



# STATE BANK OF INDIA

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT  
CORPORATE CENTRE, MUMBAI  
(Phone: 022-2282 0427; E-mail: crpd@sbi.co.in)

## RECRUITMENT OF SPECIALIST CADRE OFFICERS IN STATE BANK OF INDIA ON REGULAR BASIS ADVERTISEMENT No. CRPD/SCO/2021-22/15

1. Online Registration of Application and Online Payment of Fee: From 28.09.2021 To 18.10.2021
2. Online Written Test (Tentative): 15.11.2021
3. Downloading Call Letter for Online Written Test (Tentative): 03.11.2021 Onwards

State Bank of India invites on-line application from Indian citizen for appointment in the following Specialist Cadre posts on regular basis. Candidates are requested to apply on-line through the link given in Bank's website <https://bank.sbi/web/careers> or <https://www.sbi.co.in/web/careers>

1. A candidate can apply for one post only.
2. The process of Registration is complete only when fee is deposited with the Bank through online mode on or before the last date for payment of fee.
3. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility.
4. Candidates are required to upload all required documents ( brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their candidature will not be considered for short listing/ interview.
5. Admission to online test will be purely provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
6. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
7. Candidates are advised to check Bank's website <https://bank.sbi/web/careers> or <https://www.sbi.co.in/web/careers> regularly for details and updates (including the list of shortlisted/ qualified candidates). **The Call letter for online Examination and "acquaint yourself" booklet should be downloaded by entering registration number and password/date of birth from the Bank's website. Call letter for interview, where required, will be sent by e-mail only (No hard copy will be sent).**
8. In case more than one candidate scores same marks at cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
9. **Hard copy of application & other documents NOT TO BE SENT TO THIS OFFICE.**
10. All revision / corrigenda will be hosted only on the Bank's above mentioned websites.

### A. Details of Post /Grade/Vacancy/ Age/Selection Process/Place of Posting:

Post Sr No.	Post	Grade	Vacancy								Maximum Age (as on 01.07.2021)	Selection Procedure	Place of Posting
			GEN	OBC	SC	ST	EWS	Total	PWD				
									LD (OL/OA)	VI			
1	Manager (Marketing)#	MMGS-III	7	3	1	-	1	12	1	-	40 Years	Online Written Test - cum - Interaction	Across the Country (CAG/CCG/ Branches at major Centres)
2	Deputy Manager (Marketing)#	MMGS-II	13	6	4	1	2	26	1	1	35 Years		

A candidate can apply for one post only out of these two posts.

# These are specialist cadre posts and selected candidates will not have the option in future for conversion to General Cadre.

#### ABBREVIATIONS:

Category: GEN- General Category, OBC- Other Backward Class, SC - Scheduled Caste, ST - Scheduled Tribe, EWS-Economically Weaker Section, PWD- Person with Disabilities, LD- Locomotor Disability, OL – One leg Impaired, OA- One Arm Impaired, VI-Visually Impaired, MMGS- Middle Management Grade Scale

#### NOTE:

1. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
2. Maximum age indicated is for the Unreserved and EWS category. Relaxation in upper age limit will be available to SC/ST/OBC (Non -Creamy Layer candidate)/PWD as per Govt. of India guidelines.
3. Bank reserves the right to cancel the recruitment process entirely at any time.
4. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates.
5. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the creamy layer as on 01.04.2021. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2021 to the date of interview, should be submitted by such candidates, if called for interview.
6. **Candidate belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (PWD) as applicable.**
7. Reservation for Person with Disability (PWD) is horizontal within the overall vacancies for the post.
8. PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
9. Reservation to Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India. Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through the proper channel."
10. Benefit of reservation under EWS category can be availed upon production of an "Income & Asset Certificate" issued by a Competent Authority on the format prescribed by Government of India for relevant financial year as per the extant DoPT guidelines.
11. The EWS candidates should note that in case they are not in possession of "Income & Assets Certificate" for the relevant financial year as per the DoPT guidelines on or before the closure of online application date, such candidates should apply under "Gen"- General Category only.
12. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate had experience in that specific field.
13. In cases the certificate of degree/diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned university/college specifically mentioning the specialization.

### (B) Details of Post & Grade/Educational Qualification/ Experience:

Post Sr No.	Post & Grade	Educational Qualification & Certification	Required Skills	Post Basic Educational Qualification Work Experience
1	Manager (Marketing) (MMGS-III)	<b>As on 01.07.2021:</b> Full time MBA/ PGDBM or its equivalent with specialisation in Marketing/ Finance from Institutes recognized / approved by Govt. bodies/ AICTE/ UGC.	<b>Required Skills:</b> a) Outstanding communication, presentation and leadership skills. b) Sharp analytical and problem solving skills c) product marketing and management skills. d) Campaign management, event and sponsorship skills.	<b>As on 01.07.2021:</b> Minimum 5 years post qualification experience as an executive in supervisory / management role in the field of marketing of digital and other financial products in a : a) Scheduled Commercial Bank or b) Public sector or listed Financial Institution / Company.  Preference will be given to candidates having experience in marketing (with technical and finance background).
2	Deputy Manager (Marketing) (MMGS-II)	Course completed through correspondence / part time will not be eligible.		<b>As on 01.07.2021:</b> Minimum 2 years post qualification experience as an executive in supervisory / management role in the field of marketing of digital and other financial products in a : a) Scheduled Commercial Bank or b) Public sector or listed Financial Institution / Company.  Preference will be given to candidates having experience in marketing (with technical and finance background).

C. Job Profile & KRAs:		
Post Sr No	Post & Grade	Job Profile & KRA in Brief
1	Manager (Marketing) (MMGS-III) & Deputy Manager (Marketing) (MMGS-II)	<p><b>Job Profile</b></p> <ul style="list-style-type: none"> <li>To visit Corporates/ Institutions and Govt. Departments (State, Central &amp; Quasi) for marketing of Digital &amp; Transaction Banking Products / Services. Making presentations to clients and follow up subsequently.</li> <li>To strategize marketing for various Transaction &amp; Payment Business products of the Bank and in turn support business.</li> <li>To strategize the Cross Functional Marketing of Digital Products.</li> <li>To prepare presentations for D&amp;TB product and services as per the customization desired by the client.</li> <li>To prepare database of potential customers (both banking with SBI or otherwise).</li> <li>To prepare business proposals for approval of sanctioning authorities.</li> <li>To maintain internal liaison for project implementation, payments, operations, systems, clients services teams at multiple locations.</li> <li>To ensure for delivery of income (fee and float) and other targets allotted.</li> <li>To co-ordinate and conduct clients meeting and garner business through D &amp; TB products.</li> </ul> <p><b>KRAs</b></p> <ul style="list-style-type: none"> <li>Fee Income for D &amp; TB - Marketing Clients</li> <li>Float Income for D &amp; TB - Marketing Clients.</li> <li>New client acquisition for D &amp; TB - Marketing.</li> <li>Review / Renewal of proposals for D &amp; TB - Marketing.</li> <li>Total turnover of D &amp; TB - Marketing Clients.</li> </ul>
2		

Remarks: Job Profile / KRA mentioned above are illustrative. Roles /Jobs/ KRAs in addition to the above mentioned may be assigned by the Bank from time to time for the above posts.

(D) Remuneration:	
Grade	Scale of Pay
Middle Management Grade Scale III (MMGS III)	63840-1990/5-73790-2220/2-78230
Middle Management Grade Scale II (MMGS II)	48170-1740/1-49910-1990/10-69810

The scale of pay applicable to respective grade are furnished above. The official will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund, LFC, Medical Facility, other perquisites etc. as per rules in force from time to time.

#### (E) How to Apply:

Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/ Interview advices etc. by email.

#### GUIDELINES FOR FILLING ONLINE APPLICATION:

- Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/web/careers> OR <https://www.sbi.co.in/web/careers> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.
- Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/her photo and signature as specified on the online registration page (under 'How to Apply').
- Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee. Before making payment of fee / final submission, please reverify submitted application details as after payment of fee / final submission, facility of change/ edit in the application will not be available. Bank will not accept request for any change / edit in the application data after final submission / payment of fee.
- After registering online, the candidates are advised to take a printout of the system generated online application forms.

#### GUIDELINES FOR PAYMENT OF FEES:

- Application fees and Intimation Charges (Non-refundable): Rs 750/- ( Seven Hundred Fifty only) for General/ OBC/EWS candidates and NIL for SC/ST/PWD candidates.
- Fee payment will have to be made online through payment gateway available thereat.
- After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. **No change/ edit in the application will be allowed thereafter.**
- The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.
- If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.
- There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.
- Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

#### F. How to Upload Documents:

##### a. Details of Document to be uploaded:

- Brief Resume (PDF)
- ID Proof (PDF)
- Proof of Date of Birth (PDF)
- Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- Experience certificates (PDF)
- Caste certificate/OBC Certificate/EWS certificate, if applicable (PDF)
- PWD certificate, if applicable (PDF)

##### b. Photograph file type/ size:

- Photograph must be a recent passport style colour picture.
- Size of file should be between 20 kb-50 kb and Dimensions 200 x 230 pixels
- 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.
- 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.

##### c. Signature file type/ size:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels.
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

##### d. Document file type/ size:

- All Documents 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 colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

##### e. Guidelines for scanning of photograph/ signature/ documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

##### f. Procedure for Uploading Document:

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the PDF, DOC or DOCX file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. If the face in the photograph or signature is unclear the candidate's application may be rejected.

Note: In case the face in the photograph or signature is unclear, the candidate application may be rejected. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-load his/ her photograph or signature, prior to submitting the form.

#### G. Selection Process:

The selection of candidates will be on the basis of performance in online test and interaction. However, if number of applications is less, Bank reserves the right to consider selection of the candidate(s) through short listing and interview, instead of Online written test & interview.

#### If selection through written test and Interview:

**Online Written Test:** The online test will be conducted tentatively on **15.11.2021**. The call letter of test will be uploaded on Bank's website and also advised to the candidates through SMS and e-mails. Candidates will be required to download the call letters.

**Exam Centres:** The test may be held at Guntur, Kurnool, Vijaywada, Vishakhapatnam, Guwahati, Silchar, Muzaffarpur, Patna, Chandigarh/ Mohali, Raipur, Bilaspur, Delhi/ New Delhi, Panaji, Ahmedabad, Vadodara, Ambala, Faridabad, Gurugram, Hissar, Hamirpur, Shimla, Jammu, Jamshedpur, Ranchi, Bengaluru, Hubli, Mangalore, Kochi, Thiruvananthapuram, Bhopal, Indore, Aurangabad, Mumbai/ Thane/ Navi Mumbai, Nagpur, Pune, Imphal, Shilong, Aizawl, Kohima, Bhubaneswar, Sambalpur, Puducherry, Jalandhar, Ludhiana, Jaipur, Udaipur, Bardang/ Gangtok, Chennai, Madurai, Tirunelveli, Hyderabad, Warangal, Agartala, Ghaziabad, Greater Noida, Kanpur, Lucknow, Meerut, Prayagraj (Allahabad), Varanasi, Dehradun, Asansol, Greater Kolkata, Siliguri centres.

CANDIDATE SHOULD CHOOSE THE NAME OF THE CENTRE WHERE HE/SHE DESIRES TO APPEAR IN THE EXAMINATION. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED. THE BANK, HOWEVER, RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE AND ALLOT THE CANDIDATE TO ANY CENTRE OTHER THAN THE ONE HE/SHE HAS OPTED FOR.

#### Pattern of online written Examination:

Sr No.	Test	No. of Questions	Marks	Time	
1	Objective Test (Online)	Quantitative Aptitude	60	120 Minutes	
2		Reasoning	70		
3		General Awareness/Marketing Skills	70		
4	Descriptive Test (Online)	English Knowledge Test (Letter Writing & Essay)	2	50	30 Minutes

• Candidates are required to qualify in each of the objective tests and descriptive test by securing minimum passing marks. The minimum passing marks will be as decided by the Bank or may be waived at the discretion of Bank. The questions will be bilingual i.e. in Hindi & English except English Knowledge Test which will be in English only. The candidates will have option to answer the questions in Hindi or English (except for English Knowledge Test).

• To be eligible for being short-listed for interview, candidates have to score equal to or above the cut-off marks to be decided by the Bank.

**Interview:** Adequate number of candidates as decided by the Bank will be called for Interview based on performance in online written test. Interview will carry maximum 25 marks. The qualifying marks in Interview will be as decided by the Bank.

**Candidates will have to qualify both in written exam and interview separately.**

**Merit List:** The final merit list will be arrived at after aggregating the marks of online written test (out of 250 marks) and interview (out of 25 marks). Weightage of score in final merit will be as under:

Process	Weightage Pattern
Online Written Test	75
Interview	25

**If selection through Shortlisting and Interview:**

**Shortlisting :** If interview without any written test is the mode of recruitment, merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.

**Interview:** candidates shortlisted through shortlisting exercise will be called for interview. Interview will be of 100 marks. The qualifying marks in Interview will be as decided by the Bank.

**Merit List:** The final merit list will be arrived at on the basis of interview marks only.

The selection will be made from the Top merit ranked candidates in each category.

Note:- In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidate will be ranked according to their age in descending order in select list.

**H. Call Letter for Online Examination/ Interview:**

a. **Online Examination:** The candidates should download their call letter for online examination 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.**

b. **Interview:** Intimation/call letter for interview, where required, will be sent by email or will be uploaded on Bank's website. **NO HARD COPY WILL BE SENT.**

**I. Proof of Identity to be Submitted at the Examination:**

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 in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators 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.

**J. Action Against Candidate Found Guilty of Misconduct:**

Candidates are cautioned that they should not furnish any particulars that are false, tampered/fabricated and they should not suppress any material information while filling up the application form.

At the time of examination/interview, if a candidate is (or has been) found guilty of:

(i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable:

a) to be disqualified from the examination for which he/she is a candidate

b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

**K. Use of Mobile Phone, Pager, Calculator, or Any Such devices:**

(i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

(ii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

(iii) Candidates are not permitted to use or have in possession of calculators in examination premises.

**L. IRIS Scan/Biometric Verification:**

The Bank, at various stages, may capture IRIS Scan/ thumb impression of candidate in digital format for verification of genuineness of the candidates. Decision of the IRIS data/ Biometric verification authority with regard to its status (matched or unmatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS/Biometric scanning/ verification at any stage may lead to cancellation of candidature.

With regard to IRIS scanning, following points should be noted:

(a) 'LEFT EYE (IRIS)' will be captured

(b) Candidate should remove contact lenses and spectacles while capturing IRIS

(c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained

Any failure to observe these points will result in non-admittance for the examination and cancellation of candidature. In case of any candidate found to be not genuine, apart from taking legal action against him/her candidature will be cancelled.

With regard to Biometric verification, following points to be noted:

Candidate will ensure that correct thumb impression 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 action against him/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands.

**M: General Information:**

i. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.

ii. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.

iii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.

iv. Appointment of selected candidate is provisional and subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.

v. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc.

vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.

vii. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category (General) provided, they must fulfill all the eligibility conditions applicable to unreserved category.

viii. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

ix. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

x. 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. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.

xi. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.

xii. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.

xiii. If interview without any written test is the mode of recruitment, merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.

xiv. In case of multiple application for single post, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in online written test/ interview will be summarily rejected/candidature cancelled.

xv. In case of multiple applications only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in online written test/ interview will be summarily rejected/candidature cancelled.

xvi. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and Courts/Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

xvii. Outstation candidates called for interview after qualifying in written test/ short listing will be reimbursed the travel fare of AC-III tier (mail/ express only) for the shortest route in India (from city of address of correspondence to city of interview centre) or actual expenses incurred (whichever is lower). Local transportation expenses will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare. If interview will be conducted through video conference, interview of a qualified candidate will be arranged at the suitable SBI Administrative office nearest to his / her address for correspondence and in such case no travelling expense will be paid.

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

xix. The possibility of occurrence of some problem in 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.

xx. 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.

For any query, please write to us through link "CONTACT US/ Post Your Query" which is available on Bank's website (URL - <https://bank.sbi/web/careers> OR <https://sbi.co.in/web/careers>)

The Bank is not responsible for printing errors, if any

Mumbai

Date: 28.09.2021

GENERAL MANAGER





# भारतीय स्टेट बैंक

केन्द्रीय भर्ती एवं पदोन्नति विभाग कॉरपोरेट केन्द्र, मुंबई

(फोन: 022-2282 0427; फैक्स: 022-2282 0411; ईमेल: crpd@sbi.co.in)

## भारतीय स्टेट बैंक में संविदा आधार पर विशेषज्ञ संवर्ग के अधिकारियों की भर्ती

विज्ञापन संख्या: CRPD/SCO/2021-22/16

आवेदन के ऑनलाइन पंजीकरण और शुल्क का भुगतान: दिनांक 28.09.2021 से 18.10.2021 तक

भारतीय स्टेट बैंक निम्नलिखित विशेषज्ञ संवर्ग के अधिकारियों के पदों पर नियुक्ति करने हेतु भारतीय नागरिकों से ऑनलाइन आवेदन आमंत्रित करता है। अभ्यर्थियों से अनुरोध है कि बैंक की वेबसाइट पर दिए गए <https://bank.sbi/careers> लिंक के माध्यम से ऑनलाइन आवेदन करें।

- पंजीकरण की प्रक्रिया तभी पूरी होगी जब बैंक में ऑनलाइन तरीके से शुल्क भुगतान की अंतिम तिथि को या उससे पहले शुल्क जमा करवा दिया गया है।
- अभ्यर्थियों से अनुरोध है कि आवेदन करने से पहले, वे यह सुनिश्चित करें कि वे पात्रता की तिथि को उक्त पद के लिए दिए गए मानदंडों को पूरा करते हैं।
- अभ्यर्थियों से अपेक्षा है कि वे अपेक्षित सभी प्रलेख अपलोड करें (संक्षिप्त जीवन वृत्त, आईडी प्रमाण, आयु प्रमाण, शैक्षिक योग्यता, अनुभव आदि) ऐसा नहीं करने पर उन्हें योग्य अभ्यर्थियों की सूची में शामिल करने/साक्षात्कार के लिए बुलाए जाने हेतु उनकी अभ्यर्थिता पर विचार नहीं किया जाएगा।
- चयनित सूची दस्तावेजों के सत्यापन के बिना अनंतिम होगी। साक्षात्कार के समय (यदि बुलाया जाता है तो) अभ्यर्थी द्वारा मूल प्रतियों सहित सभी विवरणों/प्रलेखों का सत्यापन करवाए जाने पर ही उसकी अभ्यर्थिता मानी जाएगी।
- यदि अभ्यर्थी को साक्षात्कार के लिए बुलाया जाता है और वह पात्रता मानदंडों को पूरा नहीं करता/करती है (आयु, शैक्षिक योग्यता और अनुभव आदि) तो उसे न तो साक्षात्कार में उपस्थित होने दिया जाएगा और न ही वह यात्रा व्ययों की प्रतिपूर्ति के लिए पात्र होगा/होगी।
- अभ्यर्थियों को सलाह दी जाती है कि वे बैंक की वेबसाइट <https://bank.sbi/careers> को नियमित रूप से विवरणों और नई जानकारी हेतु देखें (इसमें छांट कर बुलाए जाने/योग्य अभ्यर्थियों की सूची शामिल है)। आवश्यक होने पर कॉल लेटर/सूचना मात्र ई-मेल द्वारा भेजी जाएगी (कागजी प्रति नहीं भेजी जाएगी)।
- सभी संशोधन/शुद्धि पत्र केवल बैंक की उपयुक्त वेबसाइटों पर ही अपलोड किया जाएगा।
- यदि एक से अधिक अभ्यर्थियों को समान अंक आते हैं जो कि फाइनल मेरिट लिस्ट में कट ऑफ अंक हैं (कट ऑफ प्वाइन्ट पर समान अंक), तो ऐसे अभ्यर्थियों को मेरिट में उनकी आयु के अवरोही क्रम में रखा जाएगा।
- इस कार्यालय को कागजी आवेदन और अन्य प्रलेखों की प्रतियां न भेजें।

### क. नियोजन की प्रकृति स्वरूप/रिक्त पद/आयु/चयन प्रक्रिया/पदस्थापन का स्थान:

पद	नियोजन की प्रकृति	रिक्त पद*									अधिकतम आयु (01.10.2021 को)	चयन प्रक्रिया	पदस्थापन का स्थान#
		सामान्य	अ.पि.व.	अ.जा.	अ.ज.जा.	ईडब्ल्यूएस	एलडी	एचआई	वीआई	कुल			
कार्यपालक (दस्तावेज परिरक्षण-अभिलेखागार)	संविदात्मक (1 वर्ष) उसके बाद 2 वर्ष प्रत्येक के दो नवीरकण (अधि- 5 वर्ष)	01	--	--	--	--	--	--	--	01	30 वर्ष	चयनित सूची तैयार करना और साक्षात्कार	कोलकाता या बैंक के किसी भी स्थान पर अभिलेखागार

\* - उल्लिखित रिक्तियों की संख्या अनंतिम है और बैंक की वास्तविक आवश्यकता के अनुसार बदल सकती है। # - तैनाती का स्थान केवल सांकेतिक है। चुने गए अभ्यर्थी को भारत में कहीं भी तैनात किया जा सकता है।

संक्षेपाक्षर श्रेणी:	सामान्य - सामान्य; अ.पि.व. - अन्य पिछड़ा वर्ग; अ.जा. - अनुसूचित जाति, अ.ज.जा. - अनुसूचित जनजाति; ईडब्ल्यूएस: आर्थिक रूप से पिछड़ा वर्ग; एलडी - अस्थि कमजोर व्यक्ति; एचआई - श्रवण बाधित, वीआई - दृष्टि बाधित,
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### ख. शैक्षणिक योग्यता/अन्य योग्यता/अनुभव के विवरण: (01.10.2021 को)

शैक्षणिक योग्यता	अंकों का न्यूनतम प्रतिशत	अन्य योग्यता		कार्य अनुभव (आवश्यक)
		व्यावसायिक योग्यता प्रमाणपत्र (अनिवार्य):	वरीयता	
<ul style="list-style-type: none"> <li><b>मूलभूत शैक्षिक योग्यता:</b> किसी मान्यता प्राप्त विश्वविद्यालय से आधुनिक भारतीय इतिहास (1750 कालोत्तर) में एक वैकल्पिक पेपर के साथ एम.ए. (इतिहास) या किसी मान्यता प्राप्त विश्वविद्यालय से सामाजिक विज्ञान के अन्य क्षेत्रों अर्थात् नृविज्ञान, अर्थशास्त्र, राजनीति विज्ञान, समाजशास्त्र, भाषाविज्ञान में एम.ए. या मान्यता प्राप्त विश्वविद्यालय से व्यावहारिक/ भौतिक विज्ञान में एम.एस.सी.</li> </ul>	यूजीसी के दिशा-निर्देशों के अनुसार 50% अंक - विश्वविद्यालय की डिग्री/ पत्र ग्रेड 'बी' / ग्रेड प्वाइंट '6' के अनुसार*।	भारतीय राष्ट्रीय अभिलेखागार से अभिलेखागार और अभिलेख प्रबंधन में डिप्लोमा पाठ्यक्रम (व्यावसायिक स्तर पर)।	अभिलेखीय अध्ययन में डिप्लोमा वाले उम्मीदवारों को प्राथमिकता दी जाएगी।	न्यूनतम एक वर्ष का अनुभव* किसी संगठन / संस्थान के कागजी अभिलेख या अभिलेखागार अनुभाग की देखभाल और संरक्षण में। *अनुभव बुनियादी शैक्षणिक योग्यता के बाद होना चाहिए।

### ग. कार्य रूपरेखा और मुख्य दायित्व क्षेत्र:

कार्य की रूपरेखा (भूमिका जिम्मेदारियां और कार्य)	मुख्य दायित्व क्षेत्र
<ul style="list-style-type: none"> <li>अभिलेखों, तस्वीरों और पेंटिंग का वैज्ञानिक संरक्षण और परिरक्षण.</li> <li>अभिलेखों का धूमनीकरण</li> <li>अभिलेखागार में उपलब्ध अभिलेखों और प्रकाशनों के संदर्भ में अनुक्रमणिका, कैटलॉग जैसे संदर्भ मीडिया तैयार करना.</li> <li>अभिलेखों की स्कैनिंग, माइक्रोफिल्मिंग और डिजिटलीकरण</li> <li>ऐतिहासिक और कानूनी मूल्य वाले एसबीआई के गैर-वर्तमान स्थायी रिकॉर्ड की प्राप्ति</li> <li>विद्वानों और शोध छात्रों को शोध सुविधाएँ प्रदान करना</li> </ul>	<ul style="list-style-type: none"> <li>अभिलेखों का संरक्षण, स्कैनिंग, माइक्रोफिल्मिंग और डिजिटलीकरण.</li> <li>अभिलेखों का नियमित धूमनीकरण</li> <li>परिरक्षण के लिए आवश्यक अभिलेखों का पहचान सूचीकरण</li> </ul>

नोट: ऊपर उल्लिखित जॉब प्रोफाइल/केआरएज केवल उदाहरण के लिए हैं. उपरोक्त पदों के अतिरिक्त, रोलस/ जॉब्स/ केआरएज, बैंक द्वारा उपरोक्त पदों के लिए समय-समय पर सौंपे जा सकते हैं.

### घ. पारिश्रमिक:

सीटीसी / वार्षिक परिलब्धियां (लगभग)
सांकेतिक सीटीसी: 8 से 12 लाख रुपये प्रतिवर्ष लाख रुपये बैंक की आवासीय सुविधा के बिना क.प्र.ग्रे.स्के.-1 वेतनमान और एक कैलेंडर वर्ष में 30 दिनों की छुट्टी के हकदार होंगे और मध्यवर्ती रविवार / छुट्टियों को एक वर्ष के नियोजन की अवधि के दौरान और बाद में विस्तार (यदि कोई हो) की गणना में शामिल किया जाएगा. पहले वर्ष के लिए सीटीसी अगले 4 वर्षों (नवीनीकरण के अधीन) के लिए वार्षिक मूल्यांकन के आधार पर सीटीसी पर 10% (दस प्रतिशत) तक वार्षिक वृद्धि के साथ 8 से 12 लाख रुपये होगी.

### ड. चयन प्रक्रिया:

चयन शार्टलिस्टिंग और साक्षात्कार के आधार पर किया जायेगा. न्यूनतम योग्यता और अनुभव होने मात्र से उम्मीदवार को साक्षात्कार के लिए बुलाये जाने का कोई अधिकार नहीं होगा. बैंक द्वारा गठित शार्टलिस्टिंग समिति शार्टलिस्टिंग मानदंड निर्धारित करेगी और उसके बाद बैंक द्वारा लिये गये निर्णय के अनुसार पर्याप्त संख्या में उम्मीदवार शार्टलिस्ट कर साक्षात्कार के लिए बुलाये जायेंगे. साक्षात्कार के लिए उम्मीदवारों को बुलाये जाने का बैंक का निर्णय अंतिम होगा. इस संबंध में किसी पत्राचार पर विचार नहीं किया जायेगा.

**मेरिट सूची:** चयन के लिए मेरिट सूची केवल साक्षात्कार में प्राप्त अंकों के आधार पर अवरोही क्रम में तैयार की जायेगी. एक से अधिक उम्मीदवारों द्वारा निर्दिष्ट अंक प्राप्त करने पर (निर्दिष्ट सीमा पर एक समान अंक होने पर), ऐसे उम्मीदवारों की मेरिट में उनकी आयु के आधार पर अवरोही क्रम में रैंक प्रदान की जायेगी.

#### च. आवेदन कैसे करें:

अभ्यर्थियों का मान्य ईमेल आईडी हो जिसे परिणाम घोषित होने तक सक्रिय रखा जाए. इससे उसे अपना कॉल लेटर/साक्षात्कार संबंधी सूचना आदि ईमेल के माध्यम से प्राप्त करने में सहायता होगी.

#### (2 का एफ-1) ऑनलाइन आवेदन करने के लिए दिशा-निर्देश:

- अभ्यर्थी एसबीआई की वेबसाइट <https://bank.sbi/careers> पर उपलब्ध लिंक के माध्यम से अपना ऑनलाइन पंजीकरण करें और इंटरनेट बैंकिंग/ डेबिट कार्ड/ क्रेडिट कार्ड आदि का उपयोग करके आवेदन शुल्क का भुगतान करें.
- अभ्यर्थी पहले तो अपने हाल के फोटो और हस्ताक्षर स्कैन करें. ऑनलाइन आवेदन तब तक पंजीकृत नहीं होगा जब तक कि अभ्यर्थी अपनी फोटो और हस्ताक्षर ऑनलाइन पंजीकरण पेज पर बताए अनुसार (कृपया 'दस्तावेज अपलोड कैसे करें' के अंतर्गत पैरा एच-बी-ii और पैरा एच-ई-vi देखें) नहीं कर देता/देती.
- अभ्यर्थी आवेदन को ध्यानपूर्वक पढ़ें. आवेदन पूरी तरह से भरने के बाद तो अभ्यर्थी इसे प्रस्तुत करें. यदि एक बार में अभ्यर्थी आवेदन नहीं भर पाता है, तो वह पहले से प्रविष्ट जानकारी को सेव कर सकता/सकती है. जब जानकारी/आवेदन को सेव किया जाएगा तो एक अनंतिम पंजीकरण नंबर और पासवर्ड सिस्टम द्वारा बन कर आ जाएगा और यह स्क्रीन पर दिखेगा. **अभ्यर्थी इस पंजीकरण नंबर और पासवर्ड को अपने पास लिख कर रखे लें.** वे पंजीकरण संख्या और पासवर्ड का उपयोग करके सहेजे गए आवेदन को फिर से खोल सकते हैं और यदि आवश्यक हो तो विवरण संपादित कर सकते हैं, लेकिन **केवल तीन बार.** कृपया ध्यान दें कि सहेजी गई जानकारी को संपादित करने की यह सुविधा केवल तीन बार उपलब्ध होगी. एक बार आवेदन पूरी तरह से भर जाने के बाद, उम्मीदवार को इसे प्रस्तुत करना चाहिए और शुल्क के ऑनलाइन भुगतान के लिए आगे बढ़ना चाहिए.
- ऑनलाइन पंजीकरण हो जाने के बाद, अभ्यर्थियों को यह सलाह दी जाती है कि वे सिस्टम के बनाए ऑनलाइन आवेदन प्रपत्रों का प्रिन्ट आउट ले लें.

#### (2 का एफ-2) शुल्क के भुगतान के लिए दिशा-निर्देश:

- सामान्य/ओबीसी/ईडब्ल्यूएस अभ्यर्थियों के लिए आवेदन शुल्क और सूचना शुल्क (अप्रतिदेय) ₹750/- है (सात सौ पचास रुपए मात्र) और अनुसूचित जाति/अनुसूचित जनजाति/दिव्यांग व्यक्ति के अभ्यर्थियों के लिए कोई शुल्क नहीं.
- शुल्क का भुगतान उपलब्ध भुगतान गेटवे के माध्यम से ऑनलाइन ही करना होगा.
- आवेदन पत्र के विवरण सही हैं यह सुनिश्चित कर लेने के बाद अभ्यर्थी द्वारा आवेदन के साथ समेकित रूप से भुगतान गेटवे के माध्यम से शुल्क का भुगतान करना होगा. **इसके बाद आवेदन में कोई परिवर्तन/संशोधन की अनुमति नहीं दी जाएगी.**
- भुगतान डेबिट कार्ड/क्रेडिट कार्ड/इंटरनेट बैंकिंग आदि द्वारा स्क्रीन पर बताई जानकारी के अनुसार किया जा सकता है. ऑनलाइन भुगतान करते समय यदि कोई लेनदेन शुल्क लागू हो तो वह अभ्यर्थियों को ही वहन करना होगा.
- भुगतान कार्य सफलतापूर्वक हो जाने के बाद अभ्यर्थी द्वारा प्रस्तुत किए जाने की तारीख के साथ ई-रसीद और आवेदन फॉर्म बनेगा जिसे प्रिन्ट कर अभ्यर्थी अपने पास रख लें.
- यदि पहली बार में शुल्क का भुगतान नहीं हो पाता है, तो ऑनलाइन भुगतान के लिए फिर से प्रयास करें.
- शुल्क विवरणों सहित ई-रसीद और आवेदन फॉर्म का प्रिन्ट फिर से करने का भी प्रावधान है.
- भुगतान किया गया आवेदन शुल्क किसी भी तरह से वापस **नहीं** लौटाया जाएगा, न ही इसे किसी अन्य परीक्षा या फिर भावी चयन के लिए समायोजित किया जाएगा.

#### छ. साक्षात्कार के लिए कॉल लेटर:

साक्षात्कार के लिए कॉल लेटर/ सूचना ईमेल द्वारा भेजी जाएगी या बैंक की वेबसाइट पर अपलोड कर दी जाएगी. कागजी प्रति नहीं भेजी जाएगी.

#### ज. प्रलेखों को अपलोड कैसे करें:

##### अ. अपलोड किए जाने वाले प्रलेखों का विवरण:

- संक्षिप्त रेस्यूम (पीडीएफ)
- आईडी प्रमाण (पीडीएफ)
- जन्म तिथि का प्रमाण (पीडीएफ)
- शैक्षणिक योग्यता: संगत अंक तालिका/डिग्री प्रमाणपत्र (पीडीएफ)
- अनुभव प्रमाणपत्र (पीडीएफ)
- अन्य (नवीनतम फॉर्म 16, वर्तमान वेतन पर्ची आदि)
- हाल ही का फोटोग्राफ
- हस्ताक्षर  
(एकाधिक प्रमाण पत्र अपलोड करने के मामले में, कृपया 500 केबी के आकार तक सभी को एक पीडीएफ फाइल में स्कैन करें और अपलोड करें)

##### ब. फोटोग्राफ फाइल टाइप/साइज:

- पासपोर्ट आकार की हाल में खिंची हुई रंगीन फोटो.
- फाइल का आकार 20 केबी-50 केबी और आयाम 200X230 पिक्सल तक होना चाहिए.
- यह सुनिश्चित कर लें कि फोटो रंगीन है, और सफेद या हल्के रंग की पृष्ठभूमि में लिया गया हो.
- तनावमुक्त होकर कैमरे में सामने की ओर देखें.
- फोटो यदि धूप में ली गई हो तो सूरज आपके पीछे रहे या आप छाया में हों ताकि आपकी नज़र में तिरछापन न आए या फिर कोई भारी छाया न पड़े.
- यदि आपको फ्लैश का प्रयोग करना होता है, तो आप यह सुनिश्चित करें कि इसमें रैड-आई नहीं है.
- यदि आप चश्मा लगाते हैं, तो यह सुनिश्चित करें कि कोई परछाई नहीं पड़ रही है और आपकी आंखें साफ देखी जा सकती हैं.
- टोपी, हैट और गहरे रंग का चश्मा लगाया जाना स्वीकार्य नहीं है. धार्मिक प्रतीक पगड़ी आदि बांध सकते हैं लेकिन इससे आपका चेहरा न ढकने पाए.
- यह सुनिश्चित करें कि स्कैन किया गया चित्र 50 केबी से अधिक का नहीं है. फाइल का आकार यदि 50 केबी से अधिक का है, तो स्कैनिंग की प्रक्रिया के दौरान डीपीआई रिजोल्यूशन, रंगों की संख्या आदि जैसी बातें स्कैनर पर सेट करके समायोजित कर लें.

##### स. हस्ताक्षर फाइल का प्रकार/आकार:

- आवेदक सफेद कागज पर काली स्याही के पैन से हस्ताक्षर करें.
- हस्ताक्षर आवेदक स्वयं करे न कि कोई अन्य व्यक्ति.
- कॉल लेटर तथा जहां आवश्यक होंगे वहां आपके हस्ताक्षर का प्रयोग किया जाएगा.
- फाइल का आकार 10 केबी-20 केबी के बीच का हो और आयाम 140X60 पिक्सल (अधिमानत:) हो.
- यह सुनिश्चित करें कि स्कैन किए गए चित्र का आकार 20 केबी से अधिक नहीं है.
- अंग्रेजी के बड़े अक्षरों में किए गए हस्ताक्षर स्वीकार्य नहीं होंगे.

##### द. प्रलेख की फाइल का प्रकार/आकार:

- रिज्यूम को छोड़कर सभी दस्तावेज पीडीएफ में होने चाहिए जो डीओसी या डीओसीएक्स या पीडीएफ प्रारूप में होना चाहिए.
- प्रलेख के पेज का आकार ए4 का हो.
- फाइल का आकार 500 केबी से अधिक का न हो.
- प्रलेख को यदि स्कैन किया जा रहा है तो आप यह सुनिश्चित करें कि इसे पीडीएफ के रूप में सेव कर लिया गया है और इसका आकार पीडीएफ के तौर पर 500 केबी से अधिक का नहीं है. फाइल का आकार यदि 500 केबी से अधिक का है तो स्कैनर की सेटिंग की प्रक्रिया के दौरान डीपीआई का रिजोल्यूशन, रंगों की संख्या आदि समायोजित करें. यह सुनिश्चित कर लें कि अपलोड किए गए प्रलेख साफ और पढ़े जा सकने लायक हैं.

##### य. फोटो/हस्ताक्षर/प्रलेखों को स्कैन करने हेतु दिशा-निर्देश:

- स्कैनर के रिजोल्यूशन को कम से कम 200 डीपीआई (डॉट्स प्रति इंच) पर रखें.
- कलर को टू कलर पर सेट करें.
- फोटो/हस्ताक्षर के किनारे तक क्रॉप करके फोटो को स्कैन करें फिर फोटो को अंतिम आकार (जैसा ऊपर बताया गया है) देने के लिए क्रॉप करने हेतु अपलोड एडिटर का प्रयोग करें.
- फोटो/हस्ताक्षर की फाइल जेपीजी या जेपीईजी प्रारूप में हो (यानी फाइल का नाम **image01.jpg** या **image01.jpeg** दिखाई दे)
- इमेज के आयाम फोल्डर/फाइल की लिस्टिंग कर जांचे जा सकते हैं या फिर फाइल इमेज के आयकन पर माउस को घुमाकर इसे जांचा जा सकता है
- जो अभ्यर्थी एमएस विन्डोज़/एमएस ऑफिस का प्रयोग करते हैं, वे आसानी से फोटो और हस्ताक्षर जेपीईजी फॉर्मेट में पा सकते हैं जो कि क्रमशः 50 केबी और 20 केबी से अधिक न होगी, इसके लिए एमएस पेन्ट या एमएस ऑफिस पिक्चर मैनेजर का प्रयोग करना होगा. स्कैन किया गया फोटो या हस्ताक्षर किसी भी फॉर्मेट में जेपीजी (jpg) फॉर्मेट में सेव किए जा सकते हैं. इसके लिए फाइल मेन्यू में 'सेव ऐज़' के विकल्प का प्रयोग करना होगा. इमेज मेन्यू द्वारा क्रॉप और रिसाइज़ (बिंदु 1 और 2 ऊपर देखें जो कि पिक्स्ल आकार के लिए दिया हुआ है) विकल्प चुनकर फाइल के आकार को 50 केबी (फोटो) और 20 केबी (हस्ताक्षर) से कम कराया जा सकता है. इसी तरह से अन्य फोटो एडिटर में भी विकल्प उपलब्ध हैं.
- ऑनलाइन आवेदन फार्म भरते समय अभ्यर्थी को एक लिंक उपलब्ध करवाया जाएगा ताकि वह अपने फोटो और हस्ताक्षर को अपलोड कर सके.

##### र. प्रलेख अपलोड करने की प्रक्रिया:

- हर प्रलेख को अपलोड करने हेतु अलग से लिंक दिए गए हैं.
- “अपलोड” का संबंधित लिंक क्लिक करें.
- ब्राउज़ करके उस जगह को चुनें जहां कि जीपीजी या जेपीईजी, पीडीएफ फाइल को सेव किया गया है.
- फाइल पर क्लिक कर इसे चुनें और अपलोड का बटन क्लिक करें.
- आवेदन सबमिट करने से पहले प्रलेख अपलोड हो गया है और सही तरह से खुल रहा है, इस बात की पुष्टि करने के लिए प्रिव्यू क्लिक करें. यदि फाइल का आकार और प्रारूप बताए अनुसार नहीं है तो इसमें त्रुटि का संदेश आएगा.
- प्रलेख अपलोड हो जाने के बाद/प्रस्तुत कर दिए जाने के बाद संशोधित/परिवर्तित नहीं हो सकेंगे.
- ऑनलाइन आवेदन फार्म में फोटो/हस्ताक्षर अपलोड कर दिए जाने के बाद अभ्यर्थी जांच लें कि फोटो साफ हैं और ये ठीक तरह से अपलोड हुए हैं.** फोटो या हस्ताक्षर स्पष्ट रूप से यदि नहीं दिखें तो अभ्यर्थी अपने आवेदन को संशोधित कर सकता/सकती है और अपने फोटो या हस्ताक्षर आवेदन फार्म प्रस्तुत किए जाने से पहले फिर से अपलोड कर सकता/सकती है. **फोटो से चेहरा या हस्ताक्षर यदि स्पष्ट नहीं हैं तो अभ्यर्थी का आवेदन अस्वीकार किया जाएगा.**

### झ. सामान्य जानकारी:

- i. पद के लिए आवेदन करने से पहले आवेदक को यह सुनिश्चित करना चाहिए कि वह पद के लिए उपर्युक्तवर्णित योग्यता और अन्य मानदंडों को निर्दिष्ट तारीख को पूरा करता/करती है और कि उसके द्वारा प्रस्तुत ब्यौरा सभी प्रकार से सही है।
- ii. आरक्षित श्रेणी के अभ्यर्थी, जिनके लिए किसी आरक्षण का वर्णन नहीं किया गया है सहित, अनारक्षित श्रेणी के लिए घोषित रिक्त पदों के लिए आवेदन करने के लिए स्वतंत्र हैं बशर्ते वे अनारक्षित श्रेणी के लिए लागू पात्रता की सभी शर्तें पूरी करते हों।
- iii. भर्ती की किसी भी अवस्था में यदि ऐसा पता चलता है कि कोई अभ्यर्थी पात्रता मानदंडों को पूरा नहीं करता/करती है, तो और/या यह कि उसने गलत/झूठी जानकारी दी है या उसने कोई महत्वपूर्ण जानकारी (रियां) छिपाई है तो उसकी अभ्यर्थिता को निरस्त कर दिया जाएगा। इनमें से यदि कोई बात उसकी नियुक्ति के बाद भी पता चलती है, तो उसकी सेवाएं समाप्ति की जा सकती है।
- iv. आवेदक को सुनिश्चित करना चाहिए कि आवेदन पूरी तरह से निर्धारित प्रारूप के अनुसार है और सही एवं पूरी तरह से भरा गया है।
- v. चयनित अभ्यर्थी की नियुक्ति इस शर्त पर होगी कि वह बैंक की आवश्यकता के अनुसार चिकित्सीय रूप से उपयुक्त हो। यह नियुक्ति बैंक में इस पद हेतु बैंक में कार्यभार संभालते समय जो भी सेवा और आचरण नियम लागू होंगे उनके अधीन होगी।
- vi. अभ्यर्थियों को सूचित किया जाता है कि वे संप्रेषण जैसे कॉल लेटर/साक्षात्कार की तारीख की सूचना, आदि प्राप्त करने के लिए अपने ई-मेल को सक्रिय रखें।
- vii. किसी पत्र के मिलने में विलंब होने या न मिलने के लिए बैंक की कोई ज़िम्मेदारी नहीं होगी।
- viii. जो अभ्यर्थी सरकार/अर्ध-सरकारी कार्यालयों, बैंकों और वित्तीय संस्थानों सहित सार्वजनिक क्षेत्र के प्रतिष्ठानों में कार्यरत हैं, उन्हें सलाह दी जाती है कि वे साक्षात्कार के समय अपने नियोक्ता से लेकर अनापत्ति प्रमाणपत्र प्रस्तुत करें ऐसा न करने पर उनकी अभ्यर्थिता पर विचार नहीं किया जाएगा और वे यदि किसी यात्रा व्यय की प्रतिपूर्ति के लिए पात्र होंगे, तो उन्हें उसका भुगतान नहीं किया जाएगा।
- ix. चयन की दशा में, अभ्यर्थी से अपेक्षा होगी कि वह नियुक्ति प्राप्त करते समय अपने नियोक्ता का उचित कार्यमुक्ति प्रमाणपत्र प्रस्तुत करें।
- x. अभ्यर्थियों को उन्हीं के हित के लिए यह सलाह दी जाती है कि वे अंतिम तारीख से पहले समय रहते ही ऑनलाइन आवेदन प्रस्तुत कर दें और वे अंतिम तारीख का इंतज़ार न करते रहें क्योंकि बाद में हो सकता है कि वेबसाइट को लॉग ऑन करने में डिसकनेक्शन/अक्षमता/फेलियर की स्थिति बन जाए इन्टरनेट पर हेवी लोड या फिर वेबसाइट जाम होने के कारण ऐसा हो जाए। यदि पूर्वोक्त कारणों से यदि एसबीआई के नियंत्रण से बाहर के किसी भी कारण से यदि अभ्यर्थी अपना आवेदन समय रहते नहीं कर पाते हैं, तो इसके लिए एसबीआई किसी भी तरह से ज़िम्मेदार नहीं होगा।
- xi. पात्रता, साक्षात्कार आयोजित किए जाने, अन्य. परीक्षाएं और चयन के सभी मामलों में बैंक के निर्णय अंतिम और सभी अभ्यर्थियों के लिए बाध्यकारी होंगे। इस संबंध में किसी अभ्यावेदन पर विचार नहीं जाएगा और न ही इस संबंध में कोई पत्र-व्यवहार किया जाएगा।
- xii. आवेदन में दी गई जानकारी बाद में गलत पाए जाने पर आवेदक पर दीवानी/फौजदारी मुकदमा किया जा सकता है।
- xiii. जहां भर्ती का तरीका किसी लिखित परीक्षा के बिना केवल साक्षात्कार है, केवल पात्रता मानदंडों को पूरा करने से कोई उम्मीदवार साक्षात्कार के लिए बुलाए जाने का हकदार नहीं होता है। उम्मीदवार की योग्यता, उपयुक्तता, अनुभव आदि के संदर्भ में प्रारंभिक जांच/ शॉर्ट-लिस्टिंग के बाद साक्षात्कार के लिए केवल अपेक्षित संख्या में उम्मीदवारों को बुलाने का अधिकार बैंक के पास सुरक्षित है।
- xiv. एक ही पद के लिए कई आवेदन होने की स्थिति में, अंतिम मान्य (भरा हुआ) आवेदन को ही रखा जाएगा और अन्य पंजीकरण हेतु भुगतान किये गए आवेदन शुल्क/इन्टीमेशन शुल्क को जब्त कर लिया जाएगा। साक्षात्कार में एक पद के लिए एक अभ्यर्थी द्वारा एकाधिक उपस्थिति पूर्णतः अस्वीकृत कर दी जाएगी/अभ्यर्थिता रद्द कर दी जाएगी।
- xv. इस विज्ञापन और/या इसके जवाब में आए आवेदन के कारण किसी दावे या विवाद की दशा में कानूनी कार्यवाहियां मात्र मुंबई और मुंबई स्थित न्यायालयों/न्यायाधिकरणों/मंचों पर ही की जा सकती हैं। किसी भी मुकदमे/विवाद की सुनवाई का एकल व अनन्य अधिकार क्षेत्र मुंबई ही होगा।
- xvi. चयनित सूची के बाद साक्षात्कार के लिए बुलाये जाने वाले बाहरी उम्मीदवारों को वास्तविक यात्रा के आधार पर भारत में लघुतर मार्ग के लिए ट्रेन किराया (केवल एसी III टियर - मेल/ एक्सप्रेस ट्रेन किराया) या वास्तविक यात्रा लागत (जो भी कम हो) की प्रतिपूर्ति की जाएगी। स्थानीय परिवहन व्यय की प्रतिपूर्ति नहीं की जायेगी। अभ्यर्थी के पद के लिए अयोग्य पाये जाने पर उन्हें साक्षात्कार के लिए उपस्थित होने की अनुमति नहीं दी जायेगी और किसी प्रकार के किराये की प्रतिपूर्ति नहीं की जायेगी।
- xvii. साक्षात्कार के समय, अभ्यर्थी को उसके विरुद्ध लंबित आपराधिक मामलों (यदि कोई हों) का विवरण देना आवश्यक होगा। बैंक अन्य बातों के साथ-साथ पुलिस रिकॉर्ड के सत्यापन सहित स्वतंत्र सत्यापन भी कर सकता है। बैंक ऐसे प्रकटनों और/या सत्यापन के आधार पर नियुक्ति से इनकार करने को अधिकार अपने पास सुरक्षित रखता है।
- xviii. **बैंक को अधिकार होगा कि वह किसी भी अवस्था में पूरी भर्ती प्रक्रिया को रद्द कर दे.**

यदि कोई पूछताछ करनी हो, तो **“CONTACT US” > “Post Your Query”** इस लिंक पर हमें लिखें जो कि बैंक की वेबसाइट पर उपलब्ध है।

(यूआरएल: <https://bank.sbi/careers>)

यह विज्ञापन बैंक की वेबसाइट <https://bank.sbi/careers> पर भी उपलब्ध है।





Central Recruitment & Promotion Department  
Corporate Centre, Mumbai

Phone: 022-22820427

**RECRUITMENT OF SPECIALIST CADRE OFFICERS IN SBI ON CONTRACT BASIS  
FOR WEALTH MANAGEMENT BUSINESS UNIT**

ADVERTISEMENT NO: CRPD/SCO-WEALTH/2021-22/17

**ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 28.09.2021 TO 18.10.2021**

State Bank of India invites Online application from Indian citizen for appointment to the following Specialist Cadre Officers posts.

Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
3. **Candidate can apply for more than one post.**
4. **Candidates are required to upload all required documents (brief resume, ID proof, age proof, caste certificate, PWD Certificate (if applicable), educational qualification, experience etc.) failing which their application/candidature will not be considered for shortlisting/ interview.**
5. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
6. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
7. Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
8. **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
9. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
10. Hard copy of application & other documents not to be sent to this office.

**A. DETAILS OF POSTS /VACANCY/ AGE/PLACE OF POSTING/SELECTION PROCESS/CONTRACT PERIOD/REMUNERATION:**

Sr. No.	Name of Post @	Total Vacancy	GEN	OBC	SC	ST	EWS ^	LD (OL&OH)	VI	HI	d&e \$	Age as on 01.08.2021		CTC Range*	Place of Posting	Period of contract	Selection Procedure
												Min.	Max.#				
1.	Relationship Manager	314	126	70	54	33	31	4	7	7	7	23	35	Rs. 6-15 lakhs	Anywhere in India	5 years (Including a Probation Period of one year) and Non-renewable	Shortlisting, one or more rounds of Personal/Telephone/Video Interview and CTC negotiation.
2.	Relationship Manager (Team Lead)	20	8	6	2	2	2	1	1	--	--	28	40	Rs. 10-28 lakhs			
3.	Customer Relationship Executive	217	88	57	35	16	21	3	4	3	3	20	35	Rs. 2-3 lakhs			
4.	Investment Officer	12	5	4	1	1	1	1	--	--	--	28	40	Rs. 12-18 lakhs			
5.	Central Research Team (Product Lead)	2	1	1	--	--	--	1	--	--	--	30	45	Rs. 25-45 lakhs	Wealth Management Business Unit, Corporate Centre, Mumbai		
6.	Central research Team (Support)	2	2	--	--	--	--	1	--	--	--	25	35	Rs. 7-10 lakhs			

@ A CANDIDATE CAN APPLY FOR MORE THAN ONE POST.

^ EWS VACANCIES ARE TENTATIVE AND SUBJECT TO FURTHER DIRECTIVES OF GOVERNMENT OF INDIA AND OUTCOME OF ANY LITIGATION.

\$ d&e INCLUDE PWDS AS MENTIONED IN CLAUSES (d) AND (e) OF THE RIGHTS OF PERSONS WITH DISABILITIES ACT'2016.

# RELAXATION IN UPPER AGE LIMIT FOR RESERVED CATEGORY IS AS PER GOI GUIDELINES. SC/ST-5 YEARS, OBC-3 YEARS, PWD (GEN./EWS)-10 YEARS, PWD (SC/ST)-15 YEARS, PWD (OBC)-13 YEARS.

\*CTC is negotiable. Annual CTC will depend upon Experience & Current Emoluments of candidates in the present employment and place of posting.

\*OTHER PERKS: ELIGIBLE FOR PERFORMANCE LINKED PAY AND ANNUAL INCREMENT BASED ON THE PERFORMANCE RATING MEASURED AS PER BANK'S POLICY. PRESENT BANDWIDTH FOR PLP FOR POST NOS.1-4 IS 0% TO 45% AND FOR POST NOS. 5&6 IS 0%-35%. THE RANGE OF INCREMENT FOR ALL POSTS IS 0%-20%.

**TRANSFER POLICY:** THE BANK RESERVES THE RIGHT TO TRANSFER THE SERVICES OF SUCH OEC (OFFICERS ENGAGED ON CONTRACT) TO ANY OF THE OFFICES OF STATE BANK OF INDIA IN INDIA OR TO DEPUTE TO ANY OF ITS ASSOCIATES/SUBSIDIARIES OR ANY OTHER ORGANIZATION DEPENDING UPON THE EXIGENCIES OF SERVICE. REQUEST FOR POSTING/TRANSFER TO A SPECIFIC PLACE/OFFICE MAY NOT BE ENTERTAINED.

**ABBREVIATION:** GEN- General, OBC-Other Backward Class, SC-Scheduled Caste, ST-Scheduled Tribe, EWS-Economically Weaker Section, LD-Locomotive Disability, OL&OH-One Leg & One Hand,VI-Visually Impaired, HI-Hearing Impaired.

**IMPORTANT POINTS:**

- i) The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- ii) The educational qualification prescribed for various posts are the minimum. Candidate must possess the qualification and relevant full-time experience as on specified dates.
- iii) Candidate belonging to reserved category including Person with Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided they fulfil all the eligibility criteria applicable to General category.
- iv) The reservation under various categories will be as per prevailing Government Guidelines.
- v) PWD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines. The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.
- vi) Reservation for PWD candidates is horizontal and is included in the vacancy of the respective parent category.
- vii) Vacancies reserved for OBC Category are available to OBC candidates belonging to 'Non-creamy Layer'. Candidates belonging to OBC category but coming in creamy layer are not entitled to any relaxation/reservation available to OBC category. They should indicate their category as General or General (LD/VI/HI/d&e), as the case may be.
- viii) OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having Non-Creamy Layer clause issued during the period 01.04.2021 to the date of taking up of appointment, if selected.
- ix) Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates.
- x) Reservation for Economically Weaker section (EWS) in recruitment is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dtd. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel (DOPT), Public grievances & Pensions, Government Of India. Disclaimer: EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being through the proper channel.
- xi) Benefit of Reservation under EWS category can be availed of only upon production of "Income and Asset Certificate" issued by the competent authority on the format prescribed by Govt. of India for the relevant financial year as per the extant DOPT guidelines.
- xii) The EWS candidates should note that in case, they are not in possession of "Income & Asset Certificate" for the relevant financial year as per the extant DOPT guidelines on or before the closure of online application date, such candidates should apply under "General Category" only.

**B. DETAILS OF THE REQUIREMENT EDUCATIONAL QUALIFICATION/POST-QUALIFICATION EXPERIENCE/SPECIFIC SKILLS, ETC.**

Sr.No.	NAME OF POST	EDUCATIONAL QUALIFICATION	POST-QUALIFICATION EXPERIENCE (As on 01.08.2021)
1	Relationship Manager	Graduates from Government recognised University or Institution	Post-qualification experience of minimum 3 Years as a Relationship Manager in Wealth Management with leading Public/Private/Foreign Banks/Broking/ Security firms. The candidate should have adequate experience in building and managing relationship with High-Net-worth Clients (having a minimum Total Relationship Value (TRV) of Rs 20.00 Lakh).
2	Relationship Manager (Team Lead)	Graduates from Government recognised University or Institution	1.Post qualification experience of minimum 8 years in relationship management in wealth management with leading Public/Private/Foreign banks/Broking/ Security firms. 2.Experience as a Team Lead is preferred.
3	Customer Relationship Executive	Graduates from Government recognised University or Institution	1.Experience in documentation requirements of financial products and good communications skills would be desirable.  <b>Specific Skills Required:</b> 1.SHOULD HAVE A VALID DRIVING LICENCE FOR TWO-WHEELER (Mandatory)
4	Investment Officer	Graduates / Post Graduates from Government recognised University or Institution. <b>Mandatory:</b> Certification by NISM/CWM <b>Preferred: CA/CFP (As on 01/08/2021)</b>	Minimum 5 years of post-qualification experience as an investment advisor/counsellor/part of product team in Wealth Management organisation. <b>Preferred Experience:</b> a) Good knowledge of investments and markets across asset classes. b) Experience in managing and guiding client portfolios. c) Good knowledge of asset allocation and re-balancing techniques. d) Superior presentation skills & other core competencies like leadership and team work. e) Experience in products of fixed income, equity & alternate markets.
5	Central Research Team (Product Lead)	MBA/PGDM from recognised College/University or CA/CFA <b>Preferred: NISM Investment Advisor / Research Analyst Certificate/CFP( As on 01/08/2021)</b>	Minimum 5 years post qualification experience in Equity Research/Products experience in Wealth Management / AMC (Mutual Funds) / Banks. <b>Preferred Experience:</b> a) Minimum 8 years' experience in Equity/Fixed Income Research/MF Research Analytics b) Excellent Knowledge on local and global economic trends c) Excellent Knowledge on local Primary/Secondary Equity Markets/Fixed Income and on PMS/AIF/MF/ Structured Products schemes in India. d) Experience in creating views and research-based publication on capital Market / sector trends. e) Proficiency in using Excel / Modeling techniques / Bloomberg / Reuters /Morning Star / CRISIL data bases. f) Flair for equity, understanding of all exchange traded products including bonds, INVIT, MLDs, REITs, Section 54 EC Bonds.
6	Central research Team (Support)	Graduate/Post Graduate in - Commerce/Finance/Economics/Management/Mathematics/ Statistics from Government recognized University or Institution.	Candidate should have post qualification experience of minimum 3 years work experience in financial services providing support to Research / Publications departments. <b>Preferred Skills:</b> a) Candidate should be proficient in Microsoft Excel, Power point, Word, Outlook. b) Candidate should have inclination to undertake research by reading various reports or websites. c) Candidate should be able to support Research team by aggregating and providing support for analysing data through various research tools / software like BLOOMBERG, REUTERS, CRISIL, ICRA etc

**C. JOB PROFILE, KEY RESPONSIBILITY AREAS:**

Sr.No.	NAME OF POST	JOB PROFILE	KEY RESPONSIBILITY AREAS
1	Relationship Manager	<ul style="list-style-type: none"> <li>Acquiring, nurturing growing and strengthening relationship within the Affluent and HNI segment of Clients in order to meet business objectives</li> <li>Selling a range of Investment and Insurance products to these Clients in order to meet their financial needs objectives and thus attaining the revenue objectives of the Wealth Management business</li> <li>Focusing on increasing the Total Relationship Value (TRV) and Assets Under Management (AUM) of Clients as per the business objectives</li> </ul>	<ol style="list-style-type: none"> <li><b>Acquire HNI and Affluent Clients</b></li> <li><b>Deepen Relationships</b> <ol style="list-style-type: none"> <li>Manage the Clients of the branch who are defined as Affluent/HNI Clients</li> <li>Grow the CASA of this portfolio</li> <li>Selling mortgages, credit cards and drive channel migration</li> <li>Acquire more Clients from the same household</li> <li>Service these Clients.</li> </ol> </li> <li><b>Wealth Management</b> <ol style="list-style-type: none"> <li>Do a Financial Need Analysis of Client Portfolio and Risk Profiling for the Clients</li> <li>Periodic Portfolio reviews for all Clients</li> <li>Selling investments, life insurance, general insurance and SIP.</li> <li>Ensure all Clients have a CASA for routing their investments.</li> </ol> </li> <li><b>Compliance</b> <ol style="list-style-type: none"> <li>Ensure AMFI, IRDA and NISM certification</li> <li>Ensure all Clients instructions are executed the same day</li> <li>Ensure 100% documentation of all transactions.</li> </ol> </li> <li><b>Branch Development</b> <ol style="list-style-type: none"> <li>Conduct branch Insurance &amp; Investment seminars to spread financial awareness.</li> <li>Any other matter, as may be entrusted by the Bank from time to time</li> </ol> </li> </ol>
2	Relationship Manager (Team Lead)	<ul style="list-style-type: none"> <li>Managing a team of Relationship Mangers for the Wealth Management Business</li> <li>Acquiring, nurturing growing and strengthening relationship within the Affluent and HNI segment of Clients in order to meet business objectives</li> <li>Selling a range of Investment and Insurance products to these Clients in order to meet their financial needs objectives and thus attaining the revenue objectives of the Wealth Management business</li> <li>Focusing on increasing the Total Relationship Value (TRV) and Assets Under Management (AUM) of Clients as per the business objectives</li> </ul>	<ol style="list-style-type: none"> <li><b>Acquire HNI and Affluent Clients</b></li> <li>Managing the team of Relationship Mangers and ensuring the team achieves its targets</li> <li>Ensuring compliance of guidelines, systems &amp; procedures by the Relationship Manager team</li> <li>Allocation of leads and Clients to appropriate team members</li> <li><b>Deepen Relationships</b> <ol style="list-style-type: none"> <li>Manage the Clients of the Bank who are defined as Affluent/HNI Clients</li> <li>Grow the CASA of this portfolio</li> <li>Selling mortgages, credit cards and drive channel migration</li> <li>Acquire more Clients from the same household</li> <li>Service these Clients.</li> </ol> </li> <li><b>Wealth Management</b> <ol style="list-style-type: none"> <li>Do a Financial Need Analysis of Client Portfolio and Risk Profiling for the Clients.</li> </ol> </li> </ol>



			<p>b) Periodic Portfolio reviews for all Clients</p> <p>c) Selling investments, life insurance, general insurance and SIP.</p> <p>d) Ensure all Clients have a CASA for routing their investments.</p> <p>7) <b>Compliance</b></p> <p>a) Ensure all Clients instructions are executed the same day</p> <p>b) Ensure 100% documentation of all transactions.</p> <p>8) <b>Branch Development</b></p> <p>a) Conduct branch Insurance &amp; Investment seminars to spread financial awareness.</p> <p>b) Any other matter, as may be entrusted by the Bank from time to time</p>
3	Customer Relationship Executive	CREs are responsible for providing on ground support to Relationship Managers in collecting the documents from the Clients and sending it to the relevant department for service requests where documentation or in person meeting with Client is required.	<p>1) Assisting Relationship Managers in collecting and delivery of documents from/to wealth Clients.</p> <p>2) Assisting Service Managers in completion of onboarding documentation.</p> <p>3) Assisting Relationship Managers/Service Managers in collection and delivery of documents in different departments of the Bank.</p> <p>4) Doorstep Banking to Clients.</p> <p>5) Any other matters may be entrusted by the Bank from time to time.</p>
4	Investment Officer	<ul style="list-style-type: none"> <li>Guiding clients on range of financial services products</li> <li>Wide ranging experience across categories such as: MF, FI, Structured Products, Discretionary Portfolios</li> <li>Strong focus on due diligence, quantitative technique and asset allocation.</li> </ul>	<p>1) <b>Assisting the Relationship Manager in providing expert opinion regarding investments.</b></p> <p>2) a) Work closely with RMs for guiding their Clients Investment needs. b) Research and investigate new investment opportunities to determine relevance for clients c) Guiding the Clients on the right investment products based on their needs and Improving Client's understanding of complex and structured products. Answer clients' questions about the purposes and details of financial plans and strategies referred to by RMs. d) Research / create house view on investment products and market. e) Coaching and regularly updating the RM team on latest developments and investment products</p> <p>3) <b>Wealth Management</b></p> <p>a) Do a Financial Need Analysis of Client Portfolio and Risk Profiling for the Clients.</p> <p>b) Periodic Portfolio reviews for all Clients</p> <p>4) <b>Compliance</b></p> <p>a) Ensure AMFI, IRDA and NISM certification</p> <p>5) Any other matter, as may be entrusted by the Bank from time to time</p>
5	Central Research Team (Product Lead)	The Official would work closely with Product, Investment & Research Head and would be responsible for running products program of wealth products and liaison with Market data Aggregators and Research providers. The Official will be responsible to write product notes, market updates, investment outlook and evaluate latest product offering in addition handling all queries related to products.	The Official would work closely with Product & Research Head and conduct the following activities : <p>a. Understand the current broader wealth products trends.</p> <p>b. Create forward looking view on equity market and specific sectors.</p> <p>c. Create regular updates on happening of equity market</p> <p>d. Analyse various PMS/AIF/MF/Structured Products scheme offerings and conduct due diligence for approval</p> <p>e. Liaison with other departments &amp; outside agencies for equity Markets.</p> <p>f. Analytics of Equity PMS/AIF/Other wealth product and Client portfolios.</p> <p>g. Liaison with Market data aggregators and research report providers</p> <p>h. Regular interaction with Investment and RM teams.</p> <p>i. Any other matter as may be entrusted by the Bank from time to time.</p>
6	Central research Team (Support)	Role will include creating and updating excel worksheets related to Macro Economy, Stock & Sector research, Fixed Income research, creating portfolio review templates etc	<p>1) Creating and updating excel worksheets related to :</p> <p>a) Macro Economy</p> <p>b) Stock &amp; Sector research</p> <p>c) Fixed Income research</p> <p>d) Mutual Fund, PMS &amp; other products research</p> <p>e) Model portfolios</p> <p>2) Creating portfolio review templates which are used in order to support Investment Officers and Relationship Managers</p> <p>3) preparing portfolio review templates and to support Investment Officers and Relationship Managers</p> <p>4) To work closely with the research team in terms of designing as well as rolling out daily, weekly, monthly publications / presentations on regular basis.</p>

**REMARKS:** Job profile/KRAs mentioned above are illustrative. Roles/Job/KRAs, in addition to above, may be assigned by the bank from time to time for the above posts.

**D. HOW TO APPLY:** Candidates should have **valid email ID** which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advices etc. by email.

<p><b>GUIDELINES FOR FILLING ONLINE APPLICATION:</b></p> <p>i. Candidates will be required to register themselves online through the link available on SBI website <a href="https://bank.sbi/careers">https://bank.sbi/careers</a> OR <a href="https://www.sbi.co.in/careers">https://www.sbi.co.in/careers</a> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.</p> <p>ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document").</p> <p>iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. <b>Candidate should note down the registration number and password.</b> They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.</p> <p>iv. <b>After registering online, the candidates are advised to take a printout of the system generated online application forms</b></p>	<p><b>GUIDELINES FOR PAYMENT OF FEES:</b></p> <p>i. Application fees and Intimation Charges (Non-refundable) is ₹ 750/- (₹ Seven Hundred Fifty only) for General/EWS/OBC candidates and no fees/intimation charges for SC/ ST/ PWD candidates.</p> <p>ii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.</p> <p>iii. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.</p> <p>iv. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.</p> <p>v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.</p> <p>vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.</p> <p>vii. <b>Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.</b></p>
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**E. CALL LETTER FOR INTERVIEW:** INTIMATION/ CALL LETTER FOR INTERVIEW WILL BE SENT BY EMAIL OR WILL BE UPLOADED ON BANK'S WEBSITE. **NO HARD COPY WILL BE SENT.**

**F. SELECTION PROCESS:** THE SELECTION WILL BE BASED ON SHORTLISTING AND INTERVIEW. MERE FULFILLING MINIMUM QUALIFICATION AND EXPERIENCE WILL NOT VEST ANY RIGHT IN CANDIDATE FOR BEING CALLED FOR INTERVIEW. THE SHORTLISTING COMMITTEE CONSTITUTED BY THE BANK WILL DECIDE THE SHORTLISTING PARAMETERS AND THEREAFTER, ADEQUATE NUMBER OF CANDIDATES, AS DECIDED BY THE BANK WILL BE SHORTLISTED AND CALLED FOR INTERVIEW. THE DECISION OF THE BANK TO CALL THE CANDIDATES FOR THE INTERVIEW SHALL BE FINAL. NO CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.

**MERIT LIST:** MERIT LIST FOR SELECTION WILL BE PREPARED IN DESCENDING ORDER ON THE BASIS OF SCORES OBTAINED IN INTERVIEW ONLY. IN CASE MORE THAN ONE CANDIDATE SCORE THE CUT-OFF MARKS (COMMON MARKS AT CUT-OFF POINT), SUCH CANDIDATES WILL BE RANKED ACCORDING TO THEIR AGE IN DESCENDING ORDER, IN THE MERIT.

**G. HOW TO UPLOAD DOCUMENTS:**

<p><b>a. Details of Document to be uploaded:</b></p> <ol style="list-style-type: none"> <li>I. Brief Resume (PDF)</li> <li>II. ID Proof (PDF)</li> <li>III. Proof of Date of Birth (PDF)</li> <li>IV. Caste certificate (PDF)</li> <li>V. PWD certification (if applicable) (PDF)</li> <li>VI. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)</li> <li>VII. Experience certificates (PDF)/Driving Licence (Two-wheeler) (PDF)</li> <li>VIII. Form-16/Offer Letter/Latest Salary slip from current employer (PDF)</li> <li>IX. NOC (If applicable) (PDF)</li> <li>X. Recent Photograph</li> <li>XI. Signature</li> </ol> <p><b>b. Photograph file type/ size:</b></p> <ol style="list-style-type: none"> <li>I. Photograph must be a recent passport style colour picture.</li> <li>II. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)</li> <li>III. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.</li> <li>IV. Look straight at the camera with a relaxed face</li> <li>V. 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</li> <li>VI. If you have to use flash, ensure there's no "red-eye"</li> <li>VII. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.</li> <li>VIII. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.</li> <li>IX. 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 colour etc., during the process of scanning.</li> </ol> <p><b>c. Signature file type/ size:</b></p> <ol style="list-style-type: none"> <li>i. The applicant has to sign on white paper with Black Ink pen.</li> <li>ii. The signature must be signed only by the applicant and not by any other person.</li> <li>iii. The signature will be used to put on the Call Letter and wherever necessary.</li> <li>iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).</li> <li>v. Ensure that the size of the scanned image is not more than 20 kb.</li> <li>vi. Signature in CAPITAL LETTERS shall NOT be accepted.</li> </ol> <p><b>d. Document file type/ size:</b></p> <ol style="list-style-type: none"> <li>i. All Documents must be in PDF</li> <li>ii. Page size of the document to be A4</li> </ol>	<p><b>Document file type/ size (contd...)</b></p> <ol style="list-style-type: none"> <li>iii. Size of the file should not be exceeding 500 kb.</li> <li>iv. 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 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.</li> </ol> <p><b>e. Guidelines for scanning of photograph/ signature/ documents:</b></p> <ol style="list-style-type: none"> <li>i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)</li> <li>ii. Set Color to True Color</li> <li>iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).</li> <li>iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).</li> <li>v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.</li> <li>vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb &amp; 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) &amp; 20 kb (signature) by using crop and then resize option (Please see point (i) &amp; (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.</li> <li>vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.</li> </ol> <p><b>f. Procedure for Uploading Document:</b></p> <ol style="list-style-type: none"> <li>I. There will be separate links for uploading each document.</li> <li>II. Click on the respective link "Upload"</li> <li>III. Browse &amp; select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.</li> <li>IV. Select the file by clicking on it and Click the 'Upload' button.</li> <li>V. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed</li> <li>VI. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.</li> <li>VII. <b>After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.</b> In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. <b>If the face in the photograph or signature is unclear the candidate's application may be rejected</b></li> </ol>
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**H. GENERAL INFORMATION:**

<ol style="list-style-type: none"> <li>I. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.</li> <li>II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for General category provided they must fulfil all the eligibility conditions applicable to General category.</li> <li>III. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.</li> <li>IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.</li> <li>V. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.</li> <li>VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.</li> <li>VII. The Bank takes no responsibility for any delay in receipt or loss of any communication.</li> <li>VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</li> <li>IX. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.</li> <li>X. 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. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.</li> </ol>	<ol style="list-style-type: none"> <li>XI. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.</li> <li>XII. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.</li> <li>XIII. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.</li> <li>XIV. In case of multiple application, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/ candidature cancelled.</li> <li>XV. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.</li> <li>XVI. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travelling for the shortest route in India OR the actual travel cost in India (whichever is lower) on the basis of actual journey. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare. <b>For all posts: Railway Fare – AC III Tier (Mail/Express only)</b></li> <li>XVII. <b>BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.</b></li> <li>XVIII. <b>At the time of interview, the candidate will be required to provide details regarding criminal cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of Police Records, etc. The Bank reserves the right to deny the appointment depending upon such disclosure and/or independent verification.</b></li> </ol>
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FOR ANY QUERY, PLEASE WRITE TO US THROUGH LINK "CONTACT US" WHICH IS AVAILABLE ON BANK'S WEBSITE (URL - [HTTPS://BANK.SBI/CAREERS/PSQ.HTM?ACTION=PQUERY](https://BANK.SBI/CAREERS/PSQ.HTM?ACTION=PQUERY) OR [HTTPS://SBI.CO.IN/CAREERS/PSQ.HTM?ACTION=PQUERY](https://SBI.CO.IN/CAREERS/PSQ.HTM?ACTION=PQUERY))

MUMBAI

28.09.2021

The Bank is not responsible for printing errors, if any

GENERAL MANAGER