

Institute of Banking Personnel Selection (IBPS)

Recruitment of Office Assistants (Multipurpose) in Regional Rural Banks (RRBs) - CRP RRBs XV.

On-line registration of Application by the Candidates and Payment of Application Fees/ Intimation Charges (Online) : 01.09.2026 to 21.09.2026

- ☛ Date of Online Preliminary Exam. : Preliminary Exam is tentatively scheduled in November / December, 2026.
- ☛ Date of Main Examination : Main/Single Exam is tentatively scheduled in December, 2026/ February, 2027.

- ☛ **Age (As on 01.09. 2026):** Between 18 years and 28 years i.e. Candidates should not have been born earlier than 02.09.1998 and later than 01.09.2008 (both dates inclusive)
 - Relaxation of Upper age limit: SC/ ST - 5 years, OBC - 3 years, Others as per rules.

- ☛ **Educational Qualification** (as on the last date of Online Registration i.e. 21.09.2026): BACHELOR'S DEGREE in any discipline from a recognized University or its equivalent.
 - (a) Proficiency in local language (Bengali for West Bengal) as prescribed by the participating RRB/s*
 - (b) Desirable: Working knowledge of Computer.
 - **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) and multiplying 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%.
In case Grade point system (CGPA/OGPA) is adopted, the candidates are required to convert their CGPA /OGPA into percentage as per criteria adopted by the University/Institute. The candidates must produce documentary proof of the criteria for conversion into percentage adopted by the University/Institute at the time of Document verification.

- ☛ **Application Fee/ Intimation Charges :-**
Application Fees/ Intimation Charges (Online payment from 01.09.2026 to 21.09.2026 both dates inclusive)
₹ 850 /- (Inclusive of GST) for al others / [₹ 175/- (Inclusive of GST) for SC/ST/PWBD/ESM/DESM candidates]
[Bank Transaction charges for Online Payment of 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 (objective):

Sr.No.	Name of Tests	Medium of Exam	No. of Qs	Maximum Marks	Duration
1	Reasoning	English, Hindi and Bengali	40	40	25 minutes
2	Numerical Ability	English, Hindi and Bengali	40	40	20 minutes
	Total		80	80	45 minutes

- ☛ Candidates have to qualify tests by securing 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 (objective):

Sr.No.	Name of Tests	Medium of Exam	No. of Questions	Maximum Marks	Duration
1	Reasoning	English, Hindi and Bengali	40	50	30 minutes
2	Computer Knowledge	English, Hindi and Bengali	40	20	15 minutes
3	General Awareness	English, Hindi and Bengali	40	40	15 minutes
4 a•	English Language	English	40	40	30 minutes
4 b•	Hindi Language	Hindi	40	40	30 minutes
5	Numerical Ability	English, Hindi and Bengali	40	50	30 minutes
	Total		200	200	120 minutes

- ☛ Candidates can opt either 4 a or 4 b.
- ☛ **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.
- ☛ **Cut-off Score (Online Main examination) :** Each candidate will be required to obtain a minimum score in each test of Online Main examination to be considered to be shortlisted for provisional allotment. Depending on the number of vacancies available in each state, candidates will be shortlisted for provisional allotment.
- ☛ **MARKS OBTAINED IN THE ONLINE MAIN EXAMINATION ONLY WILL BE CONSIDERED FOR FINAL MERIT LISTING.**
- ☛ At any point, IBPS reserves the right to modify the structure (including duration) of the test. Any change in the structure of the examination will be intimated through official IBPS website www.ibps.in. Other detailed information regarding the online examination will be given in Information Handout, on official IBPS website www.ibps.in which will be made available for the candidates to download along with the call letter.

❑ HOW TO APPLY:

Candidates can apply online only from 01.09.2026 to 21.09.2026 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:** 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.)
 - **SSC/SSLC/10th Standard or Equivalent Certificate**
 - **Certificate / UDID card as mentioned in Clause J (ix) for eligible candidates**
 - **Certificate as mentioned in Clause J (x) for eligible candidates**
 - **Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process. as per the specifications given in the Guidelines for Scanning and Upload of documents.**
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) **The left thumb impression** should be properly scanned and not smudged
- (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 have to visit Official IBPS website www.ibps.in and click on the Home Page to open the link "CRP for RRBs" and then click on the appropriate option "CLICK HERE TO APPLY ONLINE FOR CRP- RRBs-OFFICERS (Scale-I, II and III)" or "CLICK HERE TO APPLY ONLINE FOR CRP- RRBs- OFFICE ASSISTANTS (Multipurpose)" to open up the Online 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. 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**
 - **SSC/SSLC/10th Standard or Equivalent Certificate**
 - **Certificate / UDID card as mentioned in Clause J (ix) for eligible candidates**
 - **Certificate as mentioned in Clause J (x) for eligible candidates**
 - **Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process. 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) For the posts of Office Assistants (Multipurpose), the candidate should select in the online application form, the name of the State/Union Territory which he/she opts for provisional allotment on selection. The option once exercised will be irrevocable.
- (6) Digi Locker has been integrated with the online application form. The candidate may provide access to issued credentials/documents (Aadhaar, Educational Qualification Documents etc.) and information (Name, Date of Birth, Gender etc.) through Digi Locker on voluntary basis.

☛ Mode of Payment:

Candidates should make the payment of requisite fees/ intimation charges through the ONLINE mode only: The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/ UPI by providing information as asked on the screen. After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details. On successful completion of the transaction, an e-receipt will be generated. 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.

❑ Note:

- 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/ Banks.
- 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 acknowledgment. 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.

- ☐ **GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS :**
- Before applying online, a candidate will be required to have a scanned (digital) image of -
- ☐ his/her photograph

☐ signature

☐ left thumb impression

☐ hand written declaration

☐ SSC/ SSLC/ 10th standard or equivalent certificate

☐ Certificate / UDID card as mentioned in Clause J (ix)

☐ Certificate as mentioned in Clause J (x), - if applicable as per the specifications given below.

☒ Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

- 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 clearly visible.

■ PHOTOGRAPH CAPTURE :

☒ In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.

☒ On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.

☒ On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.
- | Do's and Don'ts of Photo Capture | |
|---|---|
| Do's | Don'ts |
| <div><div>☒ Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.</div><div>☒ Look straight at the webcam/ camera.</div><div>☒ Photograph should be of passport size</div></div> | <div><div>☒ Small size photograph not to be clicked/ uploaded.</div><div>☒ Coloured glasses or sunglasses/ Cap should not be worn.</div><div>☒ Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.</div><div>☒ Photo not to be taken in dark/ improper background.</div></div> |
- SIGNATURE:**

☒ 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 (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

■ LEFT THUMB IMPRESSION:

☒ 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.

■ HAND-WRITTEN DECLARATION IMAGE:

☒ 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 text for 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.”

■ SSC/ SSLC/ 10th Standard or Equivalent Certificate, Certificate / UDID card as mentioned in Clause J (ix) for eligible candidates and Certificate as mentioned in Clause J (x) for eligible candidates:

☒ Document 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 colours etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

☐ **NOTE:**

☒ 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 all these scanned documents adhere to the required specifications.

☒ 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.

☒ Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

☒ 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.

☒ Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.

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

☒ 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.

☒ Ensure that the photograph, signature, left thumb impression, hand written declaration, SSC/ SSLC/ 10th standard or equivalent certificate, Certificate / UDID card as mentioned in Clause J (ix) for eligible candidates and certificate as mentioned in Clause J (x) are uploaded at the specified spaces only in the online application form.

Edit Window’ for Candidates to Modify/ Correct Application Form :

After the closing date for receipt of online applications, candidates will be provided for a period of 2 days’ edit window to enable candidates to correct/ modify online application form, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in online application data as per their requirement. Dates for edit window will be notified on official IBPS website. A candidate will be allowed to correct and re-submit the modified/ corrected application only once during the ‘Edit Window to Modify/ Correct Application Form’ i.e. no updation will be allowed in case a candidate makes a mistake in updated application. Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. Data submitted by the candidates in original application for ‘Name’, ‘Email ID’, ‘Mobile Number’, ‘State/UT’ field in vacancy, ‘State/UT’ field in Correspondence address and ‘Permanent address’, ‘Post’ and ‘Nationality’ fields cannot be edited. Fee applicable for Modifying/ Correcting the Application form through ‘Edit Window’ is Rs.200/- (inclusive of GST). The correction fee will be uniformly applicable to all candidates irrespective of the category.

☆ For more details please go through the original notification ☆

Website : www.ibps.in

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