इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन ®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

प्रज्ञाविभावनम्   असेसमेंट में, हम पर भरोसा रखता है भारत   **In assessment, India trusts us**

Advertisement Number: IBPS/2024-25/01

Institute of Banking Personnel Selection (IBPS) Invites online recruitment applications for direct recruitment by selection to the below- mentioned posts on Regular basis from eligible candidates.

Sr. No.	Post Name	Selection process	Place of posting
01	Professor	Presentation, Group Exercises and Personal Interview.	IBPS, Mumbai
02	Assistant General Manager (Information Technology)	Group Exercises and Personal Interview.	
03	Research Associates	Online Exam, Item Writing Exercise, Group Exercises and Personal Interview.	
04	Hindi Officer	Online Exam, Skill Test, Group Exercises and Personal Interview.	
05	Deputy Manager – Accounts (Chartered Accountant)	Online Exam, Group Exercises and Personal Interview.	
06	Analyst Programmers - ASP.NET	Online Exam, Skill Test and Personal Interview.	
07	Analyst Programmer - PYTHON	Online Exam, Skill Test and Personal Interview.	

Successful candidates will be appointed against the existing vacancies. However, a wait list would also be maintained to fill up need-based requirements, which will remain valid for a period of six months.

Any eligible candidate who fulfills the prescribed eligibility criteria and aspires to join IBPS for any of the above listed posts is required to register Online for the Selection Process by visiting our website www.ibps.in.

The tentative schedule of events is as follows:

Event	Dates
Opening Date for on-line Registration of Applications with Fee through website www.ibps.in.	27.03.2024 (08:00 p.m. onwards)
Last date of On-line Submission of Applications with Fee through website www.ibps.in.	12.04.2024
Online Examination (Tentative) (wherever applicable)	April / May 2024
Subsequent Selection process (Item Writing Exercise, Group Exercises, Presentation, Skill Test and Personal Interview)	April / May 2024

A. ELIGIBILITY CRITERIA

I. **Candidates, intending to apply for the above post should ensure that they fulfill the minimum eligibility criteria specified by IBPS in this advertisement:**

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily upload the relevant documents such as self-attested photocopies of certificates and documents in support of educational qualification, post qualification work experience etc, date of birth, and other documents in support of information submitted in the application form. In the absence of valid documents uploaded, candidature of the candidates shall not be considered. IBPS takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc. as indicated in the online application form at the time of further process of selection including Interview. Merely applying for the above post, appearing for and being shortlisted in online examination and/or in the subsequent interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS. The candidates selected will be on a probation period of one year from the date of joining. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is to be submitted by the selected candidates at the time of joining mandatorily.

II. Age, Educational Qualifications & Post Qualification Minimum Work Experience

Sr. No.	Post	Age as on 01.03.2024	Educational Qualifications	Minimum Post Qualification Work Experience
01	Professor	Minimum: 47 years Maximum: 55 years i.e. a candidate must have been born not earlier than 02.03.1969 and not later than 01.03.1977 (both dates inclusive)	**Essential :** A Ph.D. or equivalent degree in the following discipline with at least 55% marks in Post-graduation Discipline: Industrial Psychology / Organisational Psychology / Educational Measurement / Psychological Measurement / Psychometrics Qualification and Ph.D related to Educational /Employment Testing / Technology in Assessment and related fields will be given preference.	Minimum Twelve years post qualification (after Ph.D.) experience in Teaching / Research and / or Industrial / Professional experience of which at least three years should be at the level of Associate Professor (or equivalent) at an institution of repute or equivalent Industry/professional Experience. Experience in Examination content creation, Content Analysis, Psychometrics, Data Analytics related to examination system will be given preference.

Sr. No.	Post	Age as on 01.03.2024	Educational Qualifications	Minimum Post Qualification Work Experience
02	Assistant General Manager (Information Technology)	Minimum: 35 years Maximum: 50 years – i.e. a candidate must have been born not earlier than 02.03.1974 and not later than 01.03.1989 (both dates inclusive)	Bachelor/ Master's Degree in Electronics/ Electronics & Tele communication / Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology / Computer Applications and/ or equivalent. (From a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies)	The incumbent must have • At least 10 years of post-qualification hands-on experience in Information Technology function, of which at least 3 years should be as Head/Next to Head of IT function in a mid-size Corporate. • Experience on IT infrastructure handling including (small) Data Centre operation, Server Virtualization, Disaster Recovery process, Networking operation (WAN, LAN and WLAN). • Good knowledge of Operating Systems like Windows and Linux/Unix is essential requirement. Hands-on experience on Active Directory will be an added advantage. • He/She also must have a fair knowledge of VPN, Remote Access technology, firewall, Web Access Firewall, Proxy server and such other IT Security functions. • He/She must have basic knowledge of programming / software development (lifecycle). • Knowledge of Databases (MS-SQL, My-SQL etc.), ML, AI based applications will be an added advantage.

Sr. No.	Post	Age as on 01.03.2024	Educational Qualifications	Minimum Post Qualification Work Experience
03	Research Associate	Minimum: 23 years Maximum: 30 years i.e. a candidate must have been born not earlier than 02.03.1994 and not later than 01.03.2001 (both dates inclusive)	Post-Graduation in Psychology / Education/ Psychological Measurement / Psychometrics / Statistics/ Management (Specialization in HR) with minimum 55% marks from recognized universities / Institutes.	Preferably One year experience in the Academic Research /Test Development. Competency in operating Computer is must.
04	Hindi Officer	Minimum: 23 years Maximum: 30 years – i.e. a candidate must have been born not earlier than 02.03.1994 and not later than 01.03.2001 (both dates inclusive)	Master's degree from a recognized university in Hindi with English as a major or elective subject at Graduation. OR Master's degree from a recognized university in English with Hindi as major or elective subject at Graduation. OR Master's degree from a recognized university in any subject other than Hindi or English, with Hindi as a major or elective subject and English as medium of examination at degree level. OR Master's degree from a recognized University in any subject other than Hindi or English with English as a major or elective subject and Hindi as medium of examination at degree level.	One year experience in Hindi translation of various reports/ Documents/ Letters in a bank/financial institution is Desirable. Competency in operating computer is must. Candidate will be required to type /create the translated text documents on his/her own in MS word & Excel in Hindi & English.

Sr. No.	Post	Age as on 01.03.2024	Educational Qualifications	Minimum Post Qualification Work Experience
05	Deputy Manager (Accounts) (Chartered Accountant)	Minimum: 23 years Maximum: 30 years – i.e. a candidate must have been born not earlier than 02.03.1994 and not later than 01.03.2001 (both dates inclusive)	**Candidate should be a Chartered Accountant**	Preferably 1 years' experience in handling Finance, Accounts, Taxation, Investment & Expertise of management of funds etc.

Sr. No.	Post	Age as on 01.03.2024	Educational Qualifications	Minimum Post Qualification Work Experience	
06	Analyst Programmer –ASP.NET	Minimum: 23 years Maximum: 30 years – i.e. a candidate must have been born not earlier than 02.03.1994 and not later than 01.03.2001 (both dates inclusive))	Full Time B. Tech/ B.E. (Computer Science / Comp. Engineering) / MCA / M.Sc. (IT) / M.Sc. (Comp. Science) from a recognized University / Institute	Minimum 3 years post qualification work experience in the following areas : • End to end (frontend/ backend) software development & testing experience using ASP.NET Core, HTML, CSS, JavaScript, etc. • Platforms familiarity - Windows • Knowledge of data handling in RDBMS -- (MS-SQL) -- SQL Queries, data upload / modification/ extraction operation	• Added Advantage skill set. Node. JS, Ajax, jQuery, Bootstrap, Angular JS, Web applications in cluding security, session management, and best development practices • Familiarity with any other DBMS Knowledge of virtual server, virtual DB and Web Application Firewall (WAF)

Sr. No.	Post	Age as on 01.03.2024	Educational Qualifications	Minimum Post Qualification Work Experience	
07	Analyst Programmer - Python	**Minimum: 23 years Maximum: 30 years – i.e. a candidate must have been born not earlier than 02.03.1994 and not later than 01.03.2001 (both dates inclusive)**	**Full Time B. Tech/ B.E. (Computer Science / Comp. Engineering) / MCA / M.Sc. (IT)/ M.Sc. (Comp. Science) from a recognised University / Institute**	**Minimum 3 years post qualification work experience In the following areas :** • **End to end (frontend/ backend) software development & testing experience using Python, Django, HTML, CSS, JavaScript,** • **Platforms familiarity - Linux** • **Knowledge of data handling in RDBMS -- (MySQL/MS-SQL) -- SQL Queries, data upload/ modification / extraction operation**	**Added Advantage skill set** • **Node. JS, Ajax, jQuery, Bootstrap, Angular JS,** • **Web applications including security, session management, and best development practices** • **Familiarity with any other DBMS** • **Knowledge of virtual server, virtual DB and Web Application Firewall (WAF)**

Institute reserves the right to relax any of the requirements and conditions of Eligibility mentioned above for the deserving and suitable candidate for all the above positions.

Candidates should ensure that the educational qualification possessed by them are as per the prescribed educational qualification mentioned in the advertisement and they fulfil the above eligibility criteria. No equivalent educational qualification shall be considered as eligible by IBPS. The degrees obtained through correspondence/distance education/open university system are not acceptable.

Note:

(1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 12.04.2024.

(2) Proper document from Board / University for having declared the result on or before 12.04.2024 has to be submitted at the time of further process of selection including interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(3) Candidate should indicate the percentage obtained in examinations calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for further process of selection including interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(4) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

(5) Candidates to apply only for one position i.e. only one application should be submitted by the candidate for any of the advertised positions. In case of multiple applications for one/all/any post, only the latest valid (complete) application will be accepted and the application fee / intimation charges paid for the multiple registration(s) will stand forfeited. Multiple attendance / appearances in the Online Test/ Personal Interview will be summarily rejected and candidature shall stand summarily cancelled.

III . OTHER ELIGIBILITY CRITERIA:
- **(i)** His/ her integrity should not have been doubtful during his/her Service/career.
- **(ii)** No punishment/penalty should have been inflicted on him/her during his/her service/career.
- **(iii)** Cases of CBI or other law enforcement agencies should not be pending against him/her.
- **(iv)** Good knowledge of operating computers is necessary, especially MS Office.

B. JOB DESCRIPTION & RESPONSIBILITIES

(1) For the post of Professor

The job requires development of tests designed to assess primarily cognitive ability and to a limited way personality domains, development of content for various simulation exercises, conduct of assessment centres, conducting research in the area of psychometrics, psychological measurements, and allied areas. Planning and executing various steps selection projects. Providing academic leadership etc.

Preferences will be given to candidates having experience in leading, research and developing objective tests, psychological and educational tests and other selection tools and with knowledge of computers.

Any other work assigned by the Institute.

(2) For the post of Assistant General Manager (Information Technology)

- To look after overall IT function of the Institute including existing processes and future IT initiatives of the Institute. He/She shall be reporting to the Division Head (Technology Support Services) and lead a team comprising of both hardware and software IT professionals.

- He/She shall be responsible for Digitisation of various activities pertaining to different functions of the Institute. The job includes new development, modernization/upgradation and enhancement of various IT facilities/systems.

- Any other work assigned by the Institute.

(3) For the post of Research Associate

The job requires development of objective type aptitude & achievement tests designed to assess primarily cognitive ability and research in the area of Psychometrics/ Psychological measurement.

Dealing with client organizations for finalizing details of the project cycle, dealing with internal departments for coordination. Competency in operating computer is must.

Preferences will be given to candidates having experience in developing objective tests, psychological and educational tests and other selection tools and with knowledge of computers.

Any other work assigned by the Institute.

(4) For the post of Hindi Officer

The job requires translation of confidential examination questions in Hindi/English Language and development of Objective type/ Descriptive tests to test proficiency in Hindi language for various posts. Competency in operating computer is must.
Any other work assigned by the Institute.

(5) For the post of Deputy Manager (Accounts) (Chartered Accountant)

- He/She will be handling the matters related to taxation, internal audit, recovery, investment etc., of the Institute.
- He/She will be responsible for preparation of financial statements.
- Competency in operating computer is essential.
- Any other work assigned by the Institute.

(6) For the post of Analyst Programmer – ASP.NET

- Understand requirements and transform them into functional applications in line with business objectives using ASP.Net
- Design, create and maintain applications using ASP.net and Integrate with DBMS (MsSQL).
- Rewrite/make changes in existing code structure to increase efficiency, performance and fix issues.
- Collaborate with peers to design the best solution possible using .Net framework and Microsoft tech Stack.
- Ensure error-free code that adheres to best coding practices.
- Test, monitor, and make better solutions through incremental updates/new features/app optimization.
- Identify bottlenecks and address issues to ensure the best performance.
- Any other work assigned by the Institute.

(7)   For the post of Analyst Programmer – Python

- Understand requirements and transform them into functional applications in line with business objectives using Python.
- Design, create and maintain applications using the Linux platform with python web development language (Django) and Integrate with DBMS (MySQL).
- Rewrite/make changes in existing code structure to increase efficiency, performance and fix issues.
- Collaborate with peers to design the best solution possible using Python language in Linux environment.
- Ensure error-free code that adheres to best coding practices.
- Test, monitor, and make better solutions through incremental updates/new features/app optimization.
- Identify bottlenecks and address issues to ensure the best performance.
- Any other work assigned by the Institute.

The job responsibilities mentioned above are only indicative and not exhaustive.

C.   COMPENSATION:

Post	Grade	Academic Level	Basic Pay	Total emolument at the beginning of the scale per Month (approx.)	Annual CTC (approx.) (as per extant policies)
Professor	I	14A	₹ 1,59,100.00	₹ 2,92,407.00	₹ 50,10,552.00
Assistant General Manager (IT)	G	---	₹ 1,01,500.00	₹ 1,90,455.00	₹ 34,69,762.00
Research Associate	E	---	₹ 44,900.00	₹ 84,873.00	₹ 16,34,271.00
Hindi Officer	E	---	₹ 44,900.00	₹ 84,873.00	₹ 16,34,271.00
Deputy Manager (Accounts)	E	---	₹ 44,900.00	₹ 84,873.00	₹ 16,34,271.00
Analyst Programmer – ASP.NET	D	---	₹ 35,400.00	₹ 68,058.00	₹ 13,21,120.00
Analyst Programmer – Python	D	---	₹ 35,400.00	₹ 68,058.00	₹ 13,21,120.00

The Cost to Company (CTC) of officers includes other benefits such as PF Employer's Contribution, Medical Benefits, Medi-Claim, LTC/HTC, Telephone bill and Newspaper bill Reimbursement, Children Education Subsidy, Canteen Subsidy, House Rent Reimbursement Scheme (for Grade I, G & E only, not applicable to Grade D), Performance Linked incentive(as per the criteria defined by the Institute), Gratuity, Superannuation, Interest Subsidy on Housing Loan, as applicable to the respective Grade and as per the Institute's Rules and extant policies as modified/amended/revised from time to time.

D.   SERVICE AGREEMENT BOND:

1.   For the post of Professor / Assistant General Manager (Information Technology) / Research Associate / Hindi Officer / Deputy Manager (Accounts)

At the time of joining the services of IBPS, the selected candidate who will be joining IBPS as **Professor / Assistant General Manager (Information Technology) / Research Associate / Hindi Officer / Deputy Manager (Accounts)** is required to execute a Service Bond of Rs. 2 lakhs (Rupees Two lakhs). The Candidate shall have to serve for a minimum period of 3 years in IBPS w.e.f. date of his/her joining IBPS or else shall pay an amount of Rs. 2 lakhs (Rupees Two lakhs) to IBPS towards the Service Bond.

2   **For the post of Analyst Programmer–ASP.NET/ Analyst Programmer – Python**

At the time of joining the services of IBPS, the selected candidate who will be joining IBPS as **Analyst Programmer–ASP.NET/ Analyst Programmer – Python is** required to execute a Service Bond of Rs. 1 lakh (Rupees one lakh). The Candidate shall have to serve for a minimum period of 2 years in IBPS w.e.f. date of his/her joining IBPS or else shall pay an amount of Rs. 1 lakh (Rupees One lakh) to IBPS towards the Service Bond.

E. **CONDUCT OF EXAMINATION:**

1. The online examination may be conducted online <u>only</u> at IBPS, Mumbai, or in multiple venues across many centres in India depending upon the response to advertisement.

2. If the online examination is conducted only at IBPS, efforts will be made to complete the entire selection process on the same day. However, it may continue until the end of the day or may get extended to the next day depending on the response received. The schedule of the process for each post will be communicated accordingly.

3. If the online examination is conducted at multiple centers all over India, the following points are applicable.
    1. No request for change of centre for Examination shall be entertained.
    2. IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
    3. IBPS also reserves the right to allot the candidate to any examination centre other than the one he/she has opted for.

The tentative list of Examination centres for the online exam, if conducted in multiple centers, is available in Annexure I.

4. Candidates will appear for the online examinations at an Examination Centre/ IBPS at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.

5. Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by IBPS.

F. **TEST STRUCTURE:**

I. The structure of the Examination which will be conducted online is as follows:

(1) For the post of Research Associate

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Version
1.	Reasoning	40	50	35 minutes	English
2.	Quantitative Aptitude	40	50	35 minutes	
3.	English Language	40	50	35 minutes	
4.	General Awareness	40	50	15 minutes	
5.	Professional knowledge (Research Methodology, Statistics, Personnel Measurement etc.)	40	50	30 minutes	
	Total	200	250	150 minutes	

(2) For the post of Hindi Officer

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Version
1.	Reasoning	50	25	35 minutes	English
2.	English Language	50	50	35 minutes	English
3.	General Awareness	50	50	20 minutes	English
4.	Hindi Language	50	75	50 minutes	Hindi
	Total	200	200	140 minutes	

(3) For the post of Deputy Manager (Accounts)

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Version
1.	Reasoning	50	50	35 minutes	English
2.	English Language	50	25	35 minutes	
3.	Quantitative Aptitude	50	50	35 minutes	
4.	Professional Knowledge	50	75	50 minutes	
	Total	200	200	155 minutes	

(4) For the post of Analyst Programmer-ASP.NET / Analyst Programmer – Python

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Version
1.	Aptitude	50	50	Composite time of 90 minutes	English
2.	Professional Knowledge	50	50		
	Total	100	100		

IBPS reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorised IBPS website **www.ibps.in**

II. PENALTY FOR WRONG ANSWERS

There will be penalty for wrong answers marked in the Objective Tests. 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 a question is left blank, i.e. no answer is marked by the Candidate, there will be no penalty for that question.

G. CUTOFF SCORE

Each candidate will be required to obtain a minimum score in each test of online examination and also secure sufficiently high scores to be considered to be shortlisted for further process of Selection including interview. Cutoff scores will be decided by IBPS Authorities and candidates will be shortlisted for further process of selection.

Decision of IBPS in shortlisting and calling number of candidates for further process of Selection including interview shall be final.

H. IDENTITY VERIFICATION

In the examination hall as well as at the time of further process of selection including interview, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar/ E-aadhar card with a photograph/ Employee ID/ Bar Council ID card 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, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ further process of selection including interview.

- Ration Card and Learner's Driving License will not be accepted as valid id proof for this project.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Call letter of the Further process of selection including interview while attending the examination/ further process of selection including skill test and interview etc., without which they will not be allowed to take up the examination/ further process of selection. To avoid any dispute, name recorded at the time of registration should be similar and identical to authorized identity proof.

I.   INSTRUCTIONS REGARDING THE CONDUCT OF ONLINE EXAMINATION

Please note that candidates will not be permitted to appear for the Online Examination without the following documents:
  (1) Valid Call Letter for the respective date and session of Examination
  (2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
  (3) Photocopy of photo-identity proof (as mentioned in (2) above).

1. Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Taking into account the time required for completing various formalities such as verification and collection of various required documents, logging in and giving instructions etc., candidates may be required to stay at the venue for approximately one and a half hours more than the duration mentioned in the test structure above.
2. Candidate is required to report at the exam venue strictly as per the time mentioned in the Call Letter.
3. Candidate should not share any of their personal belonging/material with anyone.
4. Candidate should maintain safe social distance with one another.
5. Candidate should stand in the row as per the instructions provided at venue.

6. Items permitted into the Venue for Candidates

Candidates will be permitted to carry only certain items with them into the venue.

a. Mask

b. Gloves

c. Personal transparent water bottle

d. Personal hand sanitizer (50 ml)

e. A simple pen and blue ink stamp pad

f. Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, one additional photograph etc)

g. Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly the same.

7. Items not allowed inside the examination centre

Following items are NOT allowed inside the examination centre:

i. Any stationery item like textual material (printed or written), bits of papers, Geometry / Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.

ii. Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

iii. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc. All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.

iv. Any watch/Wrist Watch, Camera, devices with screen freeze or storage facilities etc.

v. Any metallic item

vi. Any eatable item opened or packed.

vii. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

8. Candidate registration:

a. Candidate registration will be done through photo capture.

b. Photograph will be taken while candidate is standing.

c. Seat number will be given to the candidate.

9. Rough sheet, Call letter and ID proof management

a. Rough sheet(s) kept at each candidate desk will be used by candidate.

b. Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place.

c. Candidate must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving. The drop box for the rough sheets will be different from that of Call Letter box. Specific instructions will be displayed at the Venue.

10. Post Examination Controls

On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

11. IRIS Scan, if applicable

IBPS, at various stages, may capture IRIS scan for verification of the genuineness of the candidate. Accordingly IRIS will be scanned at the examination venue. (IRIS scan is introduced in lieu of Biometric thumb impression to avoid the possibility of infection circulation with multiple thumb impressions). Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:

(a) 'LEFT EYE (IRIS)' will be captured for all the candidates.

(b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.

(c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

(Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam)

J. FURTHER PROCESS OF SELECTION

1) Candidates who have been shortlisted in the Online Examination will subsequently be called for further process of selection to be conducted by IBPS. The said selection process will be conducted at IBPS, Mumbai. The time & date of Selection process will be informed to the shortlisted candidates in the call letter. Please note that any request regarding change in date, venue etc. of selection process will not be entertained. However, IBPS reserves the right to change the date / venue/ time etc. of the selection process or hold supplementary process for particular date / session / set of candidates at its discretion, under unforeseen circumstances, if any.

2) The score of the candidates failing to secure minimum qualifying marks in selection process or otherwise barred from the selection process shall not be disclosed.

3) While appearing for the further process of selection, the candidate should produce valid prescribed documents given below.

4) In the absence of valid documents candidature of the candidates shall be cancelled. IBPS take no responsibility to receive/ collect any certificate/remittance/ document sent separately.

List of Documents to be produced at the time of further process of selection including interview

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of Selection process failing which the candidate may not be permitted to appear for the process. Non submission of requisite documents by the candidate at the time of selection process will debar his/ her candidature from further participation in the recruitment process.

(i) Printout of the valid Call Letter for the selection process including Interview.

(ii) Valid system generated printout of the online application form.

(iii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB).

(iv) Photo Identify Proof.

(v) Mark-sheets or certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before the last date of online registration.

(vi) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

(vii) Any other relevant documents in support of eligibility.

Note:-
1. Candidates will not be allowed to appear for the selection process if he/ she fails to produce the relevant Eligibility documents as mentioned above.
2. Non production of relevant eligibility documents at the time of selection process shall make the candidate ineligible for further process of recruitment.
3. No documents shall be directly sent to IBPS by candidates before or after the selection process including interview.

Selection will be made by a Committee and such selection will be Final.

K. HOW TO APPLY

Candidates can apply ONLINE only from 27.03.2024 (08:00 p.m. onwards) to 12.04.2024 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should—

(i) scan their :

- photograph (4.5cm × 3.5cm)

- signature

- left thumb impression

> (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

- a hand written declaration (text given below).

> The hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.) ensuring that all these scanned documents adhere to the required specifications as given in Annexure II to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged.

(iv) The text for the hand written declaration is as follows –

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

(vii) have a valid personal email ID, which should be kept active till the declaration of result. IBPS may send intimation to download call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/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.

Procedure for applying online

1. Candidates are first required to go to the IBPS's website *www.ibps.in* and click on the Home Page to open the link and then click on the option **"CLICK HERE TO APPLY ONLINE"** to open the On-Line Application Form.

2. Candidates will have to click on **"CLICK HERE FOR NEW REGISTRATION"** to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

3. Candidates are required to upload their
   - Documents in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc
   - Photograph
   - Signature
   - Left Thumb Impression
   - A hand written declaration (point K-(iv))

   as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure II).

   For the post of Professor, Upload a detailed Academic Profile which includes the following information:
   - Cover Letter.
   - Applicant profile with personal details and academic qualifications. All Educational qualification certificates including the date of Ph.D.
   - Work Experience
   - Awards and recognition: Name of the prize/award, awarded by, awarded for, year of the award.
   - Details of journal/conference papers and list of books published.

4. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the **"SAVE AND NEXT"** facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **COMPLETE REGISTRATION** button.

5. Before pressing the **"COMPLETE REGISTRATION"** button, candidates are advised to verify every field filled in the application form. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application form as it appears in the certificates / mark sheets. Any change/alteration found may disqualify the candidature.

6. 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.

7. Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully and click on the **"COMPLETE REGISTRATION"** button at the end of the Online Application format.

8. 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 Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

9. **Application Fees/ Intimation Charges (Applicable GST will be borne by IBPS)**

Application Fees/ Intimation Charges Payable from <u>27.03.2024 (08:00 pm. Onwards) to 12.04.2024</u> (only Online payment) both dates inclusive, shall be as follows:-
- **Rs. 1000/- for each candidate.**

<u>Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate</u>

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10. **Mode of Payment**

Candidates have the option of making the payment of requisite fees/ intimation charges through **<u>ONLINE mode only</u>**:

1. The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/ Visa/ Master Card/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
3. After Final Submit, an additional page of the online application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
4. If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
5. On successful completion of the transaction, an e-receipt will be generated.
6. Candidates are required to take a printout of the **e-receipt and online application form** containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.
7. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

Note:

❖ After submitting payment information in the online application form, candidate to 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 the candidate uses a non-Indian credit card, the bank will convert to the local currency based on prevailing exchange rates.

❖ To ensure the security of the data, candidate is advised to close the browser window once the transaction is completed.

❖ After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, 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.

❖ Please note that all the particulars mentioned in the online application form including Name of the Candidate, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

❖ An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. 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 proper passport size photograph, signature, and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.

❖ 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/ intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the authorised IBPS 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 online application forms 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 online application form shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

After completing the procedure of applying on-line including payment of fees, the candidate should take printout of the system generated on-line application form, ensure that the particulars filled in are accurate and retain printout along with Registration Number and Password for future reference.

L. GENERAL INSTRUCTIONS

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and further process of selection including interview respectively. No document shall be directly sent to IBPS by the candidates before or after online examinations and interview.

2. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.

3. A Candidate's admission to the online examination/ shortlisting for further process of selection including interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS. IBPS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate 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). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in IBPS, his/her services are liable to be summarily terminated.

4. Candidates are required to adhere to guidelines for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates. Any violation may result in cancellation of candidature.

5. IBPS, at various stages, may capture IRIS scan for verification of the genuineness of the candidate. Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature.

6. Decision of 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 Examination, further process of selection including interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS in this behalf.

7. Online applications once registered will not be allowed to be withdrawn.

8. The number of posts indicated are provisional and subject to change without prior notice. Selections may not be held for all the advertised posts. Director of the Institute reserves the right to reject any or all applications without assigning any reason.

9. 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.

10. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

11. Any request for change of address, details mentioned in the online application form will not be entertained.

12. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted. Signature uploaded should be of appropriate size and clearly visible.

13. A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification. Photo uploaded should be of appropriate size and clearly visible.

14. The photograph/ signature/ left thumb impression/ handwritten declaration which is scanned and uploaded in the online application form should not be smudged or blurred. In case the face in the photograph or signature or left thumb impression or handwritten declaration is unclear/ smudged, the candidate's application form shall be rejected.

15. The hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)

16. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of IBPS. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

17. IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

18. IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.

19. Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form. IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website www.ibps.in for latest updates.

20. If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.

21. IBPS would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

(1) At the time of Online examination, Interview or in a subsequent selection Procedure, if a candidate is (or has been) engaged in:-

I. using unfair means or

II. impersonating or procuring impersonation by any person or

III. misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose 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, or

VI. carrying mobile phones or similar electronic devices of communication in the examination hall or devices with screen freeze or storage facility etc. furnishing any particulars that are false, tampered with or fabricated and suppress any material information while submitting online application form, shall be liable :

    (a) to be subjected to criminal prosecution.

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

    (c) to be debarred either permanently or for a specified period from any examination conducted by IBPS

    (d) for termination of service, if he/ she has already joined the IBPS.

IBPS reserves the right to share the list of debarred candidates to other Recruiting agencies for their information.

22. These positions are not open to internal candidates, either regular or contractual.

23. IBPS can cancel the selection process at any point of time without giving any reason.

24. All the above positions require full 24x7 commitment to the Institute. Therefore, only those candidates who are willing to dedicate themselves fully to the Institute are expected to apply.

25. For Initial appointment in all posts, there would be a probation period of 1 year from the Date of Joining (which can be extended at the discretion of the Institute) and will be confirmed subject to satisfactory completion of the probation and other requirements as per IBPS staff rules.

26. Mere fulfilling the eligibility criteria will not guarantee shortlisting for further selection process.

27. **Any addendum/corrigendum/ Notice shall be posted only on Institute's website.**

Disclaimer: Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/ she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications/Decisions of the Institute in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for selection process. The Institute reserves the right to call only the requisite number of candidates for selection process after preliminary screening/ short-listing with reference to the candidate's age, qualification, experience, essential requirements, suitability etc.

Please Note:
❖ *The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.*

27.03.2024   Division Head (Administration)
IBPS, Mumbai

EXAMINATION CENTRES (Tentative List)

The examination may be held at the following centres and the address of the venue will be advised in the call letters. IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

Centre code	City
1	Hyderabad
2	Guwahati
3	Patna
4	Mohali
5	Raipur
6	New Delhi/Delhi NCR
7	Ahmedabad/Gandhinagar
8	Jammu
9	Ranchi
10	Bengaluru
11	Thiruvananthapuram
12	Bhopal
13	Mumbai/Navi Mumbai /Thane/MMR Region
14	Bhubaneshwar
15	Jaipur
16	Chennai
17	Lucknow
18	Kolkata

INSTITUTE OF BANKING PERSONNEL SELECTION

Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her documents, photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

a. Details of Document to be uploaded:

- Brief Resume (PDF)
- ID Proof (PDF) such as PAN Card/ Passport/Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhaar /E-Aadhaar card with a photograph/ Employee ID
- Proof of Date of Birth (PDF) (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- Experience certificates (PDF)

b. Photograph Image: (4.5cm × 3.5cm)

- *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.
- Photo uploaded should be of appropriate size and visible.

c. Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - 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 uploaded should be of appropriate size and clearly visible
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**
- **Ensure that Photo, Signature, thumb impression and hand-written declaration are uploaded at the specified spaces only in the online application form.**

d. Document file type/ size:
- All Documents must be in PDF 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.

e. Scanning the documents / images:
- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, 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 documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg /.jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

f. Procedure for uploading the documents / images:
- While filling in the Online Application Form the candidate will be provided with separate links for uploading Documents, Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Documents/ Photograph / signature / Upload left thumb impression /hand written declaration"
- Browse and Select the location where the Scanned Documents / Photograph / signature / left thumb impression /hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Documents, Photograph, signature, left thumb impression and hand written declaration as specified.

Note:
1. In case the face in the Documents or photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the Documents / Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the Documents or photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/her documents or photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible
7. After registering online candidates are advised to take a printout of their system generated online application forms.

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