

Institute of Banking Personnel Selection (IBPS)

Recruitment of **CLERKS** in participating Banks (CRP CLERKS-XII for Vacancies of 2023-24)

On-line registration including Edit/Modification of Application by candidates and Payment of Application Fees (only Online) : **01.07.2022 to 21.07.2022**

- ☛ Date of Online Preliminary Exam. : Preliminary Exam is tentatively scheduled in September 2022.
- ☛ Date of Online Main Exam. : Main Exam is tentatively scheduled in October 2022.

☛ PARTICIPATING BANKS :

Bank of Baroda	Canara Bank	Indian Overseas Bank	UCO Bank
Bank of India	Central Bank of India	Punjab National Bank	Union Bank of India
Bank of Maharashtra	Indian Bank	Punjab & Sind Bank	

- ☛ **Age (As on 01.07.2022): Minimum: 20 years Maximum: 28 years** i.e. A candidate must have been born not earlier than 02.07.1994 and not later than 01.07.2002 (both dates inclusive)
- **Relaxation of Upper age limit: SC/ ST - 5 years, OBC - 3 years, Persons With Disabilities - 10 years, Others as per rules.**

- ☛ **Educational Qualifications (As on 21.07.2022): A Degree (Graduation) in any discipline** from a University recognised by the Govt. Of India or any equivalent qualification recognized as such by the Central Government.

- **Computer Literacy:** Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/Language/ should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.
- **Proficiency in the Official Language of the State/UT (candidates should know how to read/ write.**
- Candidate should indicate the percentage obtained in Graduation 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.
- **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%.

- ☐ **Application Fees/ Intimation Charges:** [Payable from 01.07.2022 to 21.07.2022 (Online payment), both dates inclusive]
₹ **175/-** for SC/ST/PWBD candidates.
₹ **850 /-** for all others.
- Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

- ☐ **ONLINE EXAMINATION STRUCTURE:-** The structure of the Examinations which will be conducted online are as follows:

a. Preliminary Examination :

Sr. No.	Name of Tests	Medium of Exam	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1	English Language	English	30	30	20 minutes
2	Numerical Ability	English, Hindi and Bengali	35	35	20 minutes
3	Reasoning Ability	English, Hindi and Bengali	35	35	20 minutes
	Total :		100	100	60 minutes

Candidates have to qualify in each of the three tests by securing minimum cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for Online Main Examination.

b. Main Examination :

Sr. No.	Name of Tests (NOT BY SEQUENCE)	Medium of Exam	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1	General/ Financial Awareness	English, Hindi and Bengali	50	50	35 minutes
2	General English	English	40	40	35 minutes
3	Reasoning Ability & Computer Aptitude	English, Hindi and Bengali	50	60	45 minutes
4	Quantitative Aptitude	English, Hindi and Bengali	50	50	45 minutes
	Total ::		190	200	160 minutes

- ☛ **Penalty for Wrong Answers** (Applicable to both – Online Preliminary and Online Main examination) 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.

- ☛ **Examination Centres – Preliminary and Main Examination (Tentative):**

State Code	State /UT / NCR	Preliminary Examination Centre	Main Examination Center
46	West Bengal	Asansol, Durgapur, Greater Kolkata, Hooghly, Kalyani, Siliguri	Asansol, Greater Kolkata, Kalyani, Siliguri

- ☛ **Scores:** The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method. Scores up to two decimal points shall be taken for the purpose of calculations

- ☛ **Cut-off Score (Online Main Examination):**

Each candidate will be required to obtain a minimum score in each test of Online Main Examination and also a minimum total score to be considered for further process. Depending on number of the State/ UT wise vacancies available, cut-offs will be decided and candidates will be considered for provisional allotment. Prior to the completion of provisional allotment process scores obtained in the Online Main Examination will not be shared with the candidates.

MARKS OBTAINED IN THE ONLINE MAIN EXAMINATION ONLY WILL BE CONSIDERED FOR FINAL MERIT LISTING

☐ HOW TO APPLY:

Candidates can apply online only from 01.07.2022 to 21.07.2022 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. 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.)

(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 results of this round of CRP. 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 website www.ibps.in and click on the Home Page to open the link “CRP Clerks” and then click on the option “CLICK HERE TO APPLY ONLINE FOR CRP- Clerks (CRP-Clerks-XII)” to open the On-Line Application Form.

(2) Candidates will have click on “CLICK HERE FOR NEW REGISTRATION” to register their application by entering their basic information in the online application form. 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–**

- **Photograph**

- **Signature**

- **Left thumb impression**

- **A hand written declaration**

as per the specifications given in the Guidelines for Scanning and Upload of documents.

(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. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

(5) The candidate should indicate in the online application the state to which he/she opts for provisional allotment on selection. The option once exercised will be irrevocable.

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.

(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.(File type: jpg / jpeg)
- Ensure that size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb,
- 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. (File type: jpg / jpeg)
 - 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.

GENERAL INSTRUCTIONS

- (1) Candidates will have to invariably produce 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 examinations (Preliminary & Main) and interview respectively. No document shall be directly sent to IBPS by the candidates before or after online examination.
- (2) Candidates who do not bring the authenticated/ stamped call letter of preliminary examination and authenticated/ stamped photocopy of ID proof at the time of main examination will not be allowed to appear for the examination.
- (3) Not more than one application should be submitted by any candidate. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.
- (4) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on authorised IBPS website shall prevail.
- (5) 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/ Participating Banks in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
- (6) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the concerned Participating Bank and subject to service and conduct rules of the concerned Participating Bank. Decision of concerned Participating Banks to which candidates are provisionally allotted will be final and binding on candidates. IBPS has no role to play here. Any queries in this regard are to be made to the Participating Banks only.
- (7) Order of preference for Participating Banks has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this connection shall be entertained.
- (8) 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.

★ 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 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 applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.

★ Any information submitted by an applicant in his/ her application 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.

☆ *For more details please go through the original notification* ☆