (EXSM)**

- i. **EX-SERVICEMEN(EXSM):** Only those candidates shall be treated as Ex servicemen who fulfills the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms

Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

- ii. **DISABLED EX-SERVICEMEN(DISXS):** 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 DISXS.
- iii. **DEPENDENTS OF EX-SERVICEMEN KILLED IN ACTION (DXS):** Ex Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like 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, Mirzoram, 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.

### **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 RRB, if called by the RRB**

#### **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 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. ELIGIBILITY CRITERIA**

#### **I. EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on 01-06-2012)**

<b>Post</b>	<b>Educational Qualification</b>	<b>Experience</b>
<b>Office Assistant (Multipurpose)</b>	Degree in any discipline from a recognized University or its equivalent Essential: Proficiency in local language * please see the note below	----
<b>Officer Scale-I</b>	i. Degree in any discipline from a recognized University or its equivalent ii. Proficiency in local language * please see the note below	----
<b>Officer Scale-II</b> General Banking Officer	Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate.	Two years as an officer in a Bank or Financial Institution.
<b>Officer Scale-II</b>  <b>Specialist Officers</b>	<u>Chartered Accountant</u> Certified Associateship (CA) from Institute of Chartered Accountants of India	One Year
	<u>Marketing Officer</u> Post Graduate Degree in Marketing from a recognized university	One Year
	<u>Treasury Manager</u> Certified Associateship (CA) from Institute of Chartered Accountants of India or Post graduate Degree in Finance from a recognized university/ institution	One Year
	<u>Agricultural Officer</u> Degree in Agriculture/ Horticulture/ Dairy Science/ Animal Husbandry/ Forestry/ Veterinary Science/ Agricultural Engineering/ Pisciculture or allied specializations or its equivalent with a minimum of 50% marks in aggregate	One Year
<b>Officer Scale-III</b>	Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate.	Minimum 5 years experience as an Officer in a Bank or Financial Institutions

**Note:** All educational qualifications should be from a recognised university/ Board

**II. Language Proficiency \*** - Candidates are required to possess proficiency in the Official Language of the State/UT in which RRB is located and must have passed “ local language” as one of the subjects at Matriculation/Xth Standard

**D. APPLICATION FEE/ INTIMATION CHARGES-**

Application Fees/ Intimation Charges (Payable from **01-06-2012 to 25-06-2012** (Online payment) and **04-06-2012 to 30-06-2012** (Offline payment) both dates inclusive)

**Officer (Scale I, II & III)**

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

**Office Assistant (Multipurpose)**

- Rs. 50/- for SC/ST/PWD/EXSM candidates.
- Rs.350/- for all others

Bank Transaction charges for Offline/ Online Payment of fees/ intimation charges will have to be borne by the candidate

**E. WRITTEN EXAMINATION STRUCTURE-**

**I: Group:I For ‘A & B ’ category States (under Official Languages Act)**

**Office Assistant (Multipurpose)**

Sr. No.	Name of Tests (Objective)	Medium of Exam	No. of Questions	Maximum Marks	Total Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours and 30 minutes
2	Numerical Ability	Hindi/English	40	50	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	
4 b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	Total :::::		200	200	

**Officer Scale-I**

Sr. No.	Name of Tests (Objective)	Medium of Exam	No. of Questions	Maximum Marks	Total Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours and 30
2	Quantitative Aptitude	Hindi/English	40	50	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	



4 b•	Hindi Language	Hindi	40	40	minutes
5	Computer Knowledge	Hindi/English	40	20	
	Total :::::		200	200	

**Officer Scale-II (General Banking Officer)**

Sr. No.	Name of the Test	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	TOTAL::::		200	200	

**Officer Scale-II (Specialist Cadre)**

Sr. No.	Name of the Test	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	40	Composite Time of 3 hours
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	40	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	20	
4b•	Hindi Language	Hindi	40	20	
5	Computer Knowledge	Hindi/English	40	20	
6	Professional Knowledge	Hindi/English	40	40	
	TOTAL::::		200	200	

**Officer Scale- III**

Sr. No.	Name of the Test	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	TOTAL::::		200	200	

- Candidates can opt either 4 a or 4 b.

## II: Group:II For 'C' category States (under Official Languages Act)

### Office Assistant (Multipurpose)

Sr. No.	Name of Tests (Objective)	Medium of Exam	No. of Questions	Maximum Marks	Total Time
1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Numerical Ability	English	40	50	
3	General Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	Total :::::		200	200	

### Officer Scale-I

Sr. No.	Name of Tests (Objective)	Medium of Exam	No. of Questions	Maximum Marks	Total Time
1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude	English	40	50	
3	General Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	Total :::::		200	200	

### Officer Scale-II (General Banking Officer)

Sr. No.	Name of the Test	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	English	40	50	
3	Financial Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	TOTAL::::		200	200	

### Officer Scale-II (Specialist Cadre)

Sr. No.	Name of the Test	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	English	40	40	Composite Time of 3 hours
2	Quantitative Aptitude & Data Interpretation	English	40	40	
3	Financial Awareness	English	40	40	
4	English Language	English	40	20	
5	Computer Knowledge	English	40	20	
6	Professional Knowledge	Hindi/English	40	40	
	TOTAL::::		200	200	

### **Officer Scale- III**

<b>Sr. No.</b>	<b>Name of the Test</b>	<b>Medium of Exam</b>	<b>No. of Qs.</b>	<b>Max. Marks</b>	<b>Time</b>
1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	English	40	50	
3	Financial Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	<b>TOTAL:::</b>		200	200	

- 1. There will be a common paper for both Generalist and Specialist cadres for the Post of Officer Scale-I.**
- 2. (a) Group I : : For States as categorised as “A” and “B” under Official Languages Act , candidate may appear in English or Hindi language test.**  
**(b) Group II : : For States as categorised as “C” under Official Languages Act, candidate to appear for English language test.**

<b>Region</b>	<b>States/ Union Territories falling in the Region</b>
<b>A</b>	<b>Bihar, Chhatisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh, Uttarakhand States and Andaman &amp; Nicobar Islands, National Capital Territory of Delhi Union Territories</b>
<b>B</b>	<b>Gujarat, Maharashtra and Punjab States and Chandigarh Union Territory</b>
<b>C</b>	<b>All other States and Union Territories not included in the A and B Regions</b>

**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.**

#### **F. 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 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.

#### **G. STANDARDIZED SCORES**

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

#### **H. 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 average (Average –  $\frac{1}{4}$  Standard Deviation for General category candidates and Average –  $\frac{3}{4}$  Standard Deviation for Reserved Category candidates) In addition there will be a cut off point on the total weighted standard score.

#### **I. 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.

#### **J. VALIDITY OF CWE SCORE CARD**

Score Cards issued by IBPS will be valid for one year from the date of issuance of the Score Card and will be considered for recruitment exercises during that period. Candidates can appear in subsequent examination(s) to enhance their scores if they so desire.

#### **K. EXAMINATION CENTERS**

- The written examination will be conducted in venues across many centers in India. The list of Written Examination centers is available in Annexure I.
- IBPS, however, reserves the right to delete any of the Examination Centers and/ or add some other Centers, depending upon the response, administrative feasibility, etc.
- As far as possible candidates will be allotted to a center of his/her choice however IBPS also reserves the right to allot the candidate to any of the Center other than the one he/she has opted for.
- Candidate will appear in the written examination from a Examination Center at his/her own risks and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- No request for change of center for Written Examination shall be entertained.

#### **L. 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/ Ex-Servicemen/ Persons With Disabilities for the Post of Office Assistant (Multipurpose) and Scheduled Caste/ Scheduled Tribes/ Minority Communities for the Post of Officer Scale-I at some centers viz. Agartala, Ahmedabad, Aizawl, Ajmer, Akola, Aligarh, Ambikapur, Banda, Bardhaman, Behrampur (WB), Behrampur (Ganjam), Bellary, Bhatinda, Bhopal, Bhubaneswar, Bhuj, Bikaner, Bolangir, Chhindwara, Chikmagalur, Coochbehar, Cuttack, Dehradun, Dharwad, Diphu, Dumka, Ernakulam, Gorakhpur, Gulbarga, Guntur, Gurgaon, Guwahati, Haldwani, Hyderabad, Imphal, Indore, Jaipur, Jeypore, Kadapa, Kannur, Kohima, Kolkata, Kota, Kozhikode, Lucknow, Ludhiana, Madurai, Mandi, Mandya, Meerut, Moradabad, Munger, Muzaffarpur, Mysore, Nanded, Patiala, Patna, Puducherry,

Rae-Bareilly, Raipur, Rajkot, Rajnandgaon, Ranchi, Rewa, Rohtak, Salem, Samastipur, Sambalpur, Sikar, Solapur, Srinagar, Tirupati, Tiunelveli, Udaipur and Varanasi

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 Centers and/ or add some other Centers and/ or make alternate arrangements, 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 Regional Rural Banks mentioned.

## **M. HOW TO APPLY**

**Candidates can apply online only from 01.06.2012 to 25.06.2012 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 the Advertisement.
- (ii) Keep the necessary details/documents ready if desired to make **online payment** of the requisite application fee/ intimation charges (In case of **Offline Payment i.e. CBS** candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/ intimation charges).
- (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 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 01.06.2012 to 25.06.2012 (Online payment) and 04.06.2012 to 30.06.2012 (Offline payment) both dates inclusive)

#### **Officer (Scale I, II & III)**

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

#### **Office Assistant (Multipurpose)**

- Rs. 50/- for SC/ST/PWD/EXSM candidates.
- Rs.350/- for all others

Bank Transaction charges for Offline/ Online Payment of fees/ intimation charges will have to be borne by the candidate

- (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 for RRBs" and then click on the appropriate option "CLICK HERE TO APPLY ONLINE FOR CWE- RRBs- OFFICERS (Scale-I,II and III) September 2012" or "CLICK HERE TO APPLY ONLINE FOR CWE- RRBs- OFFICE ASSISTANTS (Multipurpose) September 2012" to open up the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload the photograph and signature in the online application form. 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).

### **Mode of Payment**

Candidates have the option of:

(1) **ONLINE MODE of payment of requisite fees / intimation charges**

or

(2) **OFFLINE MODE of payment of requisite fees/ intimation charges**

payment of fees / intimation charges through CBS branches of any one of the following 6 Public Sector Banks

Bank of Baroda , Bank of India, Central Bank of India, Indian Overseas Bank, Punjab National Bank, United Bank of India

#### **(1) Payment of fees/ intimation charges via the ONLINE MODE**

- (i) 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 On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field 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.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (iv) In case candidates wish to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) 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.
- (vi) 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.

- (vii) On successful completion of the transaction, **an e-receipt** will be generated.
- (viii) Candidates are required **to take a print of the e-receipt**.

Note:

- After submitting your payment information in 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 (at counters of specified Bank branches):**

Payment of fee/ intimation charges through CBS branches any one of the following 6 Public Sector Banks-

Bank of Baroda, Bank of India, Central Bank of India, Indian Overseas Bank, Punjab National Bank, United Bank of India

- (i) 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 On-Line Application format. Before pressing the “SUBMIT” button, candidates are advised to verify every field 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. An Email & sms indicating the Registration number and Password will be sent.
- (ii) In case the candidate is unable to fill in the application form in one go, he/ she 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. An Email & sms indicating the Provisional 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 in completely, candidate should submit the data. Candidates to take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission 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. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on 09.06.2012, then he/she will be able to deposit the fee from 11th to 13th June, 2012, considering 10<sup>th</sup> is 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, three days after fee payment.**

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form **three days after fee payment**, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/ Banks.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Post applied, Category, Date of birth, Address, Email ID, Cell Number, State, Center of Examination etc. will be considered as final and no modifications will be allowed after submission of the online application form. 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.**

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.**

**An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.**

**Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances after the last date specified for submitting the application details. 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.**

**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.**

**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.**

**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.**

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.



## N. GENERAL INSTRUCTIONS

- 1) **Candidates have to submit the written examination call letter and a photocopy of photo-identity proof at the time of written examination.**
- 2) **Candidates are advised to apply for only one post i.e. Scale-I, II and III in Officers' cadre. The applications of candidates applying for more than one post in Officers' cadre will be summarily rejected.**
- 3) Before applying for the CWE for Officers and Office Assistant (Multipurpose) posts in the Regional Rural 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.
- 4) 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.
- 5) **For a particular Post, not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.**
- 6) Online applications once registered will not be allowed to be withdrawn and/or the application fee, intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- 7) 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.
- 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.

- O. 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.**

**P. 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 or (v) obtaining support for his/ her candidature by unfair means, for selection 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 the Bank.

**Important:**

IBPS would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If as per the laid down norms, the analytical procedure adopted by IBPS in this regard, it is suspected that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel his/ her candidature and the result of such candidates (disqualified) will be withheld. Decision of IBPS as regards declaration of result shall be final and binding on candidates and IBPS will not bound to enter into any correspondence with candidates.

The date of the Written Examination for the post of Officers has been tentatively fixed for 02-09-2012 (Sunday) and the date of the Written Examination for the post of Office Assistant (Multipurpose) has been tentatively fixed for 09-09-2012 (Sunday). However, the date of Examination shall be intimated in the Call Letter along with the Center/Venue address.

All eligible candidates should download their call letter from the IBPS's website [www.ibps.in](http://www.ibps.in) by entering his / her details i.e. Registration Number and Password/Date of Birth as per following schedule.

**For Officer Scale-I, II & III  
For Office Assistant**

**from 22.08.2012 to 31.08.2012  
from 28.08.2012 to 07.09.2012**

The Information Handout for each post is also available on IBPS website and candidates may download the same. No hard copy of the call letter/ Information Handout will be sent by post/ courier.

**Candidates have to bring their Written Examination call letter along with their photo identity proof in original as well as a photocopy while attending the written examination and will have to submit the Written Examination call letter and photocopy of photo-identity proof in the examination hall.**

### **Identity Verification**

In the examination hall, the call letter along with a 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 / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID 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 will not be allowed to appear for the Written Examination.**

Note: Candidates have to submit 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.

**Please note that candidates will not be permitted to appear for the Common Written Examination without the following documents:**

- (1) Call Letter for Written Examination**
- (2) Photo-identity proof (as specified) in original and**
- (3) Photocopy of photo-identity proof as mentioned in (2) above**

**Candidates reporting late i.e. after the reporting time specified on the call letter for Written Examination will not be permitted to take the examination.**

<b>Start date for Online Registration</b>	<b>01-06-2012</b>
<b>Online Payment of Application Fees</b>	<b>01-06-2012 to 25-06-2012</b>
<b>Offline Payment of Application Fees</b>	<b>04-06-2012 to 30-06-2012</b>
<b>Last date for Online Registration</b>	<b>25-06-2012</b>
<b>Last date for Editing (prior to submission of online application) Application Details</b>	<b>27-06-2012</b>
<b>Download of Call letter for Written Examination- Officer Scale-I, II and III Office Assistant (Multipurpose)</b>	<b>After 22-08-2012 After 28-08-2012</b>
<b>Tentative Date of Written Examination- Officer Scale-I, II and III Office Assistant (Multipurpose)</b>	<b>02-09-2012 09-09-2012</b>

**Mumbai  
Date**

**Director (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

Sr. No.	State	Written Exam Center	Sr. No.	State	Written Exam Center
1	Andhra Pradesh	Guntur Eluru Rajamundry Chittoor Tirupati Vijaywada Hyderabad Adilabad Karimnagar Nizamabad Srikakulam Vizianagaram Visakhapatnam Warangal Khammam Nalgonda Mahabubnagar Sangareddy Anantapur Kadapa Kurnool Nellore Ongole	14	Maharashtra	Nanded Aurangabad Thane Solapur Ratnagiri Chandrapur Nagpur Akola Buldana Yavatmal Washim Amravati
			15	Manipur	Imphal
			16	Meghalaya	Shillong Tura
2	Arunachal Pradesh	Itanagar Naharlagun	17	Mizoram	Aizawl
3	Assam	Diphu Dibrugarh Golaghat Guwahati Kokrajhar Jorhat Lakhimpur Nalbari Silchar Tezpur	18	Nagaland	Kohima

<b>4</b>	<b>Bihar</b>	Chapra Darbhanga Motihari Purnea Saharsa Siwan Muzaffarpur Samastipur Patna Bhagalpur Munger	<b>19</b>	<b>Orissa</b>	Behrampur Keonjhar Baripada Bhubaneswar Sambalpur Bolangir Jeypore Balasore Cuttack
<b>5</b>	<b>Chhattisgarh</b>	Ambikapur Durg Rajnandgaon Bilaspur Jagdalpur Raigarh Raipur	<b>20</b>	<b>Puducherry</b>	Puducherry Karaikal
<b>6</b>	<b>Gujarat</b>	Godhra Bharuch Valsad Gandhinagar Himatnagar Patan Bhuj Jamnagar Rajkot Junagadh Surendranagar Bhavnagar	<b>21</b>	<b>Punjab</b>	Bhatinda Sangrur Patiala Barnala Jalandar Amritsar Ferozpur Chandigarh
<b>7</b>	<b>Haryana</b>	Ambala Hissar Rohtak Gurgaon	<b>22</b>	<b>Rajasthan</b>	Ajmer Bhilwara Churu Sawaimadhopur Udaipur Kota Jhalawar Pali Marwar Bikaner Jaipur Jodhpur Alwar Sikar Jhunjhunu Bharatpur
<b>8</b>	<b>Himachal Pradesh</b>	Mandi Dharamshala Shimla Chamba	<b>23</b>	<b>Tamil Nadu</b>	Coimbatore Cuddalore Salem Vellore Madurai

					Tiunelveli Virudunagar Trichy
<b>9</b>	<b>Jammu &amp; Kashmir</b>	Jammu Srinagar	<b>24</b>	<b>Tripura</b>	Agartala
<b>10</b>	<b>Jharkhand</b>	Dhanbad Jamshedpur Ranchi Daltonganj Dumka	<b>25</b>	<b>Uttar Pradesh</b>	Banda Mirzapur Orai Sitapur Rae Barelli Faizabad Shahjahanpur Aligarh Agra Hathras Etah Ghaziabad Allahabad Ballia Meerut Lucknow Jhansi Bareilly Gorakhpur Mahrajganj Deoria Kushinagar (Padrauna) Basti Sidharth Nagar Sant Kabir Nagar Moradabad Rampur Amroha Gajraula Varanasi Mainpuri
<b>11</b>	<b>Karnataka</b>	Bellary Davanagere Kolar Raichur Shimoga Chikmagalur Gulbarga Bidar Mysore Belgaum Bijapur Dharwad	<b>26</b>	<b>Uttarakhand</b>	Dehradun Srinagar Pithoragarh Almora Haldwani

		Mandya			
<b>12</b>	<b>Kerala</b>	Kozhikode Thrissur Thirivananthapuram Kollam Kottayam Ernakulam Kannur	<b>27</b>	<b>West Bengal</b>	Siliguri Kolkata Krishnagar Behrampore Malda Bardhaman
<b>13</b>	<b>Madhya Pradesh</b>	Satna Jhabua Dhar Indore Ujjain Chhindwara Gwalior Hoshangbad Ratlam Shahdol Vidisha Bhopal Sagar Guna Chattarpur Jabalpur Rewa			

### **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 50 kb (photograph) & 20 kb(signature) by using crop and then resize



option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- 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 'Open/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/ her application and re-upload his/ her photograph or signature.