

## Advertisement No.-06/2025-26.

### Recruitment for the post of Junior Assistant Manager (JAM), Clerk, Bank Teller (Cashier), Customer Service Executive (CSE) & Office Boy (Peon) – 2025/26

IIBPS invites online application for eligible candidates for various posting as per details below candidates fulfilling required eligibility criteria may apply online through the IIBPS ([www.iibps.in](http://www.iibps.in)).

#### 1. Important Dates.

(1)	Start date for Online Registration & Application Form	14 <sup>th</sup> July 2025
(2)	Last date for Online Registration with Payment (Online)	15 <sup>th</sup> August 2025
(3)	Online test date	November '2025

#### 2. Age & Educational Qualification As On 31<sup>st</sup> May 2025

S.No.	Post	Vacancy	Age	Qualification
(1)	Junior Assistant Manager (JAM) (Grade-C)	2082	20Yrs -28Yrs	Bachelor Degree from any university recognized by Govt. in any discipline
(2)	Clerk (Grade-C)	6422	20Yrs – 28 Yrs	Bachelor Degree from any university recognized by Govt. in any discipline
(3)	Bank Teller (Cashier)	1278	20Yrs – 28Yrs	Bachelor Degree from any university recognized by Govt. in any discipline
(4)	Customer Service Executive (CSE)	3456	18Yrs – 30Yrs	Bachelor Degree from any university recognized by Govt. in any discipline
(5)	Office Boy (Peon)	3240	18Yrs – 35Yrs	Matriculation or any equivalent Degree from any Board recognized by Govt.

- **(Candidates are expected to have proficiency in computer)**

## **2.1 Essential Academic Qualifications: (As on 15.08.2025):**

Graduation in any discipline from a recognized University or any equivalent qualification recognized as such by Central Government. Candidates having integrated dual degree (IDD) certificate should ensure that the date of passing the IDD is on or before 15.08.2025. Those who are in the final year/ semester of their graduation may also apply provisionally subject to the condition that, if provisionally selected, they will have to produce proof of having passed the graduation examination on or before 15.08.2025.

Note:

- a) The date of passing eligibility examination will be the date appearing on the mark sheet/certificate or provisional certificate issued by the University/Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
- b) Bachelor's degree with minimum 60% for General, EWS and OBC candidates (55% for SC/ST/PwBD candidates) in any discipline from a University recognized/ approved by the Government; Govt. Bodies viz., AICTE, UGC, etc. Passing only a diploma course will not be considered as qualifying the eligibility criteria.
- c) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage, as per the University conversion rule from where passed, & indicated in the online application. The fraction of percentage will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%. Calculation of Percentage & Minimum qualifying marks, as above, would be reckoned and calculated taking into account the marks obtained in all semesters / years / all subject papers appeared (Major/Minor/Subsidiary/ancillary /core/elective qualifying, etc.) and irrespective of degree viz., Honors /General etc.
- d) Matriculate Ex-servicemen, who have obtained the Indian Army Special Certificate of Education or corresponding certificate in the Navy or Air Force, after having completed not less than 15 years of service in Armed Forces of the Union are also eligible for the post. Such certificates should be dated on or before 25.07.2025

### 3. Application Fee/ Intimation Charges

Category of Applicant	Application Fee / Intimation Charges
SC / ST & Female	INR 750/- (Rupees Seven Hundred Fifty Only) inclusive of taxes
Others	INR 850/- (Rupees Eight Hundred Fifty Only) inclusive of taxes

- Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be adjusted against any other recruitment process.
- Candidate can apply online only, and no other mode of application will be accepted.
- Application Fee/Intimation Charges (Online payment from 14-07-2025 to 15-08-2025, both dates inclusive). Bank transaction charges for the payment of application Fee/Intimation Charges will have to be borne by the candidate.
- The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- On successful completion of the transaction, an **e-Receipt** will be generated.

### 4. Relaxation in Upper Age Limit

S.No.	Category	Age Relaxation
(1)	Scheduled Caste / Scheduled Tribe	5 Years
(2)	Other Backward Classes (Non-Creamy Layer)	3 Years
(3)	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment .	5 years
(4)	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016 "	10 years

- Candidates seeking age relaxation will be required to submit necessary valid certificate(s) in original/ along with photocopies at the time of document verification and at any subsequent stage of the recruitment process as required by the IIBPS. In case of Ex-servicemen who have once joined in a Govt. job on the civil side after availing the benefits given to him as Ex-servicemen for his re- employment, his Ex-servicemen status for the purpose of re-employment ceases.

## 5. Selection Process

1. Selection will be done on the basis of **Online, CBT, Offline mode** and through **personal interview**. Applicant will have to go through an exam conducted by the institute. Candidates will be selected on the basis of marks obtained.
2. Final selection will be on the basis of marks secured by the candidate in the **Online, CBT, Offline mode** and **personal interview**.
3. The selection of Peon will be on the basis of marks obtained in **Online, CBT, Offline mode**, and the candidates will have to go through the document verification process.
4. Institute may change the mode of selection depending upon the number of candidates. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview. Institute reserves the right to change the modalities / criteria of selection / recruitment process etc.
5. Mere eligibility / admission to interview does not imply that the Institute is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection.
6. The Institute would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts.
7. The Institute would admit to the interview the candidates applying for the post on the basis of the information furnished in the application and shall determine their eligibility only at the time of interview. Hence, the original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview and at any subsequent stage of the recruitment process as required by IIBPS. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.

**Selection Process for peon will be made on the basis of the percentage of marks obtained by the candidates in the Online, CBT, Offline mode or any equivalent degree from any board recognized by the Govt. After the document verification the candidates must have to appear for the personal interview. Based on the marks of personal interview the candidates will be selected.**

## **Participating Banks**

ICICI BANK	AXIS BANK	IDBI BANK	FEDRAL BANK
KOTAK MAHINDRA BANK	INDUSIND BANK	BANDHAN BANK	RBL BANK
YES BANK	CSB BANK	DCB BANK	IDFC BANK
BANK OF BARODA	AU SMALL FINANCE BANK	UJJIVAN BANK	DBS BANK
HSBC	CITI BANK	SBM BANK(INDIA) LIMITED	STANDARD CHARTERED

## **NBFC ( Non Banking Financial Company)**

ADITYA BIRLA FINANCE	BAJAJ FINANCE	MAHINDRA FINANCE	L&T FINANCE
HBD FINANCIAL SERVICES	IIFL FINANCE	PNB HOUSING	EDELWEISS FINANCIAL ADVISORS

### **5.1. Specific Information/Instructions**

#### **Remittance & Career Prospectus**

- On joining the Bank's services as a **Grade (O)** employee, compensation on cost to company (CTC) basis would be range between Rs.6.14 to Rs.6.50lakh (for Metro Cities) at a time of joining.
- On joining the Bank's services as a **Group (C)** employee , compensation on cost to company (CTC) basis would be range between Rs.3.40 to Rs.5.20lakh (for Metro Cities) at a time of joining.
- On joining the Bank's services as a **CSA(Customer Service Associate)** employee , compensation on cost to company (CTC) basis would be range between Rs.2.80 to Rs.4.25lakh (for Metro Cities) at a time of joining.
- On joining the Bank's services as a **Group (D)** employee , compensation on cost to company (CTC) basis would be range between Rs.2.20 to Rs.3.20lakh (for Metro Cities) at a time of joining
- Annual Increment will be on the basis of the performance or any other parameter as decided by the Banks from timely.
- The appointee will be covered under new pension scheme rule 2011, as amended.



## Career Prospectus

- a) As per extent Bank's norms (Subject to amendments from time to time ), **Grade (O), Group-C, CSA & Group-D** Officer shall be consideration for promotion to next cadre on completion of 3 years of service . The same would be subject to performance, availability of vacancies and other criteria etc. Those norms shall be as per then relevant Bank's promotion policy as amended timely.
- b) The broad modalities of the selection process will be decided by the relevant banks timely and would be at its sole discretion.

## **6. How to Apply**

Candidates can apply online only from 14.07.2025 to 15.08.2025 and no other mode of application will be accepted. Applicants will be allowed to fill at form for at least 3 Post per applicant.

### **Pre-Requisites for Applying Online**

#### **Before applying online, candidates should—**

1. Scan all the required documents, photograph and signature ensuring that all the documents, photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure to this Advertisement.
2. Signature in CAPITAL LETTERS will NOT be accepted.
3. Have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. IIBPS may send call letter for the selection process through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

### **Procedure for Applying Online**

- Candidates are first required to go to the IIBPS's website [www.iibps.in](http://www.iibps.in) and click on the Home Page to open the link and then click on the option "CLICK HERE TO APPLY NOW" to open the On-Line Application Form
- Candidates will have to registered themselves on the portal first, to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional registration number and password will be generated by the system and displayed on the screen.
- Candidate will received an OTP to verify themselves on their Email or through SMS
- Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number will also be sent. They can reopen the saved data using Provisional registration number/ E-mail I'd and password and edit the particulars, if needed.

- Candidates are required to upload their documents, photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of documents , Photograph and Signature (refer Annexure).
- **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/entertained. Prior to submission of the online application candidates are advised to use the “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION.**
- **An online application which is incomplete in any respect such as without all the required documents, photograph and signature uploaded in the online application form will not be considered as valid.**
- IIBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date for any reason beyond the control of the IIBPS.
- Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

## 7. Online Exam Pattern

S.No.	Name of the Candidates	No. of Questions	Maximum Marks	Time allotted for each test (in minutes)
1	Logical Reasoning, Data Analysis & Interpretation	40	40	30
2	English Language	40	40	30
3	Quantitative Aptitude	40	40	30
4	General/Economy/Banking Awareness/ Computer/IT	40	40	30

*The above tests except the tests of English Language will be available multilingualism ,i.e. English, Hindi & Local Language.*

- The minimum qualifying marks (sectional/aggregate) will be as decided by the IIBPS based on the available vacancies. Each candidate will be required to obtain a minimum score in each section of the OT and also secure a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, minimum cut-offs will be decided by the IIBPS and candidates shortlisted for interview. **There shall be sectional timings, within the overall 120 minutes.**
- The above mentioned selection process is indicative and IIBPS is at liberty to alter/ amend/ modify the same at any time without assigning any reason whatsoever.
- Candidates securing the minimum cut-off marks (overall/ each section), as declared by the IIBPS, in OT will form the pool of shortlisted candidates and will be eligible for further selection process. Such candidates will be called on the basis of higher order of marks/rank within their respective category, subject to availability of vacancies in the respective category and /or at the discretion of the IIBPS.
- Each candidate will be required to obtain a minimum score in each test of the OT for further selection process. The minimum score may remain same or vary across each category of the applicant and would be at the sole discretion of the IIBPS vis- à-vis the number of vacancies.

## **8. Personal Interview**

- Based on the number of vacancies, cut-offs will be decided and candidates will be shortlisted for interview.
- Until the completion of the interview process and drawing of the final Merit List the score obtained in the OT will not be shared with any candidates, including those who are shortlisted for the personal interview.
- The candidates, who are successful in the OT, would be called for a PI at the discretion of the IIBPS. The maximum number of candidates to be called for PI, in each category, shall be decided by the IIBPS at its sole discretion, vice a versa the vacancies. During PI, the candidates will have the option to answer the questions in Hindi , English or Local Language. Candidates qualifying the PI shall be considered for final short listing.
- The personal interviews shall be of 100 marks and candidates need to score the minimum qualifying marks in interview which shall not be less than 50% (45% for SC/ST/OBC/PWD candidates). The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the OT and Interview. While appearing for the Interview, candidate should produce valid prescribed documents as indicated in the relevant sections of this advertisement. In the absence of documents, candidature of the candidates shall be cancelled. IIBPS takes no responsibility to receive/ collect any certificate/ document sent separately. A candidate should qualify both in the OT and PI and rank sufficiently high in the combined marks merit list to be shortlisted for selection in order to be in reckoning for inclusion the final select list. The final selection would be made based on formula Final



Score = 3/4 of OT Score +1/4 of PI Score. The final offer of employment would be issued to candidates who found to be medically fit as per IIBPS's Medical Fitness Standards and/or by the IIBPS's Consultant Physician at Corporate Center, Mumbai, subject to fulfillment of all other eligibility criteria with regard to age, qualification etc. as stipulated in the advertisement.

- The Medical reports of the finally shortlisted candidates (post culmination of the PI process) shall be strictly confidential and will not be shared in any manner whatsoever with the prospective candidate.

## 9. Important Instructions

### List of Documents

Document sought in respect of-	Documents
Age	10 <sup>th</sup> or Class 12 <sup>th</sup> Standard Marks sheet or School Leaving Certificate or Birth Certificate
Educational Qualifications	<p><b>High School and Intermediate-</b> Marks sheets and Passing Certificates of Class 10<sup>th</sup> and Class 12<sup>th</sup>.</p> <p><b>Graduation -</b> All semester/year-wise or consolidated marks sheets and Degree final and/or Provisional Degree certificate issued by the University.</p>
Caste or Tribe or Class/ Category Certificate for SC, ST, OBC (NCL) and EWS	<p>If declared, the Caste/ Tribe/Class/ Category certificate must be submitted in <u>Central Government format</u> only. The certificate must –</p> <ol style="list-style-type: none"> <li>indicate the name of the caste/tribe/ Category as it appears in the Central List</li> <li>be completely filled (including ordinarily resident clause)</li> <li>be stamped (round seal) and signed by issuing authority competent to issue such certificate as per the Central List</li> <li>be issued in financial year 2025-26 (for OBC and EWS) based on income as on August'15 2025.</li> <li>satisfy all requirements for availing reservation benefits as per Government of India guidelines.</li> </ol>
Work Experience	If declared, all the documents such as Experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the Date of Joining and Date of Relieving for each of the previous employment(s).

Person with Disability (PWD) Certificate	If declared, Disability Certificate issued by the Competent Authority. Candidates must possess <b><u>a proper valid</u></b> disability certificate with correct details of disability, Percentage (%) of
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Document sought in respect of-	Documents
	disability, validity period and sign and stamp of issuing authority <u>as on cutoff date.</u>
Photo identity (Any 2 )	PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Aadhar/ E-Aadhar card with a photograph.

- **Inability to produce any of the above mentioned document(s) (both original and attested copy) at the time of DV or whenever called for by the Bank will render the candidates ineligible for the selection.**
- **Examination Center will be allotted according to chosen State of the candidates, but the district of the center will be allotted according to the occupancy of the candidates at exam centers through IIBPS .** \*Annexure –I

#### • Disability Certificate

If declared ,Medical Certificate issued by the Competent Authority in case of PWD candidates. Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon or as the case maybe. Non submission of proper valid certificate at the time of DV and/or PI may lead to disqualification of candidature.

- The details for subsequent Selection Process will be advised and also may be made available on the IIBPS's website. The IIBPS reserves the right to decide the schedule & center of further Selection Process.
- Candidates should carry the print of Call Letter, Application Form, E-receipt of payment and all supporting documents (proof in respect of age, education, experience and caste) in original along with a copy of same at the time of Selection Process. Candidates not qualifying the eligibility criteria and/or failing to produce any required document(s) on the day of the DV would not be allowed to participate in further recruitment process.

- After submission of the online application form, all candidates have to take a printout of system-generated hard copy of the application form and preserve the same for submission during further processes along with fee payment e-receipt and the documents required in support of the eligibility criteria.

- **Action against Candidates Found Guilty of Misconduct/ Use of Unfair Means**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. This also includes (not limited to) applying in the wrong category/ disability category without proper document/s. At any stage of the recruitment process or after appointment in the Bank's services, if a candidate is (or has been) found guilty of –

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - to be disqualified from the examination for which he/ she is a candidate;
  - to be debarred either permanently or for a specified period from any examination conducted by the IIBPS;
  - for termination of service, if he/ she has already joined the Bank through IIBPS.

**Important:** IIBPS would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the IIBPS, in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IIBPS reserves right to cancel the candidature of the concerned candidates without any notice or assigning any reason thereof and the result of such candidates (disqualified) will be withheld. No claims or representation in this regard shall be entertained.

## 10. General Instruction

- Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of further process of selection including Interview
- Before applying for the post, the candidate should ensure that he/she fulfils the eligibility criteria for the post as on the date of eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- Decision of IIBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IIBPS in this behalf.
- Online applications once registered will not be allowed to be withdrawn.
- IIBPS reserves the right to change (cancel/ modify/ add/relax) any of the criteria, method of selection etc. or hold supplementary process, if necessary.
- The applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that the candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information and/ or has suppressed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without any notice and compensation.
- Only external candidates with relevant experience are invited to apply for this position
- The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Based on the recommendation of the screening committee, Institute may restrict the number of candidates to be considered for the selection process to a reasonable limit after taking into consideration their qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of candidates to mention all the qualifications and experience in the application and to upload all the supporting documents.
- Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for further process
- The candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IIBPS in future should be identical and there should be no variation of any kind.
- IIBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

- IIBPS reserves the right to cancel the whole process of recruitment at any stage through this Advertisement fully or partly on any grounds, without assigning any reason thereof and such decision of the Institute will not be notified or intimated to the candidates.
- Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post. Candidates who have been found guilty in any departmental investigation are ineligible for the position.
- Appointment of selected candidates is subject to declared medically fit as per the requirement of the Institute.

### **DISCLAIMER**

*Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect and if appointed, the services are liable to be terminated.*

Place : Mumbai  
Date : 10-07-2025

SD/-  
General Manager  
Human Resource Department

IIBPS



## **Guidelines for Scanning and Upload of Documents**

Before applying online, a candidate will be required to have a scanned (digital) image of

- his/her photograph
- signature
- left thumb impression
- handwritten declaration and

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

### **Photograph Image: (4.5cm × 3.5cm)**

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background. Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red eye"
- If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.
- Photo uploaded should be of appropriate size and clearly visible.

### **Photograph Capture**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

### **Do's and Don'ts of Photo Capture**

#### **Do's:**

Ensure the photo is captured against a light colored, preferably white background and there is adequate light.

- Look straight at the webcam/ camera.
- Photograph should be of passport size.

### **Don'ts**

- Small size photograph not to be clicked/ uploaded.
- Colored glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

### **Signature:**

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

### **Thumb impression:**

The applicant has to put his thumb impression on a white paper with black or blue ink.

- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
- File Size: 20 KB – 50 KB
- Note: If both thumbs of candidates are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.

### **Hand-written declaration Image:**

The applicant has to write the declaration in English clearly on a white paper with black ink.

- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
- File Size: 50 KB – 100 KB
- Note: The handwritten declaration has to be in the candidate's hand writing and in English only. The text should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get that text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).

The signature left thumb impression, and the handwritten declaration should be of the applicant and not by any other person.

If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

Ensure that the photo, signature, left thumb impression and handwritten declaration are uploaded at the specified spaces only in the online application form.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration, as specified.

**Note: -**

- In case the face in the photograph or signature or left thumb impression or the handwritten declaration, is unclear / smudged the candidate's application may be rejected.
- After uploading the Photograph / signature / left thumb impression / handwritten declaration, in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration, is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/ denied. Candidate him/herself will be responsible for the same.
- Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.
- After registering online candidates are advised to take a printout of their system generated online application forms.
- The signature left thumb impression, and the handwritten declaration should be of the applicant and not of any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature/ Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that the photograph, signature, left thumb impression and handwritten declaration are uploaded at the specified spaces only in the online application form.

### Annexure I

State	City Name (Tentative Cities)	State	City Name (Tentative Cities)
Andaman & Nicobar Island	Port Blair		Ambala
Andhra Pradesh	Eluru	Haryana	Faridabad
	Kadapa		Gurugram
	Kakinada		Hisar
	Kurnool	Himachal Pradesh	Bilaspur
	Nellore		Hamirpur
	Ongole		Kangra
	Rajahmundry		Kullu
	Srikakulam		Mandi
	Tirupati		Shimla
	Vijaywada/ Guntur		Solan
	Vishakhapatnam		Una
	Vizianagaram	Jammu & Kashmir	Jammu
Arunachal Pradesh	Naharlagun		Samba
Assam	Dibrugarh		Srinagar
	Guwahati	Jharkhand	Bokaro steel city
	Jorhat		Dhanbad
	Silchar		Hazaribagh
	Tezpur		Jamshedpur
Bihar	Arrah	Karnataka	Ranchi
	Aurangabad(Bihar)		Bengaluru
	Bhagalpur		Belgaum
	Darbhanga		Dharwad/ Hubli
	Gaya		Gulbarga
	Muzaffarpur		Mangalore
	Patna		Mysore
	Purnea		Shimoga
Chandigarh	Mohali		Udupi
	Patiala	Kerala	Alappuzha
Chhattisgarh	Bhilai Nagar		Kannur
	Bilaspur		Kochi/ Ernakulam
	Raipur		Kollam
Delhi NCR	Delhi/NCR/New Delhi		Kottayam
Goa	Panaji		Kozhikode
Gujarat	Ahmedabad/Gandhinagar		Malappuram
	Anand/ Vadodara		Palakkad
	Himmatnagar		Thiruvananthpuram
	Jamnagar		Thrichur
	Mehsana	Lakshadweep	Kavaratti
	Rajkot	Manipur	Imphal
	Surat	Meghalaya	Shillong

Madhya Pradesh	Bhopal	Sikkim	Gangtok
	Gwalior	Tamil Nadu	Chennai
	Indore		Coimbatore
	Jabalpur		Erode
	Sagar		Madurai
	Satna		Nagercoil/Kanyakumari
	Ujjain		Salem
Maharashtra	Amravati	Telangana	Thanjavur
	Chhatrapati Sambhaji Nagar		Thiruchirapalli
	Chandrapur		Tirunelveli
	Dhule		Vellore
	Jalgaon		Virudhunagar
	Kolhapur		Hyderabad
	Latur		Karimnagar
	Mumbai/Thane/Navi Mumbai/MMR region	Tripura	Khammam
	Nagpur		Warangal
	Nanded		Agartala
	Nashik		Agra
	Pune		Aligarh
	Ratnagiri		Prayagraj (Allahabad)
	Solapur		Bareilly
Nagaland	Kohima	Uttar Pradesh	Faizabad
Odisha	Balasore		Ghaziabad
	Berhampur(Ganjam)		Gonda
	Bhubaneswar		Gorakhpur
	Cuttack		Jhansi
	Dhenkanal		Kanpur
	Rourkela		Lucknow
	Sambalpur		Mathura
Puducherry	Puducherry		Meerut
Punjab	Amritsar		Moradabad
	Bhatinda		Muzaffarnagar
	Jalandhar		Noida / Greater Noida
	Ludhiana		Azamgarh
	Mohali		Varanasi
	Pathankot	Uttarakhand	Dehradun
	Patiala		Haldwani
Rajasthan	Ajmer		Roorkee
	Bikaner	West Bengal	Asansol
	Jodhpur		Durgapur
	Kota		Kolkata
	Sikar		Hooghly
	Udaipur		Kalyani
	Jaipur		Siliguri

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