

How to Apply

Candidates can apply online only, no other mode of application will be accepted.

Pre-requisites for Applying Online: Candidates should have valid email ID which should be kept active till the declaration of results. It will be essentially required for any receiving any communication from the bank.

GUIDELINES FOR FILLING ONLINE APPLICATION: Candidates will be required to register themselves online through Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>. After registration candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/ Internet Banking.

Helpdesk: "In case you face any difficulty in online registration or if you haven't received auto response mail within 24 hours, please inform us by visiting Contact Us/Post Your Query on <https://bank.sbi/careers> and select "Specialist Cadre Officer" in the ROLE.

REGISTRATION & PAYMENT OF FEES: [Online Mode Only]:

- i. Candidates should first scan their photograph, signature and required documents (mentioned in advertisement) as detailed under guidelines for scanning/uploading the photograph, signature and documents.
- ii. Candidates to visit Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> and open the appropriate Online Application Form, available in the 'Current Openings'.
- iii. Fill the application carefully. Once the application is filled in completely, candidates should submit the data. In the event of candidates not being able to fill the data in one go, they 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. Candidates should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidates should submit the data. No change /edit will be allowed thereafter. The registration at this stage is provisional.
- iv. 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.
- v. The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- vi. On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record. The printout of the application form is NOT to be sent to the Bank.
- vii. If the online transaction is not successfully completed, please register again and make payment online.

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

Guidelines for Uploading Photograph, Signature and Documents:

Before applying online a candidate will be required to have a scanned (digital) image of his/her Photograph, signature and documents as per the specifications given below.

Photograph File Type/Size:

- 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 File Type/Size:

- 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 Call Letter 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 Call Letter, 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
- Signature in CAPITAL LETTERS shall NOT be accepted.

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 in the 'Image' menu. Similar options are available in other photo editor also.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature:

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button
- After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

Document File Type/Size:

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

Procedure for Uploading the Documents:

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX where file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.

- Click Download document to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed

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

Note:

- In case the photograph/signature/document is unclear the candidate's application may be rejected. After uploading the photograph/ signature/document in the online application form Candidates should check that they are clear and have been uploaded correctly. In case they are not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph/signature/documents, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms.

Giving following specific details to enable us to provide quick resolution of the error encountered by you - (a) Registration Number (b) Name of the Bank (c) Name of the Post applied for (d) Your Email Id (f) Your contact telephone number (preferably your Mobile no) (g) Your Operating System Windows XP SP2 or Linux (with Version number) (h) Browser with its version number (i) Whether java script is enabled (j) Copy of Exact Text of error message you encounter.

Please make one more attempt from any other PC with either Internet Explorer (10 or above), Mozilla Firefox 20 or above, Google chrome 30 or above. With java script enabled before filing the report with our help desk.