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STATE BANK OF INDIA

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT
CORPORATE CENTRE, MUMBAI
(Phone: 022-2282 0427; Fax: 022-2282 0411; E-mail: crpd@sbi.co.in)

RECRUITMENT OF SPECIALIST CADRE OFFICERS IN STATE BANK OF INDIA ON REGULAR/CONTRACT BASIS
ADVERTISEMENT No. CRPD/SCO/2019-20/16
ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEE: FROM 15.10.2019 To 06.11.2019

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

1. The process of Registration is complete only when fee (wherever applicable) 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 mentioned respective cut-off dates.
3. 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 shortlisting/ interview.
4. 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).
5. 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.
6. 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/ qualified candidates). **The Call letter/ advice, where required, will be sent by e-mail only (No hard copy will be sent).**
7. 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.
8. HARD COPY OF APPLICATION & OTHER DOCUMENTS **NOT TO BE SENT TO THIS OFFICE.**
9. **All revision / corrigenda will be hosted only on the Bank's above mentioned websites.**

A. Details of Post / Position/ Grade/ Vacancy/ Age/ Selection Process:

Post Sr No.	Post	POSITION (REGULAR / CONTRACT)	Grade	Vacancy									Age (as on 31.07.2019)		Selection Procedure
				GEN	OBC	SC	ST	EWS	Total	PWD			Min	Max	
										LD (OA)	LD(OL)	LD(BL)			
1	MANAGER (MARKETING-REAL ESTATE & HOUSING)	REGULAR	MMGS-III	1	.....	.....	.....	.....	**1**	.....	.....	.....	.....	35	Shortlisting & Interview
2	MANAGER (BUILDER RELATIONS)	REGULAR	MMGS-III	2	.....	.....	.....	.....	**2**	1	.....	.....	.....	35	
3*	MANAGER (PRODUCT DEV. & RESEARCH-REH)	REGULAR	MMGS-III	2	.....	.....	.....	.....	**2**	1	.....	.....	.....	35	
4#	MANAGER (RISK MGMT-IBG)	REGULAR	MMGS-III	2	.....	.....	.....	.....	**2**	.....	1	.....	.....	37	
5#	MANAGER (CREDIT ANALYST-IBG)	REGULAR	MMGS-III	2	.....	.....	.....	.....	**2**	.....	1	.....	.....	37	
6#	SENIOR SPECIAL EXECUTIVE (COMPLIANCE)	CONTRACTUAL		1	.....	.....	.....	.....	**1**	.....	.....	.....	.....	37	
7#	SENIOR EXECUTIVE-FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)	CONTRACTUAL		1	.....	.....	.....	.....	**1**	.....	.....	.....	.....	35	
8#	SENIOR SPECIAL EXECUTIVE (STRATEGY-TMG)	CONTRACTUAL		1	.....	.....	.....	.....	**1**	.....	.....	.....	.....	37	
9#	SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)	CONTRACTUAL		1	.....	.....	.....	.....	**1**	.....	.....	.....	.....	37	
10@	EXECUTIVE (FI & MM)	CONTRACTUAL		10	5	3	1	2	**21**	1		.....	.....	30	
11@	SENIOR EXECUTIVE (SOCIAL BANKING & CSR)	CONTRACTUAL		5	2	1	.....	.....	**8**	1		.....	.....	35	
12	MANAGER (ANYTIME CHANNELS)	REGULAR	MMGS-III	1	.....	.....	.....	.....	**1**	.....	.....	.....	.....	37	
13	MANAGER (ANALYST-FI)	REGULAR	MMGS-III	3	.....	.....	.....	.....	**3**	.....	.....	.....	.....	37	
14	Dy. MANAGER (AGRI-SPL.)	REGULAR	MMGS-II	4	1	.....	.....	.....	**5**	1		.....	25	35	
15	MANAGER ANALYST	REGULAR	MMGS-III	3	2	1	.....	1	**7**	.....	1		27	37	
16	SENIOR EXECUTIVE (RETAIL BANKING)	CONTRACTUAL		6	2	1	.....	.....	**9**	.....	1	.....	25	35	

*** Candidate applying for Post Sr. No. 3 shall not be eligible to apply for Post Sr. No. 1 & 2.**
 # Out of Posts Sr. No. 4,5 & 6 a candidate can apply for any one post only. Also out of Posts Sr. No. 7,8 & 9 a candidate can apply for any one post only.
@ Out of Posts Sr. No. 10 and 11, a candidate can apply for any one post only.

ABBREVIATIONS:
Category: GEN- General Category, OBC- Other Backward Class, SC - Scheduled Caste, ST - Scheduled Tribe, EWS: Economically Weaker Section, PWD- Person with Disabilities, LD(OA)- One Arm Impaired, LD(OL) – One leg Impaired, LD(BL) - Both legs Impaired, MMGS- Middle Management Grade Scale.

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NOTE:
1. 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.
2. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
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/OBC 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 31.03.2019. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2019 to the date of interview, should be submitted by such candidates, if called for interview.
6. Reservation for Person with Disability (PWD) is horizontal within the overall vacancies for the post.
7. PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
8. 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."
9. 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 as by Government of India.
10. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as per Government of India Guidelines.
11. In cases where experience in a specific field is required, the relevant experience certificate must contains specifically that the candidate had experience in that specific field.
12. In cases the certificate of degree/diploma does not specify the field of specialisation, the candidate will have to produce a certificate from the concerned university/college specifically mentioning the specialisation.

(B) Details of Required Educational Qualification/ Skills and Likely Place of Posting:

Post Sr No.	Post	Basic Education Qualification	Skills Required	Likely Place of Posting
1	MANAGER (MARKETING-REAL ESTATE & HOUSING)	**Mandatory:** 2 years full time MBA (or its equivalent)/ PGDM course from recognized Institute/ University. The Institute should be recognized/ approved by Govt. bodies/ AICTE.	**Mandatory:** Candidate must possess the professional skills in operating MS Office, Word, Excel, Power Point. Any Certification for the mentioned skills will be an added advantage. Good verbal and written communication skills, Good Analytical skills, can work with cross functional teams, attention to detail, organisational skills, multitasking, secondary research.	Mumbai or any other location as decided by the Bank.
2	MANAGER (BUILDER RELATIONS)	**Mandatory:** 2 years full time MBA (or its equivalent)/ PGDM course from recognized Institute/ University. The Institute should be recognized/ approved by Govt. bodies/ AICTE.	**Mandatory:** Good verbal and written communication skills, Good Analytical Skills, can work with cross fuctional teams, attention to detail, organization skills. Knowledge in Market Research tools and techniques. Familiar with Real Estate & Banking Industry environment. Good networking skills, meeting and interacting with Real Estate Market players to understand needs and suggesting optimal solutions.	
3	MANAGER (PRODUCT DEV. & RESEARCH-REH)	**Mandatory:** 2 years full time MBA (or its equivalent)/ PGDM course from recognized Institute/ University. The Institute should be recognized/ approved by Govt. bodies/ AICTE.	**Mandatory:** Good verbal and written communication skills, Good Analytical Skills, can work with cross functional teams, attention to detail, organization skills. Knowledge in Market Research tools and techniques. Familiar with Real Estate & Banking Industry environment. Good networking skills, meeting and interacting with Real Estate Market players to understand needs and suggesting optimal solutions. **Preferred:** Knowledge of Google Adwords (Search & Display), Google Analytics etc.	
4	MANAGER (RISK MGMT-IBG)	**Mandatory:** 2 years full time MBA (Finance) / PGDM(Finance) or equivalent course from a recognized Institute/ University. **Preferred**: CFA/ FRM/ DTIRM	**Mandatory**: Analytical skills and good understanding of statistical tools	Corporate Centre, Mumbai
5	MANAGER (CREDIT ANALYST-IBG)	**Mandatory:** CA or 2 years full time MBA/ Post Graduate Diploma in Management from a recognized Institute/ University, preferably Finance as major subject. **Preferred**: CFA	**Mandatory**: Understanding of long term credit appraisal process, Good Marketing and soft skills.	
6	SENIOR SPECIAL EXECUTIVE (COMPLIANCE)	**Mandatory:** Graduation in any discipline as 3 years full time course from a recognized Institute/ University. Certified Anti Money Laundering Specialists (CAMS)/ Certified Financial Crime Specialists (CFCS). **Preferred**: MBA/ Post Graduation.	**Mandatory**: The candidate should possess sound knowledge of banking operations. Sound understanding of the KYC-AML principles. Should be well versed in AML-CFT requirements at US, EU and Asia Pacific. Understanding of the various sanctions' regimes The candidate should be a team player having strong inter-personal skills. The candidate should possess innovative analytical skills. The candidate should be proficient in spreadsheet, sharepoint, presentation skills.	
7	SENIOR EXECUTIVE-FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)	**Mandatory:** Full time 2 year MBA/ PGDM or equivalents with specialization in Marketing from a recognized Institute/ University. **Preferred**: Certification in Trade Finance/ Treasury Products/ International Banking.	**Mandatory**: The candidate should possess sound knowledge of banking operations. He/ She should have overview of Global/ Country specific economic environment. Should have analytical skill to analyse business performance and market trend. The candidate should be a team player having strong inter-personal skills. The candidate should be proficient in spreadsheet, share-point, presentation skills etc.	
8	SENIOR SPECIAL EXECUTIVE (STRATEGY-TMG)	**Mandatory:** Full time 2 years MBA(Finance)/ PGDM (Finance) or its equivalent degree in Finance/ Chartered Accountant from a recognized Institute/ University. **Preferred**: FRM/ CFA.	**Mandatory**: The candidate should possess good knowledge of fund raising activity through foreign currency bonds, syndicated loans, multilateral institutions, development banks etc. Adequate experience in ALM. The candidate should be a team player having strong inter-personal skills. The candidate should possess innovative analytical skills. The candidate should be proficient in spreadsheet, share-point, presentation skills.	
9	SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)	**Mandatory:** Full time 2 year MBA/ PGDM or its equivalents/ Chartered Accountant/ CMA. **Preferred**: Applicants who have completed MBA/PGDM with specialization in International Banking will be preferred. Courses/ Certifications related to Foreign Exchange/ FEMA/ IB (viz. "Certificate Course in Foreign Exchange" by IIBF) or other recognized course/ certificate related to IB, FEMA.	**Mandatory**: The candidate should possess sound knowledge of banking operations and FEMA guidelines. The candidate should possess strong inter-personal skills and innovative analytical skills and should also be proficient in Excel, spreadsheet and powerPoint presentation.	
10	EXECUTIVE (FI & MM)	**Mandatory:** Graduation in Rural Economy/ Agriculture & Allied Activities/ Horticulture as 4 years full time course from recognised Institute/ University. **Preferred**: Post graduation with same specialization will be given preference.	**Mandatory**: The candidate should possess sound knowledge of rural economy and knowledge of agriculture & allied activities related banking needs and working knowledge of spreadsheets.	Within the states of Punjab, Himachal Pradesh and Haryana having understnding and communication skills of the local language.
11	SENIOR EXECUTIVE (SOCIAL BANKING & CSR)	**Mandatory:** Graduation as 3 years full time course in any stream from a recognized Institute/ University preferably in Social Sciences. **Preferred**: Postgraduates (preferably in same stream) and those having experience in microfinance/ rural finance will be given preference.	**Mandatory**: Confident personality and good inter-personal skills with a keen interest in CSR. Strong communication and presentation skills and working knowledge of spreadsheets.	
12	MANAGER (ANYTIME CHANNELS)	**Mandatory:** B.E. /B.Tech. in IT stream (Electronics & Communication/ Computer/ Elecrical/ Information Science etc.) only and Full time 2 years MBA/ PGDM or equivalent Management degree. Minimum 60% marks or equivalent in B.E./ B. Tech. & MBA/ PGDM. (If the degree/ marksheet has mention of grade only , a certificate regarding conversion factor of grade into percentage will be required from the Institute. **Preferred**: Preference will be given to candidates having Finance stream as major in MBA/ PGDM or equivalent Management degree.		Corporate Centre, Mumbai

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13	MANAGER (ANALYST-FI)	**Mandatory:** MCA/ B. Tech (Computer Science/ IT)/ M.Sc. (Computer Science/ IT). **Preferred**: Additional qualification of MBA/ PGDM (Banking/ Finance) .		Mumbai
14	Dy. MANAGER (AGRI-SPL.)	**Mandatory:** Graduate/ Post Graduate in Rural Management or Graduate in any stream with Post Graduate Diploma in Rural Management as full time course from recognized Institute/ University.	**Mandatory**: Knowledge of Computer. Proficiency in MS Office will be an added advantage.	Mumbai or any SBI LHO Centre
15	MANAGER ANALYST	**Mandatory:** Chartered Accountant (CA)/ 2 years full time MBA (Finance) or equivalent/ PGDM (Finance) or equivalent.		Mumbai or as decided by the Bank.
16	SENIOR EXECUTIVE (RETAIL BANKING)	**Mandatory:** Full time 2 years MBA/ Post Graduate Diploma or equivalent from an Institute/ University recognised/ approved by Govt. Bodies/ AICTE. **Preferred**: Specialization in Finance/ Marketing / IT will be preferred.	**Mandatory**: Analytical and Marketing skills will be advantageous.	Corporate Centre, Mumbai

The place of posting is only indicative. The selected candidate may be posted anywhere in India.

(C) Details of Required Prior Experience:

Post Sr No.	Post	Required Experience
1	MANAGER (MARKETING-REAL ESTATE & HOUSING)	**Mandatory:** As on 31.07.2019, minimum 5 years post qualification experience of working in home loan department in the field of marketing as an Executive in Supervisory/ Management role: i) In a scheduled Commercial Bank/ Associate or subsidiary of a Scheduled Commercial Bank **OR** ii) In a Public Sector or Listed Financial Institution/ Company **Preferred:** Prior experience in IT.
2	MANAGER (BUILDER RELATIONS)	**Mandatory:** As on 31.07.2019, minimum 5 years post qualification experience of working in home loan department as an Executive in Supervisory/ Management role: i) In a scheduled Commercial Bank/ Associate or subsidiary of a Scheduled Commercial Bank **OR** ii) In a Public Sector or Listed Financial Institution/ Company. Minimum 2 Years experience (out of overall 5 years) in Relationship Management with Real Estate Sector stakeholders.
3	MANAGER (PRODUCT DEV. & RESEARCH-REH)	**Mandatory:** As on 31.07.2019, minimum 5 years post qualification experience of working in home loan department as an Executive in Supervisory/ Management role: i) In a scheduled Commercial Bank/ Associate or subsidiary of a Scheduled Commercial Bank **OR** ii) In a Public Sector or Listed Financial Institution/ Company. Minimum 2 Years experience (out of overall 5 years) in research related to Real Estate & Home Loan products.
4	MANAGER (RISK MGMT-IBG)	**Mandatory:** Minimum 5 years post basic qualification experience in the field of Risk Management as on 31.07.2019, preferably in a scheduled Commercial Bank or Listed Financial Institution/ Company. Candidate having similar experience in any NBFC may also apply.
5	MANAGER (CREDIT ANALYST-IBG)	**Mandatory:** Minimum 5 years post basic qualification experience in the field of Credit as on 31.07.2019, preferably in a scheduled Commercial Bank or Listed Financial Institution/ Company. Candidate having similar experience in any NBFC may also apply.
6	SENIOR SPECIAL EXECUTIVE (COMPLIANCE)	**Mandatory:** Minimum 5 years post basic qualification experience in the field of Compliance as on 31.07.2019 in any Banking Institution with overseas presence.
7	SENIOR EXECUTIVE-FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)	**Mandatory:** Minimum 3 years post qualification experience in the field of Marketing/ Relationship Management as on 31.07.2019, in any Banking Institution (Foreign or Domestic)/ Financial Institutions.
8	SENIOR SPECIAL EXECUTIVE (STRATEGY-TMG)	**Mandatory:** As on 31.07.2019, Minimum 5 years experience in Investment Banking activity in areas related to treasury products and advisory at a Foreign Bank/ Private Bank/ large Public Sector Bank.
9	SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)	**Mandatory:** Minimum 5 years' post qualification experience in the field of FEMA Compliance as on 31.07.2019, in any Banking / Financial Institution.
10	EXECUTIVE (FI & MM)	**Mandatory:** Minimum 3 years' work experience (after Graduation) in the field of Agriculture/ Allied activities/ Horticulture related marketing activities as on 31.07.2019 with any Corporate preferably with a Financial Institution.
11	SENIOR EXECUTIVE (SOCIAL BANKING & CSR)	**Mandatory:** Minimum 5 years' work experience including 2 years in rural area (after Graduation) in the field of Public Relations / Corporate Social responsibility/ sustainability teams or rural fellowship related to the field of Social Banking / Micro Finance / dealing with NGOs/ CSR activities as on 31.07.2019 with any Corporate preferably a Financial Institution.
12	MANAGER (ANYTIME CHANNELS)	**Mandatory:** As on 31.07.2019, minimum 7 years' of post-qualification (degree of B.E./ B. Tech) experience in IT Sector and Banking. Out of this, compulsory work experience of: i) minimum 2 years in IT Sector and ii) minimum 3 years in managing ATM/ CDM/ Kiosk.
13	MANAGER (ANALYST-FI)	**Mandatory:** As on 31.07.2019, minimum 5 years' post qualification experience in data analytics and Risk Management area preferably in Banking and Finance. **Preferred:** Candidates with higher work experience will be given preference.
14	Dy. MANAGER (AGRI-SPL.)	**Mandatory:** Minimum 3 years of post qualification experience in rural banking of Public Sector Banks / Private Sector Banks / NBFC as on 31.07.2019.
15	MANAGER ANALYST	**Mandatory:** As on 31.07.2019, Minimum 5 years post qualification experience in the area of Corporate Finance/ Corporate Credit (sanction/ credit Monitoring). Preference will be given to Banking Experience, however applicants who have similar experience in any NBFC can also apply.
16	SENIOR EXECUTIVE (RETAIL BANKING)	**Mandatory:** Minimum 2 years post qualification experience in retail banking products as on 31.07.2019 as an executive in supervisory / Management role in: a) a Scheduled Commercial Bank/ Associate or subsidiary of a Scheduled Commercial Bank. b) a Public Sector or listed Institute / Company.

(D) Contract Period For Contractual Posts

Post Sr No.	Post Name	Contract Period	Renewal For further Period	Renewal for No. of Years
6	SENIOR SPECIAL EXECUTIVE (COMPLIANCE)	3 Years	Yes	2 Years
7	SENIOR EXECUTIVE-FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)	3 Years	Yes	2 Years
8	SENIOR SPECIAL EXECUTIVE (STRATEGY-TMG)	3 Years	Yes	2 Years
9	SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)	3 Years	Yes	2 Years
10	EXECUTIVE (FI & MM)	3 Years	Yes	2 Years
11	SENIOR EXECUTIVE (SOCIAL BANKING & CSR)	3 Years	Yes	2 Years
16	SENIOR EXECUTIVE (RETAIL BANKING)	3 Years	Yes	2 Years

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(E). Job Profile & KRAs:

Post Sr No	Post	Job Profile in Brief	KRAs in Brief
1	MANAGER (MARKETING-REAL ESTATE & HOUSING)	Responsible for Marketing initiatives of Real Estate & Housing	• Study of Home Loan Market and Competitor analysis • Management of Sales Channels (Internal, Outsourced Channels) • Work closely with cross functional teams to implement projects/ new initiatives • Build relevant reporting/ analytical methods to track KPIs • Vendor management includes credit bureaus, financial aggregators etc. • Identify and implement new initiatives to increase Home Loan Business
2	MANAGER (BUILDER RELATIONS)	Developing Relations with Real Estate Sector stakeholders	• Coordination with BRTs across the country. • Arranging Builder Connect Programmes with major Builder community • Monitoring of OPAS • Coordinating with BRTs for bringing more Projects in to Builder tie-ups. • Coordination with In House Legal Team & Valuers • Work closely with Marketing Team in preparing content/ graphics for use case.
3	MANAGER (PRODUCT DEV. & RESEARCH-REH)	Product Development and Market Research related to Real Estate & Home Loan	• Identify needs by interacting with market players in housing industry, analysing market demand and market research on competitors offerings • Modify existing products/updating product features periodically to align with market demand • Design new products or processes etc by adhering to Bank's Risk and Compliance framework and ensuring product profitability • Defining income calculation and nature of income (seasonal/perennial) • Assessing Risk involved with the sectors(services/business) • Build and drive engagement on social media • Work closely with product team and creative team in preparing content/ graphics for use case
4	MANAGER (RISK MGMT-IBG)	• Key Risk Indicators: Quarterly monitoring of KRIs is conducted to find out the Key risk areas for our Foreign Offices and action plans are drawn to address identified High Risk areas. KRIs are reviewed annually. • Incident Reporting: This involves collection, reporting and analysis of OR loss events / Near Miss events at Foreign Offices on a quarterly basis. Also, external loss incidents at other Banks / FIs are analysed to assess their applicability to the Foreign Offices. • RCSA exercise: RCSA exercise is conducted across all Business and support lines to outline all the risk areas and assess the efficacy of existing controls put in place to mitigate all the risks. The exercise involves preparation of extensive Risk Registers for all major business / support activities. For risk areas where control measures are found to be inadequate, additional mitigation measures are required to be formulated. • Risk Committee Meetings (RMC-IBG and ORMC): The Risk Management Committee of IBG (RMC-IBG) and Operational Risk Management Committee (ORMC) and conducted on a quarterly basis. The role involves overall responsibility for preparing the RMC-IBG presentation, conducting the meeting, drawing up action points from the meeting and circulating for concerned departments for necessary action. In case of ORMC meeting, the role involves providing necessary papers for discussion in the meeting besides implementation of action points emanating from the ORMC. • Examination of ORM Policies: ORM Policies submitted by the FOs are scrutinized, FOs are advised to make necessary corrections (wherever required) and approval is taken for the policies. • IT Risk: In the area of IT Risk, the role involves taking up IT related issues pertaining to IBG (raised in IT Risk Committee and other Risk Committees) with O&IS / IT-FO for appropriate resolution and driving the same through Quarterly RMC-IBG meetings. • Analysis of foreign subsidiaries data and submission of various returns and reports to Group Risk Management Department. • Analysis of credit risk data of various foreign offices and compliance with policy parameters. • Monitoring of market risk parameters of FOs & OBSs. • Preparation of presentations. • Miscellaneous: Other activities include preparation of Risk related slides on ad hoc basis for meetings like IBO / LBO Trainings / Conclaves, Annual Conferences etc.	**Key Risk Indicators (KRIs)** *Preparation of KRI monitoring chart for IBG on a quarterly basis and putting up to CGM (IB). *Advising Business departments for formulation of action plans for KRIs appearing under 'Red' zone. Incorporation of Action plans submitted by concerned depts. in RMC-IBG presentations. **Incident Reporting (ILD / ELD / NME)** *Compilation of Internal Loss Data and Near Miss Events at Foreign Offices on monthly basis and onward submission to ORMD on quarterly basis. *Analysis of External Loss Data (loss events at other banks) and studying their applicability to Foreign Operations of the Bank. **RCSA (Risk &Control Self-Assessment Exercise)** *Circulation of Risk registers to FOs selected for a new phase of the exercise. *Analyzing the Risk registers ("Risk" and "Control" descriptions) submitted by the FOs and putting up major findings / observations from the same to the RCSA Committee for validation. *Providing ongoing support to Foreign Offices regarding the new developments / enhancements in the Risk Registers under the overall guidance of ORMD. In the current phase of RCSA exercise, "Risk" and "Control" descriptions in each Risk register have been modified to filter out "Inherent Risk" and "Residual Risk" respectively. **Preparation of RPTs, PQIs & Stress Test** *Preparation of Risk Profile Templates for FOs & OBSs. *Preparation of Portfolio Quality Index for the credit portfolio of foreign offices. *Preparation of stress test report for credit as well as market risk portfolios. **Reports & Returns** *Preparation of various reports & returns for FOs as well as OBSs and submission to GRMD. *Analysis of R-Com reports received from FOs and putting it up to higher authorities. Risk Management Committees (RMC-IBG & ORMC) **a) RMC-IBG** *Formation of slides for RMCIBG, consolidating of ATRs of previous meeting agenda items from various departments and overall responsibility for preparing and conducting the presentation. **b) ORMC (Operational Risk Management Committee)** *Replying to ATR pertaining to IBG (based on Minutes of ORMC) *Providing all necessary papers for discussion in ORMC (quarterly status on Loss data / Near Miss, KRI, RCSA, ATR and any other specific areas highlighted by ORMD). Miscellaneous ***Operational Risk Policies**: Examining the Operational Risk policies submitted by Foreign Offices, suggesting necessary modifications / enhancements to the concerned FOs and obtaining approval from appropriate authority. ***IT Risk**: Taking up IT related issues pertaining to IBG (raised in IT Risk Committee and other Risk Committees) with O&IS / IT-FO for appropriate resolution and driving the same through Quarterly RMC-IBG meetings.
5	MANAGER (CREDIT ANALYST-IBG)	• Scan the environment/ media, collecting the industry/ economy in which the borrowers operate. • To analyze balance sheets, other project related information and carry out due diligence of credit proposals assigned. • Adhering to Turn around Time for processing New / Existing proposals • Submission of control reports after sanction by credit committees. • To interact with finance teams of leading Indian Corporates. • Keeping a tab on latest developments and news in all major industries and look for new business opportunities. • Assisting Relationship Manager in achieving Budgeted growth in Advances for the department • To interact with credit and syndications team in various foreign branches of SBI. • To facilitate documentation in co-ordination with foreign offices. • Prepare Invite letter, information memorandum and presentations for syndication. • Ensure timely disbursement of loans and booking of income. • Follow-up with foreign branches for timely review of accounts • Assisting our foreign branches for post sanction approvals. • To attend to correspondence/ maintain liaison with internal and external agencies and extend support to Relationship Manager as required. • Preparing credit growth or income related data for Performance reviews.	• Due diligence of credit proposals with a satisfactory TAT. • Ensure Timely Review of Accounts/ post sanction approvals • Monitoring and preparing department related data • Ensuring that income is earned and booked timely • Satisfactory contribution for achievement of growth in advances

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6	SENIOR SPECIAL EXECUTIVE (COMPLIANCE)	• To provide specialist support and advise to other business units for improving compliance risk management framework across the organisation.To regularly review the Bank's capability to identify and manage new types of compliance risks. Tracking the compliance related developments across the globe and periodic reporting to management with suggested actions required, if any. • Monitoring and analysing compliance related IT applications in FOs like Transaction Monitoring Application, Negative Media Tracking Solution, Sanctions Screening Software periodically and informing the updates to the country coordinators and controllers • Scrutinising the KYC/AML Policy, Compliance Policy, Anti-Bribery Policy submitted by the FOs, suggesting changes required, if any and recommending for approval by the appropriate authority in Bank. • Collection of various quarterly reports from foreign offices, their consolidation and putting up analytical reports to top management • Collection of Quarterly report on Compliance Key Risk Indicators (KRIs) from foreign offices, scrutinising for deviation, if any, and putting up consolidated report to management • Scrutinising the transactions escalated by domestic branches from sanctions compliance perspective as per Bank's policy and recommending to the department head • Providing inputs for Bank's Presentation for the Supervisory College, organised by RBI, and collecting related background/ feedback papers from various departments for Top Management • Preparation of ATR on action points for Annual conference of Foreign Offices held each year for Compliance & Risk Department • Providing inputs for Bank's presentations for events like IBO/JIBO training, Conclaves/ Annual Conference/workshops, etc. for compliance department • Working in collaboration with IT-FO for creation/enhancement of various IT platforms such as Compliance Dashboard/ other reporting platforms for Foreign Offices • Attending workshops/Video Conferences with Foreign Offices on Compliance, Risk & Audit issues and preparing minutes of the deliberations	**Providing Specialist Support** *To provide specialist support and advise to other business units for improving compliance risk management framework across the organisation. *To regularly review the Bank's capability to identify and manage new types of compliance risks. *Tracking the compliance related developments across the globe and periodic reporting to management with suggested actions required, if any. **Monitoring and Reporting** *Monitoring and analysing compliance related IT applications in FOs like Transaction Monitoring Application, Negative Media Tracking Solution, Sanctions Screening Software periodically and informing the updates to the country coordinators and controllers *Scrutinising the KYC/AML Policy, Compliance Policy, Anti-Bribery Policy submitted by the FOs, suggesting changes required, if any and recommending for approval by the appropriate authority in Bank. *Collection of various quarterly reports from foreign offices, their consolidation and putting up analytical reports to top management *Collection of Quarterly report on Compliance Key Risk Indicators (KRIs) from foreign offices, scrutinising for deviation, if any, and putting up consolidated report to management *Scrutinising the transactions escalated by domestic branches from sanctions compliance perspective as per Bank's policy and recommending to the department head **Presentation and Organising** *Preparation of Presentation for the Supervisory College, organised by RBI, and collecting related background/ feedback papers from various departments for Top Management *Preparation of ATR on action points for Annual conference of Foreign Offices held each year for Compliance & Risk Department *Preparation of presentations for events like IBO/JIBO training, Conclaves/ Annual Conference/workshops, etc. for compliance department **Miscellaneous** *Working in collaboration with IT-FO for creation/enhancement of various IT platforms such as Compliance Dashboard/ other reporting platforms for Foreign Offices *Attending workshops / Video Conferences with Foreign Offices on Compliance, Risk & Audit issues and preparing minutes of the deliberations
7	SENIOR EXECUTIVE-FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)	• Carryout ongoing market research on Banking & Financial industry to tap opportunities for business development of IBG. • Enhance business engagement with Correspondent Banks (CBs) and put-up regular review of the business generated through CBs. • Marketing with Correspondent Banks for Asset growth and Funding support to SBI Foreign Offices (FOs). Target to be achieved on month to month basis. • Setting up of meeting of Foreign Banks with top management, preparation of write up on FIs with key asks, preparation of meeting minutes, uploading of action points on in-house CRM solution and follow up on action points. • Directing business leads received from allocated Correspondent Banks/Financial Institutions (FIs) to our domestic offices. • Business performance monitoring of Relationship Manager (RM) FIs / Chief Representatives posted in foreign offices. • Coordinating internal events like IMF/ WB Annual Meeting, World Economic Forum Annual Meeting, etc. • Other job related to business development allocated by Team Head/ Relationship Manager.	**Market Research:** • Produce Research Papers for Senior Management with detailed analysis for enhancing business relationship with Foreign Banks, Financial Institutions & other Multilateral Institutions, Domestic Banks. Study various untapped geographies for exploring new Correspondent Relationships with Financial Institutions and identifying white spaces. • Identify latest trends/best practices in Correspondent Banking adopted by Foreign and Indian Banks and suggest suitable ones for implementation in the Bank. **Providing Specialist Support:** • To carry out market research on regular basis and provide necessary input for business development in various geographies having presence of SBI. • Carry out study on Products / Business levels of various Foreign Banks and provide necessary input to team for business development with those Banks. • Engage in discussion with Foreign Banks and explore the possibility of business development under various product lines. **Monitoring and Reporting:** • Updation and maintenance of in-house CRM solution and generate / analyse report on business development. • Carry out review on business generated from the Foreign Banks and put-up regular review to the management. • Analyse reasons for non-achievement of business targets, if any, and prepare action plan for achieving the budget on month on month basis. • Collect various monthly / quarterly reports from foreign offices, Relationship Managers at SBI foreign offices put-up analytical reports to top management. **Presentation and Organising:** • Preparation of presentation on business development for the Top Management/ Foreign Banks and collecting related background/ feedback papers from various departments for Top Management • Preparation of ATR on action points for Annual conference of Foreign Offices held each year / Monthly Performance Reviews/ Regular Meetings with the Foreign Banks. • Preparation of presentations for events like internal presentations on Correspondent Relations Deptt./ Conclaves/ Annual Conference/workshops, etc. **Miscellaneous** • Interdepartmental coordination within the SBI. • Coordination with Relationship Managers at SBI Foreign Banks. • Coordination with Foreign Banks for getting KYC / AML related data / papers relationship review/ renewal. • Handling of complaints
8	SENIOR SPECIAL EXECUTIVE (STRATEGY-TMG)	• Introducing new products (assets, liabilities, treasury) for IBG, keeping in view RBI / foreign regulator guidelines. • Relationship management with multi-lateral institution and Central Banks for raising liabilities. • Investor relationship with existing and potential bond investors. • IBG Balance sheet optimization to achieve targeted RORWA (Return on Risk Weighted Assets), Return on Equity. • Planning strategy for Libor transition & other market related activities. • Tapping Foreign Portfolio Investment (FPI) business in co-ordination with SBI group entities.	• Introducing new products (assets, liabilities, treasury) for IBG keeping in view RBI / foreign regulator guidelines • Raise funds from multi-lateral institution and Central Banks. • Updating Offering Memorandum of the Bank for its Medium-Term Note Program • Development of Investor relationship with existing and potential bond investors. • Framing strategy to optimize IBG Balance sheet to achieve targeted RORWA (Return on Risk Weighted Assets), Return on Equity. • Planning strategy for Libor transition & other market related activities. • Tapping Foreign Portfolio Investment (FPI) business
9	SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)	• To provide specialist support and advise to IBD and other business units for improving FEMA compliance across the Bank. • Providing support and guidance to operating units for their queries/issues related to FEMA. • Support review of Bank's internal process in line with the regulatory changes. • Tracking of enhancements in FEMA compliance related developments and periodic reporting to management with suggested actions required, if any. • Monitoring timely submissions of FEMA related reporting to the regulator. • Close liaising with Internal Audit department for exceptions observed in FEMA Audit and efforts for their redressal. • Providing inputs on FEMA in Circle/Business units meetings wherever required.	• Monitoring timely submissions of FEMA related reporting to the regulator. • To provide specialist support and advise to IBD and other business units for improving FEMA compliance across the Bank • Providing support and guidance to operating units for their queries/issues related to FEMA. • Support review of Bank's internal process in line with the regulatory changes. • Tracking of enhancements in FEMA compliance related developments and periodic reporting to management with suggested actions required, if any. • Close liaising with Internal Audit department for exceptions observed in FEMA Audit and efforts for their redressal. • Providing inputs on FEMA in Circle/Business units meetings wherever required.

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10	EXECUTIVE (FI & MM)	• Gathering market information, survey of area under their jurisdiction for assessing the potential for activities such as dairy, poultry, plantation, fruits, vegetables, floriculture, fishery, agri/allied activities, rural housing, etc, document and update at half yearly intervals. To also provide support in preparation of Annual Credit Plan (ACP). • Preparation of model schemes and checklists for compilation of application/appraisals. • Review and revision of existing schemes and to educate/ popularize amongst staff and CSPs. • Improving Bank's share in microfinance in the District. • Review of scales of finance annually in their area of operation. • Sourcing and giving leads to CM (Branch Channel) for taking them forward in respect of new businesses such as horticulture, floriculture, tissue culture and high value/modern machinery used in farming activity, so as to tap maximum potential in the District. • Canvass for high value loan proposals, undertaking techno-economic evaluation and processing of high value proposals referred by branches. • To interact frequently with the Government departments related to Agri finance, NABARD, Agri Universities/ Research centres. Maintain rapport with State Govt. officials from agriculture/animal husbandry/fisheries and other stakeholders in the value chain. • Maintain contacts with tractor and farm machine dealers in the area as well as at the District Headquarter for business leads. • Assess potential for contract farming and liaise with sugar mills, super markets and other stakeholders in the value chain. • Explore possibilities for Agro Exports from the region and encourage farmers to migrate to such cultivation practices. • Organize marketing campaign with the help of branches/staff/CSPs of FI&MM Network. Organize farmers meet • Maintain liaison with village authorities. Organize village meetings for expanding the bank's scheme to the farmers and render necessary assistance and guidance.	• Preparation of an overall credit plan dovetailed to the ACP of the district and down streaming to branch specific credit targets • Mapping the agriculture business potential in the district • Furnishing business leads to branches • Identifying and tapping potential for high value or innovative agriculture activities in the district • Maintain close and effective liaison with government departments and institutions • Undertake techno-economic evaluation and processing of high value proposals referred by branches • Organise farmers meets
11	SENIOR EXECUTIVE (SOCIAL BANKING & CSR)	• Mapping of Microfinance potential in the RBO and preparation of Annual Credit Plan aligned to and sub-serving Bank's strategies on financial inclusion and micro finance. • Devise strategies and promote Social Security Schemes and other Govt initiatives. • Facilitating preparation of Branch wise business plan, potential linked target setting for Joint Liability Groups (JLGs), SHGs credit linkages and to evolve ways and means to implement the plan. • Improving Bank's share in microfinance in the Network. • Close coordination with Farmer Producer Organisations/ Farmer Producer Cooperatives (FPO/FPC). • Help formation of SHGs with/ without assistance of NGOs, opening of their SB accounts and credit linkages. • Building relationships/ partnerships with NGOs, MFIs and other agencies for driving microfinance through Joint Liability Groups (JLGs) and SHGs credit linkages. • Engaging and building relationships with NGOs in the area and focus on social purpose initiatives of the local communities. • Interact with the local communities and concerned govt/ non-govt agencies and devise CSR activities centring on Healthcare & Sanitation, Education, Skills & Livelihood, Women empowerment, Sustainability and environment and Rural Development. • Communicate to the local communities the impact of the Bank's programs. • Organise customised training at RSETI as per requirement of NGOs operating in the area and ensuring their credit linkage/employment. • Ensure that the Financial Literacy Centres (FLCs) work in close co-ordination with NGOs and Village Panchayats.	• Survey and mapping of SHGs in the Region • Number of SHGs provided credit linkage • Number of schemes devised for local communities in coordination with NGOs • Identification of potential for CSR activities with a local impact and implementation of plans • Improvement in number and quality of FLCs
12	MANAGER (ANYTIME CHANNELS)	• To identify new alternate channels products and solutions in the market in line with the Bank's overall strategy • Prepare Business Requirement Documents (BRD) for development by IT vertical of the Bank. • Testing of the solutions as per the Business Requirements. • End-to-end management and implementation of new solutions / projects in the Bank • To assist in devising overall Alternate Channel strategy of the Bank • To drive transactions volume on the existing alternate channels of the Bank • To devise strategies to increase availability of Bank's alternate channels • Track best practices in the industry and explore solutions relevant to the Bank • Manage day to day functioning of alternate channels • Handling regulatory and security related issues related to Alternate Channels • To liaise within various departments of the Bank to ensure smooth and timely rollout of projects • Manage relationship with Bank's existing and potential partners for contracts, procurement, service levels and overall delivery. Any other matter, as may be entrusted by the Bank from time to time	**Business Strategy** • To identify new alternate channels products and solutions in the market in line with the Bank's overall strategy • Explore new solutions in the market to reduce the overall spend on Alternate Channels while increasing the reach of alternate channels • End-to-end implementation of new alternate solutions in the Bank • To assist in devising overall Alternate Channel strategy of the Bank • Track best practices in the industry, competitors, vendors, partners, ecosystem and explore solutions relevant to the Bank • Value-additions on the Alternate Channels to increase customer's stickiness and increased wallet share. **Maintenance & Performance Improvement** • To devise strategies to increase availability of Bank's alternate channels • Manage day to day functioning of alternate channels • To drive transactions volume on the existing alternate channels of the Bank • Handling regulatory and security related issues related to Alternate Channels • To implement Alternate Channels strategy of the Bank in most efficient and timely manner • Resolution of issues in order to improve Customer Experience on Alternate Channels • Follow up with operational teams for on the ground implementation of the strategies • Monitoring of performance and reporting to top management of the Bank **Stakeholders Management** • To liaise within various departments of the Bank to ensure smooth and timely rollout of projects • Manage relationship with Bank's existing and potential partners for contracts, procurement, service levels and overall delivery.
13	MANAGER (ANALYST-FI)	• Analysis and preparation of reports/ Monitoring activities of BCs/ CSPs. • Monitoring the visit report of CSPs by branch officials and Retired officer engaged as Business Facilitators to evaluate risk purview and developing tools to monitor the key risk areas. • Study of BCs operations/ risk Management Areas. • Trend analysis in BC Channel • Study of new Products/ Innovation in BC Channel • Design of new products in BC Channel • Study of operational risk/ reputational risk vis-a- vis other banks. • To prepare strategy for viability and sustainability of BC Channel. • Study to improve cross selling of various products in BC Channel • Study of BC Remuneration/ Commission Structure. • Any other related work.	• Background papers/ presentation for P-Review/ CENMAC/ Conclave/ BC performance review meetings etc. • Analysis & making policy for BC/ Circle ranking, study on migration of Non FI Customers to BC Channel, analysis for income, BC activity, analytics on BC Channel. • Innovations & New initiatives in BC Channel. • Broad basing activities of BC Channel • Monitoring overall performance, preparation and submission of report on Rupay Card Activation. • Monitoring and implementation of Lead Bank Scheme. • Submission of quarterly review of Lead Bank Scheme. • Monitoring and implementation of programmes of Financial Literacy Centres (FLCs). • Submission of review (Memorandum) to Central Board on Lead Bank Scheme and special programmes of assistant under Centrally Sponsored Scheme. • Support to Circles/ FLC Nodal Officers/ FLC Director and Counsellors/ Nodal Officers for monitoring flow of credit to Minority Communities. • Monitoring to Micro ATM in BC Channel • Handling demand portal for IT Developments. • Raising IT demands relating to various technological developments. • To analyse and prepare report for improvement of the asses quality of the Bank. • Analysis and preparation of reports monitoring activities of BCs/ CSPs.
14	Dy. MANAGER (AGRI-SPL.)	• End to End Digitization of Agri loan handling • Co- Origination of loans. • Pool purchase • New product developments • Financing to farmer producer companies	• Business under co-origination/ business Associate Model • Growth in tie-up loan outstanding • No. of New FPC/ FPC Loans sanctioned • Outstanding in ABAL • Outstanding Agri. Loans • Pool purchases for AGRI PSL target • Digital Initiatives taken

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15	MANAGER ANALYST	*To carry our post-sanction credit monitoring activity. * Analysis of data generated in the post sanction monitoring tool. * To analyze and prepare report for improvement of the asset quality of the Bank. * Analysis of data from external sources and its implication on assets quality. *Analysis of the performance of large business Group.	* Analysis of various data points for post sanction monitoring *Preparation of analytical report on large business group. *Maintenance of TAT *To Create and Submit various reports to operative functionary/ Top Management *Work out the various dashboards. *Analysis of emerging market trends and its applications.
16	SENIOR EXECUTIVE (RETAIL BANKING)	• Analysis of the Competition and Market Research • Development of new product and reviewing of existing products to make more cost beneficial and with decent returns • Strategizing and implementation promotional activities • Monitoring the performance of the products being handled • Development and maintenance of database and MIS • Digital Compliance and Risk Statistical Analysis • Product Marketing and Promotions	• Number new initiatives and product developed • Increase in Business Volume • Number of existing products/ process simplified/ reviewed • Number of market/ competition analysis during month • Product profitability • Increase in RORWA in product

Remarks: Roles, in addition to the above mentioned Job Profile and KRAs, may be assigned by the Bank from time to time for any Post.

(F) Remuneration:

Post Sr No	Post	POSITION (REGULAR / CONTRACT)	Grade	Scale of Pay	CTC Annual Amount in Lakh (approx.)
1	MANAGER (MARKETING-REAL ESTATE & HOUSING)	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
2	MANAGER (BUILDER RELATIONS)	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
3	MANAGER (PRODUCT DEV. & RESEARCH-REH)	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
4	MANAGER (RISK MGMT-IBG)	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
5	MANAGER (CREDIT ANALYST-IBG)	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
6	SENIOR SPECIAL EXECUTIVE (COMPLIANCE)	Contractual			Rs. 15 To 20 Lacs
7	SENIOR EXECUTIVE-FINANCIAL INSTITUTION (CORRESPONDENT RELATIONS)	Contractual			Rs. 10 To 15 Lacs
8	SENIOR SPECIAL EXECUTIVE (STRATEGY-TMG)	Contractual			Rs. 15 To 20 Lacs
9	SENIOR SPECIAL EXECUTIVE (FEMA COMPLIANCE)	Contractual			Rs. 15 To 20 Lacs
10	EXECUTIVE (FI & MM)	Contractual			Rs.6.00 Lacs
11	SENIOR EXECUTIVE (SOCIAL BANKING & CSR)	Contractual			Rs.10.00 Lacs
12	MANAGER (ANYTIME CHANNELS)	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
13	MANAGER (ANALYST-FI)	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
14	Dy. MANAGER (AGRI-SPL.)	Regular	MMGS-II	31705-1145/1-32850-1310/10-45950	
15	MANAGER ANALYST	Regular	MMGS-III	42020-1310/5-48570-1460/2-51490	
16	SENIOR EXECUTIVE (RETAIL BANKING)	Contractual			Rs. 12 To 16 Lacs

The scale of pay applicable to different grade are furnished above. Regular post officials will also be eligible for DA, HRA, CCA, LFC, Medical Facility etc. as per rules in force from time to time.

(G) How to Apply:

GUIDELINES FOR FILLING ONLINE APPLICATION:

i. Candidates will be required to register themselves online through the link available on SBI website **https://bank.sbi/careers** OR **https://www.sbi.co.in/careers** and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.

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 Apply").

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. **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.

iv. After registering online, the candidates are advised to take a printout of the system generated online application forms.

GUIDELINES FOR PAYMENT OF FEES:

i. **Application fees (Non-refundable) : General/ OBC/EWS candidates : Rs.750/- (Rupees Seven Hundred Fifty Only) ; SC/ST/PWD Candidates : No Fee.**

ii. Fee payment will have to be made online through payment gateway available thereat.

iii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees, whereever applicable, through payment gateway integrated with the application. **No change/ edit in the application will be allowed thereafter.**

iv. 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.

v. 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.

vi. If the online payment of fee, wherever applicable, is not successfully completed in first instance, please make fresh attempts to make online payment.

vii. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

viii. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

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(H). How to Upload Documents:

a. **Details of Document to be uploaded:**
i. Brief Resume (PDF)
ii. ID Proof (PDF)
iii. Proof of Date of Birth (PDF)
iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
v. Experience certificates (PDF)
vi. Salary (Form-16 as on 31.03.2019, current salary slip etc.) (PDF) (In case of contractual posts).
vii. Caste certificate/OBC Certificate/EWS certificate, if applicable (PDF)
viii. PWD certificate, if applicable (PDF)

b. **Photograph file type/ size:**
i. Photograph must be a recent passport style colour picture.
ii. Size of file should be between 20 kb-50 kb and Dimensions 200 x 230 pixels
iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
iv. Look straight at the camera with a relaxed face
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
vi. If you have to use flash, ensure there's no "red-eye"
vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
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 colours etc., during the process of scanning.

c. Signature file type/ size:
i. The applicant has to sign on white paper with Black Ink pen.
ii. The signature must be signed only by the applicant and not by any other person.
iii. The signature will be used to put on the Call Letter and wherever necessary.
iv. 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.
v. Size of file should be between 10kb - 20kb and Dimensions 140 x 60 pixels.
vi. Ensure that the size of the scanned image is not more than 20kb
vii. Signature in CAPITAL LETTERS shall NOT be accepted.

d. Document file type/ size:
i. All Documents must be in PDF format.
ii. Page size of the document to be A4.
iii. Size of the file should not be exceeding 500 KB.
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 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:
i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
ii. Set Colour to True Colour
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).
iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
vi. 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.
vii. 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:
i. There will be separate links for uploading each document.
ii. Click on the respective link "Upload"
iii. Browse & select the location where the PDF, DOC or DOCX file has been saved.
iv. Select the file by clicking on it and Click the 'Upload' button.
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
vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
vii. 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.

(I). 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.**

(J). Selection Process:

The selection will be based on shortlisting and interview.

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.

(K). 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 provided, they must fulfil all the eligibility conditions applicable to unreserved category.
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.
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. Where 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 interview will be summarily rejected/candidature cancelled.
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.
xvi. Outsation candidates called for interview after shortlisting will be reimbursed the travel fare of AC-III tier (mail/ express only) for the shortest route in India 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.
xvii. BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.
xviii. 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/careers** OR **https://sbi.co.in/careers**)

The Bank is not responsible for printing errors, if any

Mumbai
Date: 15.10.2019

GENERAL MANAGER
(CRPD)