Employment Notice

Govt SERVICES

STATE BANK OF INDIA

RECRUITMENT OF JUNIOR ASSOCIATES (CUSTOMER SUPPORT & SALES)

ONLINE REGISTRATION OF APPLICATION
And
PAYMENT OF FEES : } **: 27.04.2021 TO 17.05.2021**

Date of Online Preliminary Exam. : Preliminary Exam is tentatively scheduled in June 2021

VACANCY For WEST BENGAL [SC-62; ST-13; OBC-60; EWS-27; GEN-111] TOTAL -273
[HI-3; VI-3; LD-3; d&e-2; EXS-27; DISXS/DXS-12]

☛ **PAY SCALE:** Rs.17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42600-3270/1-45930-1990/1-47920.
The starting Basic Pay is Rs.19900/- (Rs.17900/- **plus two advance increments admissible to graduates)**

☛ **Qualification (As on 16.08.2021):** Graduation in any discipline from a recognised University or any equivalent qualification recognised assuch by Central Government. Candidates having integrated dual degree (IDD) certificate should ensure that the date of passing the IDD is on or before 16.08.2021.
Those who are in the final year/ semester of their graduation may also apply provisionally subject to the condition that, if provisionally selected, they will have to produce proof of having passed the graduation examination on or before 16.08.2021.

☛ **Age (As on 01.04.2021): Not below 20 years and not above 28 years** as on 01.04.2021, i.e. candidates must have been born not earlier than 02.04.1993 and not later than 01.04.2001 (both days inclusive).
Relaxation of Upper age limit: SC/ ST - 5 years, OBC - 3 years, Others as per rules.

☛ <u>**SELECTION PROCEDURE:**</u>
The selection process will consist of on-line test (Preliminary & Main exam) and test of specified opted local language.

☛ **Phase-I: Preliminary Examination:**

Sl.	Name of Test	No. of Questions	Max. Marks	Duration
1.	English language	30	30	20 min.
2.	Numerical Ability	35	35	20 min.
3.	Reasoning Ability	35	35	20 min.
	Total	100	100	1 Hour

☞ Each test will have a separate timing as mentioned above. There will be negative marks for wrong answers in the Objective tests.
☞ 1/4th of mark assigned for question will be deducted for each wrong answer.
☞ No minimum qualifying marks are prescribed for individual test OR for aggregate score. Section wise marks will not be maintained.
☞ Adequate number of candidates in each category as decided by the Bank (approximately 10 times the numbers of vacancies. subject to availability) will be shortlisted for the Main Exam from the list of all candidates arranged in descending order of aggregate marks scored.

☛ **Phase - II: Main Examination:**

Sl.	Name of Test	No. of Questions	Max. Marks	Duration
1.	General/ Financial Awareness	50	50	35 min.
2.	General English	40	40	35 min.
3.	Quantitative Aptitude	50	50	45 min.
4.	Reasoning Ability & Computer Aptitude	50	60	45 min.
	Total	190	200	2 hr. 40 Min.

☞ Each test will have a separate timing as mentioned above.
☞ The questions in objective tests, except for the test of General English, will be bilingual i.e., English & Hindi. There will be negative marks for wrong answers in the Objective tests.
☞ 1/4th of mark assigned for question will be deducted for each wrong answer.
☞ Candidates are required to score a minimum percentage marks on aggregate (For SC/ST/OBC/PWD/XS/DXS candidates, 5% relaxation available thereon). Minimum qualifying marks on aggregate will be decided by the bank. No minimum qualifying marks for individual subject are prescribed. Section wise marks will not be maintained. Merit list will be drawn State wise, category wise. Candidates qualified in the test (main examination) will be placed according to their aggregate marks in descending order in respective States and Categories.

☛ **Test of specified opted local language:**
Those who qualify for selection and produce 10th or 12th standard mark sheet/ certificate evidencing having studied the specified opted local language will not be subjected to any Language test. In case of others (qualified for selection), specified opted local language test will be conducted after provisional selection but before joining. Candidates not found proficient in specified opted local language would be disqualified.

☛ **Provisional Selection** (Subject to qualifying specified opted local language).
The marks obtained in the Preliminary Examination (Phase-I) will not be added for the selection and only the aggregate marks obtained in Main Examination (Phase-II) will be considered for preparation of the final merit list.
Provisional selection will be made on the basis of candidate's performance in the test (Main Examination).

☛ **APPLICATION FEE AND INTIMATION CHARGE: (Non-Refundable)**

Sl.	Category	Fee/ intimation Charges
1.	SC/ ST/ PWD/ XS/DXS	Nil
2.	General/ OBC/ EWS	Rs 750/-

☛ **HOW TO APPLY:** Candidates can apply online and no other mode of application will be accepted Candidates will be required to register themselves online through Bank's website *https://bank.sbi/careers* OR *https://www.sbi.co.in/careers - Recruitment of Junior Associates 2021.* 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 of any problem in filling up the form, payment of fee/ intimation charges or receipt of Admission/call letter, queries may be made at telephone no. 022-22820427 (between 11:00 AM and 05:00 PM on **working days**) or lodge his/her query on **http://cgrs.ibps.in**

  ✪ Candidates are advised not to forget to mention '**Recruitment of Junior Associate-2021**' in the subject of the email.

☛ **Pre-requisites for Applying Online:** Candidates should have valid email ID & mobile no. which should be kept active till the declaration of results. It will help him/ her in getting call letter/ advices etc. by email/ SMS.

A. GUIDELINES FOR FILLING ONLINE APPLICATION:

a. Candidates should first scan their **photograph, signature, left hand thumb impression and hand-written declaration** as detailed under guidelines for scanning the photograph and signature.

b. **The text for the hand-written declaration is as follows:**
   "I,_____(Name of the candidate), Date of Birth _____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. The signature, photograph and left thumb impression is of mine".

c. **Left Thumb Impression:** If a candidate is not having left thumb, he/she may use his /her right thumb for applying)

d. 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 under the 'Current Openings'.

e. 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. This facility will be available three times only. 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.

f. 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.

g. Fee can be paid 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.

h. On successful completion of transaction, e-receipt and application form with fee details will be generated, which may be printed for record. **Printout of Application Form is NOT to be sent to SBI.**

i. If the online transaction is not successfully completed, please register again and make payment online.

B. GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE, LEFT HAND THUMB IMPRESSION AND HANDWRITTEN DECLARATION:

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

a. The text for the hand-written declaration is as follows:
   "I,_____(Name of the candidate), Date of Birth _____, 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. The signature, photograph and left thumb impression is of mine".

b. Left Thumb Impression: If a candidate is not having left thumb, he/she may use his /her right thumb for applying).

(i) Photograph Image: (4.5 cm x 3.5 cm)
- 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.
- 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 20 kb–50 kb.
- Ensure that 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 clearly visible.
- It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of online application as these would be needed for further processes of this selection process.

(ii) Signature, Left thumb impression and Hand writing 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 10 kb – 20 kb
- Ensure that the size of the scanned image is not more than 20 kb.
- 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 x 3 cm (Width x 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. 10cm x 5 cm (Width x Height)
- File size: 50 kb- 100 kb

- The signature, left thumb impression and the hand-written declaration must be of applicant only 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.

☛ Note:

(1) In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the 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 photograph or signature or left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the handwritten declaration, prior to submitting the online application 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

After registering online candidates are advised to take a printout of their system generated online application forms.

☛ GENERAL INFORMATION:

a. Candidates are advised to take a printout of their system generated online application form after submitting the application.

b. Candidates should satisfy themselves about their eligibility for the post applied for. Bank would admit to the test all the candidates applying for the post with the requisite fee on the basis of information furnished in the online application and shall determine their eligibility only at the time of joining. Admission to tests will be purely provisional without verification of age/qualification/ category (SC/ ST/ OBC/ EWS/ PWD/ XS/ DXS) etc. of the candidates with reference to documents.

c. **Request for change/ correction in any particulars (including category) in the application form, once submitted, will not be entertained under any circumstances. No correspondence/ phone/ email will be entertained in this regard. Candidates are advised to fill up the online application carefully and furnish the correct information in the application.**

d. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

e. The possibility for occurrence of some problems 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 the conduct of another examination if considered necessary.

f. Candidates are advised to keep their registered e-mail ID/mobile active for receiving advices, viz. call letters/advices etc.

g. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank and satisfactory completion of KYE (Know your employee) formalities. Such appointment will also be subject to the service and conduct rules of the Bank.

h. The candidate will have option to answer test questions in Hindi or English except in English Language/General English. They will have to appear for the tests at their own cost.

☛ Exam Note :

○ Candidate should choose the name of the Centre where he/ she desires to take the examination. SBI, 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. SBI also reserves the right to allot the candidate to any centre other than one he/she has opted for.

○ **No request for change of centre for examination shall be entertained.**

○ Candidate will appear for the examination at the allotted centre at his/her own risk and expenses and SBI will not be responsible for any injury or losses etc. of any nature.

○ Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature, disqualification from future exam conducted by SBI.

○ **Call letter for Preliminary Exam**: Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/ Stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of the ID proof) safely. Those candidates who are called for Main Exam will be required to bring this call letter along-with Main Exam call letter and other requisite documents as per information provided in the "acquaint yourself booklet" and call letter.

○ However, scribe form (wherever applicable) will be collected during the Preliminary Exam.

○ **Candidates need to bring two additional photographs (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per information provided in the "acquaint yourself booklet" and call letter.**

○ **Candidates reporting without photograph pasted on the call letter or without two additional photographs (same as pasted on call letter) will not be allowed to appear for the exam.** (It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process)

○ **CALL LETTERS FOR EXAMINATION:**

a. **Preliminary Examination:** The candidates should download their call letter and an "acquaint yourself booklet" by entering their registration number and password/date of birth from the Bank's website from 01.06.2021 onwards (Tentatively).

b. **Main Examination:** Candidates qualified for main examination would be able to download their call letter from the Bank's website (following the instructions available on the screen) from 19.07.2021 onwards (Tentatively).

c. **At the time of Main Exam:** Candidates must bring duly authenticated Preliminary Exam call letter (with authenticated copy of ID proof) as well as Main Exam call letter at the time of Main Exam. These documents along-with other requisite documents need to be submitted during the Main Exam.

d. Candidates need to bring two additional photographs (same as pasted by the candidate on call letter) along-with the call letter and other requisite documents as per information provided in the "acquaint yourself booklet" and call letter.

○ **Candidates reporting without photograph pasted on the call letter or without two additional photographs (same as pasted on call letter) will not be allowed to appear for the exam.**

○ **NO HARD COPY OF THE CALL LETTER (PRELIMINARY/ MAIN)/ ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.**

○ **IDENTITY PROOF TO BE PRESENTED/ SUBMITTED AT THE TIME OF (PRELIMINARY/ MAIN) EXAMS:** The candidates must bring one photo identity proof such as passport/ Aadhar/ PAN Card/ Driving License/ Voter's Card/ Bank Passbook with duly attested Photograph/ Identity Card issued by School or College/ Gazetted Officer in the official letter head in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be presented along with call letter to the invigilator in the examination hall, failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the test.

○ **BIOMETRIC VERIFICATION:** Bank, at various stages, may capture thumb impression or **IRIS** of candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that correct thumb impression or **IRIS** is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands.

○ **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

Website : *https://bank.sbi/careers OR https://www.sbi.co.in/careers.*