

STATE BANK OF INDIA

RECRUITMENT OF PROBATIONARY OFFICERS (POs)-2023

ONLINE REGISTRATION, EDITING/ MODIFICATION
OF APPLICATION And
PAYMENT OF FEES :

: 07.09.2023 to 27.09.2023

- Tentative Schedule of Phase-I: Online Preliminary Examination : November 2023
- Tentative Schedule of Phase-II: Online Main Examination : December 2023/ January 2024
- Tentative Schedule of Phase-III: Psychometric Test : January / February 2024
- Tentative Schedule of Interview & Group Exercises : January / February 2024

- ☐ **AGE (As on 01.04.2023):** Not below 21 years and not above 30 years as on 01.04.2023 i.e. candidates must have been born not later than 01.04.2002 and not earlier than 02.04.1993 (both days inclusive). Relaxation in Upper age limit shall be as below:
- **Relaxation of Upper age limit:** SC/ ST - 5 years, OBC - 3 years, Others as per rules.

☐ **CATEGORY:**

Instructions for writing Category Name & Code no. while applying online.

Category	Code	Category	Code	Category	Code	Category	Code	Category	Code
SC	01	ST	06	OBC	11	GEN	16	EWS	21
SC (LD)	02	ST (LD)	07	OBC (LD)	12	GEN (LD)	17	EWS (LD)	22
SC (VI)	03	ST (VI)	08	OBC (VI)	13	GEN (VI)	18	EWS (VI)	23
SC (HI)	04	ST (HI)	09	OBC (HI)	14	GEN (HI)	19	EWS (HI)	24
SC (d&e)	05	ST (d&e)	10	OBC (d&e)	15	GEN (d&e)	20	EWS (d&e)	25

- ☐ **ESSENTIAL ACADEMIC QUALIFICATIONS (As on 31.12.2023):** Graduation in any discipline from a recognised University or any equivalent qualification recognised as such by the Central Government.

- Those who are in the Final Year/ Semester of their Graduation may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before 31.12.2023. Candidates having Integrated Dual Degree (IDD) certificate should ensure that the date of passing the IDD is on or before 31.12.2023. Candidates possessing qualifications such as Medical, Engineering, Chartered Accountant, Cost Accountant etc. would also be eligible.
- 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 the online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.
- **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 the semester(s)/ year(s) by aggregate maximum marks in all the subjects irrespective of Honours/ optional/ additional optional subject, if any. 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 FEE AND INTIMATION CHARGE: (NON-REFUNDABLE) :**

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

- ☐ **SELECTION PROCEDURE: :**

The selection for Probationary Officers will be done through a three-Phase process:

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

Preliminary Examination consisting of Objective Test for 100 marks will be conducted online. The test will have of 3 Sections (with separate timings for each section) as follows:

SL.	Name of test	No. of Questions	Marks	Duration
1.	English Language	30	Total Maximum Marks 100	20 minutes
2.	Quantitative Aptitude	35		20 minutes
3.	Reasoning Ability	35		20 minutes
	Total	100		1 hour

- **Selection criteria for Main Examination:** Category wise merit list will be drawn on the basis of the aggregate marks scored in the Preliminary Examination. There will be no sectional cut-off. Candidates numbering 10 times (approx.) the numbers of vacancies in each category will be short listed for Main Examination from the top of above merit list.

○ **Phase - II: Main Examination :**

Main Examination will be conducted online and will consist of Objective Tests for 200 marks and Descriptive Test for 50 marks. The Descriptive Test will be administered immediately after conclusion of the Objective Test and candidates will have to type their Descriptive Test answers on the computer.

(i) Objective Test : The duration of objective test is 3 hours, and it consists of 4 Sections of total 200 marks. There will be separate timing for every section.				
Test	Name of the test	No. of Qs.	Max. Marks	Duration
I	Reasoning & Computer Aptitude	40	50	50 minutes
II	Data Analysis & Interpretation	30	50	45 minutes
III	General/ Economy/ Banking Awareness	50	60	45 minutes
IV	English Language	35	40	40 minutes
	Total	155	200	3 hours
(ii) Descriptive Paper :				
English Language (Letter Writing & Essay)		2	50	30 minutes
Grand Total			250	

- **Penalty for Wrong Answers (Applicable to both - Preliminary & Main Examination):** There will be penalty for wrong answers marked in Objective Tests. For each question for which a wrong answer has been given by the candidate, 1/4th of marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. if no answer is marked by candidate, there will be no penalty for that question.
- **Sectional Marks will not be maintained for both Preliminary & Main Examinations.**
- **Selection criteria for Phase-III:** Category wise merit list will be drawn on the basis of the aggregate marks scored in Phase-II (Main Exam). There will be no sectional cut-off. Candidates numbering up to 3 times (approx.) of the category wise vacancies will be shortlisted for Phase-III from the top of the category wise merit list subject to a candidate scoring the minimum aggregate qualifying score, as decided by the Bank.
- **Phase-III Comprise of (i) Psychometric Test (ii) GROUP EXERCISE & (iii) INTERVIEW**

○ **Phase-III :**

- **Psychometric Test:** The Bank may conduct Psychometric test for personality profiling, of those candidates who will be shortlisted for Phase-III. Finding of the test may be placed before the Interview panel for having a through perspective on the candidates.
- **Phase III : Group Exercise & Interview Structure :**

TEST STRUCTURE	GROUP EXERCISE	INTERVIEW	TOTAL
Maximum Marks	20	30	50

○ **Final Selection :**

- The Final Selection The candidates will have to qualify both in Phase-II and Phase-III separately. The marks obtained in Main Examination (Phase-II), both in the Objective Test and the Descriptive Test, will be added to the marks obtained in Phase-III for preparing the final merit list. The marks obtained in the Preliminary Examination (Phase-I) will not be added for preparing the final merit list for selection.
- The marks obtained by the candidates in Phase-II (Main Examination both Objective & Descriptive Tests) and Phase-III (Group Exercise & Interview) will be normalised to 100 marks as detailed below.

Test	Main Exam	Group Exercise & Interview	Total
Maximum Marks	250	50	300
Normalized Marks	75	25	100

- The final merit list is arrived at after aggregating (out of 100) converted marks of Phase-II and Phase-III. Selection will be made from the top merit ranked candidates in each category.

○ **EXAMINATION CENTRES:**

The examinations will be conducted online at venues across many centres in India. A tentative list of centres of West Bengal State for Online Examination is given below.

State Code	State/UT	Pre-Examination Training Centre/ Preliminary Examination Centre	Main Examination Centre
45	West Bengal	Asansol, Durgapur, Hooghly, Kalyani, Kolkata, Siliguri	Hooghly, Kalyani, Kolkata

○ **NUMBER OF CHANCES :**

Candidates who have already appeared for the maximum number of permissible chances are not eligible to apply. The number of chances will be counted from the examination held on 18.04.2010. Appearing in Preliminary Examination will not be counted as a chance. Appearing in Main Examination will be counted as a chance. In the years in which only one written examination has been held (i.e. no Preliminary Examination has been held), appearing in this examination will be counted as a chance.

Category	Max. Permissible Number of Chances
General / EWS	4
General (PwBD) / EWS (PwBD)	7
OBC	7
OBC (PwBD)	7
SC/ SC (PwBD)/ ST/ ST (PwBD)	No Restriction

○ **DOWNLOAD OF CALL LETTERS:**

- The candidates should download their call letter (Preliminary Exam/ Main Exam/ Psychometric Test / GE & Interview) and an “acquaint yourself booklet”, by entering their registration number and password/ date of birth from the Bank's website.
- NO HARD COPY OF THE CALL LETTER/ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST
- At the time of Main Exam, the candidate must bring duly authenticated “Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)” as well as “Main Exam Call Letter” with “Requisite Documents” at the time of Main Exam. These documents along with requisite documents need to be submitted during the Main Exam.
- Candidates need to bring two additional photographs (same as pasted by the candidate on call letter) along with call letter and other requisite documents as per information provided in the “Acquaint Yourself Booklet” and “Call Letter”.
- Candidate reporting without photograph pasted on the call letter and without two additional photographs (same as pasted on call letter) will NOT be allowed to appear in the Preliminary exam.

☛ **HOW TO APPLY:** Candidates can apply online only from **07.09.2023 to 27.09.2023**. No other mode of application will be accepted. Candidates will be required to register themselves online through Bank's 'Career' website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>. After registration candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/ Internet Banking.

☛ **Helpdesk:** In case 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 to 06:00 PM **on working days**) or lodge their query on <http://cgrs.ibps.in>. Candidates should mention 'RECRUITMENT OF PROBATIONARY OFFICERS IN STATE BANK OF INDIA - 2023' 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:

- i. 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.
- ii. 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-hand thumb impression is of mine".
- iii. **Left Thumb Impression:** If a candidate is not having left thumb, he/she may use his /her right thumb for applying)
- iv. Visit Bank's website <https://bank.sbi/careers/current-openings> and open the Online Application Form, available under 'Current Openings'.
- v. 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.
- vi. After rechecking and ensuring correctness of the particulars in the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- vii. The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- viii. On successful completion of transaction, e-receipt and application form with fee details will be generated, which may be printed for record. **Please do not send the printout of application form to the Bank.**
- ix. 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-hand 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 in CAPITAL LETTERS shall NOT be accepted.
- ☐ 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) Ensure that Photo, Signature, Left-Hand Thumb Impression & Hand-Written Declaration are uploaded at the specified spaces only in the online application form.
- (2) The photo, signature, left-hand thumb impression and hand-written declaration must be of applicant only and not by any other person.
- (3) If the applicant's photo & signature on the attendance sheet or call letter signed at the time of the examination does not match with the photograph & signature uploaded at the time of online registration of application, the applicant will be disqualified.
- (4) Your Online Application will not be registered unless you upload your Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration as specified.
- (5) In case the face in the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, the candidate's application may be rejected. After uploading the photograph, signature, left-hand 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, signature, left-hand thumb impression & hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph, signature, left-hand thumb impression & hand-written declaration, prior to submitting the form.
- (6) Candidate should also ensure that Photo is uploaded at the place of Photo, Signature at the place of Signature, Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration. If Photo in place of Photo, Signature in place of Signature Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration, are not uploaded properly, candidate will not be allowed to appear in the exam.
- (7) **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. Request for change/ correction in any particulars (including category) in the application form, once application is finally 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.
- c. 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.
- d. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited.
- e. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.
- f. Candidates are advised to keep their e-mail ID & mobile connection active for receiving advice.
- g. Appointment of selected candidates is subject to his/ her being declared medically fit as per the requirement of the Bank.
- h. At the time of interview, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records etc. The bank reserves right to deny the appointment depending upon such disclosures and/ or independent verification.

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.
- 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).
- 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 mehendi, 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>.