

## INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION:

<b>IMPORTANT DATES</b>	
Opening Date for On-line Registration of Application	<b>14.10.2023</b>
Closing Date of submission of Application with submission of Online Application Fee through Debit/Credit Card / Net Banking/ UPI etc. (Payment of Application Fee through SBI EPAY LITE payment Gateway)	<b>13.11.2023 (23:59 Hrs)</b>
Last Date of submission of Application Fee through SBI challan (offline branch submission only)	<b>16.11.2023 (Banking Hours)</b>
<b>GENERAL INSTRUCTIONS</b>	
1.	Read the Instructions carefully and select (√) "I Agree" and Press ' <b>Registration/Sign-up</b> ' button to proceed further.
2.	<ul style="list-style-type: none"><li>• For detailed Notification/Advertisement, click '<b>here</b>' and read it carefully before filling-up the on-line application.</li><li>• To view the <b>Frequently Asked Questions (FAQs)</b> click '<b>here</b>'</li></ul>
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: a) Valid e-mail ID & Mobile Number. b) Scanned copy of the recent passport size colour Photograph: should be 50-100KB in jpg/jpeg format only and not older than 12 weeks. Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature: Should be 50-100KB in jpg/jpeg format only. <b>d) Valid photo ID proof issued by Central/State Govt.</b> <b>e) Certificate/Marksheet pertaining to Class X.</b> <b>f) Certificate(s)/Marksheet(s) pertaining to Class XII or Diploma or Graduation, if acquired.</b>
4.	Category and Sub-category [General (UR)/SC/ST/OBC-NCL/EWS/Ex-Serviceman] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.
<b>HOW TO APPLY</b>	
I.	Candidates should have a valid personal <b>e-mail ID and mobile number</b> . It should be kept active during the entire recruitment process. Application sequence number, password, and all other important communication/alerts will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
II.	Candidates should take utmost care in furnishing the correct details while filling in the on-line application form. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.</b>
III.	The step by step process for submitting the application form is given below: <b>Step-I: Registration of Personal &amp; Contact details. Login Id and password will be sent to you through e-mail on your registered e-Mail Id.</b> <b>Step-II: Re-login and select the category and fill up the Personal Details, Qualification Details, Upload photo &amp; signature and submit Exam fees, (if applicable) and "Recruitment Processing Charges (to be paid by all the candidates, irrespective of category) online via SBI EPAY LITE through net banking/debit cards/credit cards/UPI/challan etc.</b>
IV.	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
<b>STEP-I REGISTRATION</b>	
a.	Candidates agreeing to the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Registration/Sign-up' button.
b.	The candidate should fill up all the desired information i.e. <b>Personal Details, Contact Details</b> etc. correctly.
c.	On completion of Step-I registration, a message will be received on candidate's registered email id conveying his/her login ID (Application Sequence Number) & password.
d.	The candidate has to log-out and log in again (for Step - II) in order to fill up other details in application form.

**STEP-II COMPLETION OF APPLICATION FORM**

e.	After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, and Declaration etc.
f.	<b><u>Instructions regarding scanning of Photograph and Signature:</u></b> Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpg/jpeg format is acceptable: <b><u>i. Photograph Image:</u></b> <ol style="list-style-type: none"><li>1. Coloured photo of size 35 mm (width) x 45mm (height) not older than 12 weeks. Black &amp; white photo will not be accepted.</li><li>2. Light background. Light grey/white is suggested. No patterns.</li><li>3. The face should cover 70-80% of the photo. The applicant should look straight at the camera with a normal expression.</li><li>4. Avoid uniforms of colours matching the background.</li><li>5. If the applicant wears optical glasses, then his/her eyes should be fully visible.</li><li>6. The size of the scanned image should be between 50-100 kb in jpg/jpeg format only.</li></ol> <b><u>ii. Signature image:</u></b> <ol style="list-style-type: none"><li>1. The applicant has to sign on white paper with Black ink pen.</li><li>2. The signature must be signed only by the applicant and not by any other person.</li><li>3. Please scan the signature area only and not the entire page.</li><li>4. Size of file should be between 50-100 kb in jpg/jpeg format only.</li></ol>
g.	Once the application is submitted, candidates will be automatically redirected to SBI gateway to deposit the Exam fee of INR 50 (if applicable) and Recruitment Processing Charges of INR 450 (plus Bank charges, if applicable), to be paid by all candidates, through Debit Card/Credit Card/Net Banking/UPI/challan etc. Candidate may generate payment acknowledgement slip for future reference.
h.	The e-challan generated after submission of online application form will be valid till 04 days from the date of generation of e-challan.
i.	Guidelines for remittance of online fee are as under: <ol style="list-style-type: none"><li>1. Post submission, the candidate will be re-directed to SBI Payment gateway to make the online payment. In case of payment through challan, an e-challan will be generated upon submission of application form.</li><li>2. Kindly verify the details and make the payment for application fees via different payment modes.</li><li>3. Post successful online payment, candidate will be redirected to his/her application form.</li></ol>
j.	For the purpose of all future references, the candidates are advised to keep a printout of their application form after successful submission.
*	<b>Candidates may raise the technical queries relating to the filling up of ONLINE APPLICATION in the Helpdesk Tab available on the application portal after login or contact the helpdesk in Phone No: 9986640811 [1000 hrs to 1800 hrs / Monday to Saturday]</b>