



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

Advertisement Number: IBPS/2026-27/03

Institute of Banking Personnel Selection (IBPS) invites online applications for appointment in the following posts on Fixed-term Full-time Contract basis.

A. DETAILS OF POST/ SELECTION PROCESS / PLACE OF POSTING

Sr. No.	Post Name	Employment Type	Selection process	Place of Posting
01.	Banker Faculty -Technical	Fixed-Term, Full-Time Contract Basis	Shortlisting & Interview	IBPS, Mumbai
02.	Banker Faculty			
03.	Executive Secretary to Director			

Successful candidates will be appointed against the existing vacancies. However, a wait list would also be maintained to fill up need-based requirements, which will remain valid for a period of six months.

Any eligible candidate who fulfills the prescribed eligibility criteria and aspires to join IBPS for the above post is required to register Online for the Selection Process by visiting our website www.ibps.in.

B. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

Event	Dates
Opening Date for on-line Registration of Applications with Fee through website www.ibps.in .	23.09.2026
Last date of On-line Submission of Applications with Fee through website www.ibps.in .	06.10.2026
Selection process (Personal Interview)	October 2026

C. ELIGIBILITY CRITERIA

- I. Candidates, intending to apply for the above posts should ensure that they fulfill the minimum eligibility criteria regarding educational/ professional qualifications, length of experience, required experience, Age Limit etc., as specified by IBPS in this advertisement

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily upload the relevant documents such as self-attested photocopies of certificates and documents in support of educational qualification, work experience, date of birth etc., and other documents in support of information submitted in the online application form. In the absence of valid documents uploaded, candidature of the candidates shall not be considered. IBPS takes no responsibility to receive/ collect any certificate/ document sent separately. Candidates must necessarily produce the relevant documents in original in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc. as indicated in the online application form at the time of further process of selection including Interview. Merely applying for the above post, appearing for and being shortlisted in the interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is to be submitted mandatorily by the selected candidate at the time of joining.

II. AGE, EDUCATIONAL QUALIFICATIONS & MINIMUM WORK EXPERIENCE :

Sr. No.	Post Name	Age as on 01.09.2026	Educational Qualifications	Minimum Work Experience
01.	Banker Faculty-Technical (on contract)	Minimum: 50 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02.09.1965 and not later than 01.09.1976 (both dates inclusive)	B.Tech. or B.E or AMIE as a full time course from a recognized university/Institute in Electrical or Mechanical or Civil or Electronic & Telecommunication or Instrumentation or Chemical or Information Technology or Computer science AND / OR Banker with exposure to Finance / Forex / Insurance / Treasury/ Risk Management / Credit , Cyber Security / Artificial Intelligence / Machine Learning etc.	The incumbent should be an officer (Scale IV and above) retired on attaining superannuation /voluntarily retired, retired under SBP VRS, released under Exit Option Scheme or who have left the Bank/ Institution otherwise before superannuation, from the services of any Public Sector Bank/financial organization /Public sector organizations with Minimum 15 years' experience preferably as Technical Officer / SSI Officer in a bank /Financial Institutions / Public sector organizations in Senior Management cadre OR Banker with exposure to Finance / Forex / Insurance / Treasury/ Risk Management / Credit / Cyber Security / Artificial Intelligence / Machine Learning etc. OR Minimum 15 years' experience of teaching one (Or more) of the above subjects in a reputed Institute / College. Good knowledge of operating computers is necessary, especially MS Office.
02.	Banker Faculty (On Contract)	Minimum: 50 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02.09.1965 and not later than 01.09.1976 (both dates inclusive)	Candidate should be Graduate or Post Graduate in any discipline from any recognised Institution or University and preferably with CAIIB	The incumbent should be an officer retired on attaining superannuation / voluntary retired, retired under SBP VRS, released under Exit Option scheme or who have left the Bank /Organisation otherwise before superannuation, from the services of any Public Sector Bank having worked as Chief Manager and above Preferable : Experience as faculty in the Training Institute and/or experience of writing tests(question papers) for Recruitment/ promotion examinations of banks or Public Sector Organisations. Good knowledge of operating computers is necessary, especially MS Office.

Sr. No.	Post Name	Age as on 01.09.2026	Educational Qualifications	Minimum Work Experience
03.	Executive Secretary to Director (on Contract)	Minimum: 45 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02.09.1965 and not later than 01.09.1981 (both dates inclusive)	Graduate / Post Graduate in any discipline with computer experience as additional qualification. Working knowledge of Marathi desirable	He/she must have worked as Executive Secretary to Top Management as Chief Manager/Assistant General Manager/Deputy General Manager for atleast 3 years in Executive Director, Managing Director, or Board Secretariat of Public Sector Banks. Proficiency in Windows, including MS Word, EXCEL and PowerPoint; or similar software with the ability to learn new or updated software. Good command over English and must be good in inter-personal relations. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with attention to detail. Excellent time management skills with a proven ability to meet deadlines. Ability to function well in a high-paced and at times stressful environment. Ability to work independently in secured and confidential environment.

Important: The Institute reserves the right to relax/modify the eligibility criteria in educational qualification and minimum work experience for the deserving and suitable candidate and also to raise/modify the eligibility criteria to restrict the number of candidates to be called for Interview, commensurate with the number of post.

III. OTHER ELIGIBILITY CRITERIA:

- His/ her integrity should not have been doubtful during his/her Service/career.
- No punishment/penalty should have been imposed on him/her during his/her service/career.
- He/she should not be convicted by any court in India or Cases of CBI or other law enforcement agencies should not be pending against him/her.

D. TERMS OF APPOINTMENT & REMUNERATION:

Post	Monthly Compensation (& Annual CTC) *	Duration of the contract
Banker Faculty - Technical (On Contract)	Rs.90,000/- (Rs.20.21 lakhs)	The candidate shall be appointed on a fixed term of three (03) years subject to yearly review. Following the successful completion of the initial contract, the incumbent may be re-engaged under a new contract at the discretion of Institute subject to his / her continued good performance, physical fitness, requirement of Institute and prevailing guidelines at that point of time.
Banker Faculty (On Contract)	Rs.90,000/- (Rs.20.21 lakhs)	
Executive Secretary to Director (on Contract)	Rs.90,000/- (Rs.20.21 lakhs)	

* A consolidated monthly remuneration will be paid as per the IBPS salary structure for contractual employees. No other allowances & benefits such as TA, DA, HRA, LTC/HTC etc. will be admissible. The Cost to Company (Annual CTC) of officers includes other benefits such as Medical Benefits, Medi-Claim, Leave encashment, Telephone bill and Newspaper bill Reimbursement, Canteen

Subsidy, Performance Linked incentive as per the Institute's Rules and extant policies as modified/amended/revised from time to time.

E. JOB DESCRIPTION / ROLE AND RESPONSIBILITIES

(1) For the post of Banker Faculty-Technical (On Contract)

Writing, sourcing and reviewing questions (multiple choice or short answer type questions) in various areas of specializations and/or other related areas such as Electrical, Mechanical, Civil, Electronics, Telecom, Instrumentation, Metallurgy, Food Science/Technology, Marketing, HR, Systems, Computer, SSI, Agriculture and Allied fields, Banking, Financial Awareness, Forex, Insurance, Treasury, Risk Management, Credit, Cyber Security, Artificial Intelligence, Machine Learning etc. and related analysis and co-ordination work.

(2) For the post of Banker Faculty (On Contract)

Writing, sourcing and reviewing questions (multiple choice or short answer type questions) designed to assess banking knowledge and financial / general awareness and research in the areas of Banking, Financial Awareness, etc. and related analysis and co-ordination work

(3) For the post of Executive Secretary to Director (on contract)

- ❖ Reporting directly to the Director.
- ❖ Providing high quality administrative support and assistance to the Director.
- ❖ Work closely with the Director to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- ❖ Should serve as the primary point of contact in the Institute for all matters pertaining to the Director.
- ❖ Should serve as a liaison to the Director, Governing Board and senior management teams;
- ❖ Should serve as the Director's administrative liaison to the Governing Board and, Board of Senior-level committees such as Finance committee, and managing related activities including the coordination of Governing Board & other high-level committee meetings, Internal Management and preparation, compilation, assembling, and distribution of meeting materials.
- ❖ Assisting the Director in daily administrative works and performing a variety of administrative tasks including managing an active calendar of appointments; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agenda and compilation documents for meetings.
- ❖ Communicating with IBPS staff on the Director's behalf and coordinating logistics with high-level meetings both internally and externally. Coordinating meetings and strategic activities with the Senior Management Team and members of staff. Preparing reports of the meetings and designating and following up on assigned action items.
- ❖ Assisting the Director in his external commitments including service on external Boards, committees and other groups.
- ❖ Maintaining confidential files and contact information
- ❖ Liasioning with Government departments/ authorities etc.

The above mentioned job responsibilities are only indicative and not exhaustive. Roles/ Job /KRAs in addition to the above mentioned may be assigned by the Institute from time to time.

F. SELECTION PROCESS:

- 1) The scrutiny of applications shall be done based on the minimum eligibility criteria published in the advertisement.
- 2) Candidates who have been shortlisted in the scrutiny of applications will subsequently be called for further process of selection to be conducted by IBPS. Decision of IBPS in shortlisting and calling number of candidates for further process of Selection including interview shall be final. No correspondence will be entertained in this regard.
- 3) The said selection process will be conducted at IBPS, Mumbai. The time & date of Selection process will be informed to the shortlisted candidates in the call letter.
- 4) Please note that any request regarding change in date, venue etc. of selection process will not be entertained. However, IBPS reserves the right to change the date / venue/ time etc. of the selection process or hold supplementary process for particular date / session / set of candidates at its discretion, under unforeseen circumstances, if any.
- 5) While appearing for the process of selection, the candidate should produce valid prescribed documents given below at Point G.
- 6) In the absence of valid documents candidature of the candidates shall be cancelled. IBPS takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.
- 7) The selection process may continue until the end of the day or may get extended to the next day depending on the response received. In the event of the selection process spilling over to the next day candidates will have to make their own arrangement for lodging/boarding at their own expenses
- 8) Based on the performance of the candidates in the entire selection process, only provisionally selected candidates will be informed by email / letter at a later date. At the time of joining, the provisionally selected candidates are required to produce the originals of the documents to prove their eligibility with regard to age, educational qualification, experience etc.
- 9) The score of the candidates failing to secure minimum qualifying marks in selection process or otherwise barred from the selection process shall not be disclosed.

Selection will be made by a Committee and such selection will be Final.

G. List of Documents to be produced at the time of selection process

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of Selection process failing which the candidate may not be permitted to appear for the process. Non submission of requisite documents by the candidate at the time of selection process will debar his/ her candidature from further participation in the recruitment process.

- (i) Printout of the valid Call Letter for the selection process.
- (ii) Valid system generated printout of the online application form.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB).
- (iv) Photo Identify Proof.
- (v) Mark-sheets or certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before the last date of online registration.

- (vi) Candidates presently serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (vii) Experience Certificates
- (viii) Any other relevant documents in support of eligibility.

Note:-

1. Candidates will not be allowed to appear for the selection process if he/ she fails to produce the relevant Eligibility documents as mentioned above.
2. Non production of relevant eligibility documents at the time of selection process shall make the candidate ineligible for further process of recruitment.
3. No documents shall be directly sent to IBPS by candidates before or after the selection process including interview.

H. HOW TO APPLY: -

Candidates can apply online only from **23.09.2026 to 06.10.2026** and no other mode of application will be accepted. Not more than one application should be submitted by any candidate. In case of multiple Applications, only the latest valid (completed) application will be retained.

I. 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. IBPS 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.

J. APPLICATION FEE

There is no application fee prescribed.

K. PROCEDURE FOR APPLYING ONLINE

1. Candidates are first required to go to the official IBPS website www.ibps.in and click on the Home Page to open the link and then click on the option **"CLICK HERE TO APPLY ONLINE"** to open the Online Application Form.
2. Candidates will have to click on **"CLICK HERE FOR NEW REGISTRATION"** to register their application by entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
3. **Candidates are required to upload their:**
 - Photograph
 - Signature
 - Left Thumb Impression
 - A hand written declaration
 - Brief resume (pdf)
 - SSC/ SSLC/ 10th Standard or Equivalent Certificate
 - Documents in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc.
 - Candidates will also be required to capture and upload their photograph through webcam or mobile phone during registration process.**as per the specifications given in the Guidelines for Scanning and Upload of documents (please refer Annexure).**
4. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application form will be possible/entertained. Prior to submission of the online application form candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION Button.
5. After completing the procedure of applying online, the candidate should take a printout of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS. Please note that the particulars mentioned in the online application cannot be edited and will be considered as final and no change/modification/correction will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change / modification/ correction of any details will be entertained. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

Note: The mobile number and email ID, registered in the application form should be active and maintained by the candidate till the conclusion of the recruitment process.

6. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.
7. An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression, hand written declaration, SSC/SSLC/10th Standard or Equivalent certificate and other certificates, uploaded in the online application form will not be considered as valid.
8. Candidates are advised in their own interest to apply online much 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 official IBPS website www.ibps.in on account of heavy load on internet/website jam.
9. IBPS does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.
10. 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.
11. Any information submitted by an applicant in his/ her online application form 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 are found to be false at a later stage.

L. GENERAL INSTRUCTIONS

- (1) The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/her absorption or regularisation in IBPS.
- (2) 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.
- (3) 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.
- (4) Online applications once registered will not be allowed to be withdrawn.

- (5) Canvassing in any form may lead to disqualification of candidature.
- (6) Decision of IBPS in all matters regarding eligibility of the candidate, the selection process, the stages at which such scrutiny of eligibility is to be undertaken, criteria for scrutiny of the application and shortlisting of candidates, documents to be produced for the selection process, assessment, verification etc., prescribing minimum qualifying standards in the selection process, number of vacancies, qualifications and other eligibility norms, 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 IBPS from any ineligible and non-selected candidate in this behalf .
- (7) IBPS reserves the right to change (cancel/ modify/ add/relax) any of the criteria, method of selection etc. or hold supplementary process, if necessary.
- (8) No person shall be eligible for appointment who has previously been dismissed or removed from the service of the Institute or from a department of a state or the central government or a local authority or from public sector undertaking or from an autonomous corporation. Further, the ex-employees of the Institute who have resigned from the Institute's service are also not eligible for reappointment.
- (9) The candidate should ensure 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
- (10) 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.
- (11) These positions are not open to internal candidates, either regular or contractual.
- (12) 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.
- (13) The terms & conditions of contract are whole and simply governed by the provisions of the contract and the engagement shall not be construed as an regular employment in the Institute and the provisions of PF/ Gratuity etc. shall not apply in this case.
- (14) The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment/percentage increase during the contract period. The

Income tax and any other taxes liable to be deducted, as per prevailing rates; will be deducted at source before effecting the payment of monthly remuneration.

- (15) The contractual engagement is on full time basis. He/she shall be required to observe the normal office timings. In exigencies, he/she may also be called upon to work beyond office hours and/or on weekend off days and / or holidays for which no extra allowance or remuneration or other benefits or leave is admissible.
- (16) He/she shall not accept any other professional appointment, paid or otherwise in government or private sector or in any other organization of any kind during the term of engagement with IBPS.
- (17) On completion of the contractual period, an engagement shall automatically come to an end. There will not be a need for issuance of communication by the Institute for termination of the contract after the above said period.
- (18) 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 IBPS in future should be identical and there should be no variation of any kind.
- (19) IBPS 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.
- (20) Intimations will be sent by E-mail and/ or SMS only to the email ID and mobile number registered in the online application form. IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website **www.ibps.in** for latest updates.
- (21) Candidates who have defaulted in repayment under any lending arrangement with Banks / NBFCs/ Financial Institutions including credit card dues and have not regularized / repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Institute, shall not be eligible for appointment to the post. However, candidates who have regularized / repaid such outstanding on or before the date of issuance of offer of appointment shall produce the NOCs from lender to the effect that there is no outstanding with respect to the account.
- (22) No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process.
- (23) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- (24) IBPS 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.

- (25) 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.
- (26) Candidates who had applied for the above mentioned posts against the earlier advertisements need not apply again.
- (27) The above position requires full 24 x 7 commitment to the Institute. Therefore, only those candidates willing to dedicate themselves fully to the Institute are expected to apply.
- (28) Appointment of selected candidates is subject to declared medically fit as per the requirement of the Institute. The appointment of the short-listed / selected candidate will also be subject to receiving the Confidential Reports on conduct and work from their previous employer(s), if any. Further it will also be subject to receiving reports from respectable referees, police verification of antecedents, (all or any of which may be done even after the candidate provisionally joins the Institute).
- (29) **The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.**

M. ANNOUNCEMENTS:

Any further announcements/ addendum or corrigendum/errata, if any/Notice/details pertaining to this process will only be published/ provided on Institute's website www.ibps.in. No separate press advertisement will be issued in this regard.

N. DISCLAIMER:

Decisions of IBPS in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by IBPS in this regard. IBPS reserves all rights pertaining to this recruitment. Instances of providing incorrect/ false / misleading 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. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding this Recruitment Process shall be final and binding.

23.09.2026

Division Head (Administration)
IBPS, Mumbai

Guidelines for scanning and Upload of Documents

- **Before applying online, a candidate will be required to have a scanned (digital) image of**
- Photograph
 - Signature
 - Left Thumb Impression
 - A hand written declaration
 - Brief resume (pdf)
 - SSC/ SSLC/ 10th Standard or Equivalent Certificate
 - Documents in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc.

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

- **Photograph Image: (4.5cm × 3.5cm)**
- ❖ Photograph must be a recent passport style colour picture.
 - ❖ Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
 - ❖ Look straight at the camera with a relaxed face
 - ❖ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
 - ❖ If you have to use flash, ensure there's no "red-eye"
 - ❖ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 - ❖ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
 - ❖ Dimensions 200 x 230 pixels (preferred)
 - ❖ Size of file should be between 20kb-50 kb
 - ❖ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
 - ❖ Photo uploaded should be of appropriate size and clearly visible.

➤ **Photograph Capture**

- ❖ In addition to the above photograph, candidates will also be required to capture and upload their photograph either by using webcam or mobile phone.
- ❖ On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to take their picture, which will be 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 take photograph on their mobile phone. On selecting the taken picture, photograph will be auto uploaded in the application form.

➤ **Dos and Don'ts of Photo Capture**

<u>Dos</u>	<u>Don'ts</u>
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❖ Ensure that the photo is captured against a light coloured, preferably white background and there is adequate light. ❖ Look straight at the webcam/camera. ❖ Photograph should be of passport size.	❖ Small size photograph is not to be clicked/uploaded. ❖ Coloured 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 to be taken in dark/ improper background.
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➤ Signature

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

➤ Left Thumb Impression

- ❖ The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - **File type:** jpg / jpeg
 - **Dimensions:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - **File Size:** 20 KB - 50 KB
 - Note: If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe.

➤ Hand-written declaration Image:

- ❖ The applicant has to write the declaration in English only 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 hand written 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 the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications)
 - The text for the hand written declaration is as follows -

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

➤ **Documents in support of the identity and eligibility :**

Certificates/Documents in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc. for eligible candidates:

- Document must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that the photo, signature, left thumb impression, hand written declaration, certificates/ documents are uploaded at the specified spaces only in the online application form.

Ensure that all these scanned documents adhere to the required specifications.

➤ **Scanning the documents:**

- ❖ Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- ❖ Set Colour to True Colour.
- ❖ File Size as specified above.
- ❖ Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- ❖ The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- ❖ Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

➤ **Procedure for uploading the documents**

1. While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration.
2. Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

3. Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration, file has been saved.
4. Select the file by clicking on it
5. Click the 'Open/Upload'
6. If the file size and format are not as prescribed, an error message will be displayed.
7. Preview of the uploaded image will help to see the quality of the image. In case of unclear/smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration, brief resume and supporting certificates/ documents, as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration or supporting certificates/ documents or - SSC/ SSLC/ 10th Standard or Equivalent Certificate is/are unclear /smudged the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration / supporting certificates/ brief resume/ SSC/ SSLC/ 10th Standard or Equivalent Certificate / documents 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 or brief resume or SSC/ SSLC/ 10th Standard or Equivalent Certificate, prior to submitting the online application form.
3. 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 selection process.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. 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.
6. Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.
7. After registering online candidates are advised to take a printout of their system generated online application forms.
8. The signature, left thumb impression and the hand written declaration should be of the applicant and not of any other person.
9. If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the selection process, does not match the signature uploaded, the applicant will be disqualified.
10. Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
11. Ensure that the photograph, signature, left thumb impression, hand written declaration, brief resume, SSC/ SSLC/ 10th Standard or Equivalent Certificate and supporting certificates/ documents are uploaded at the specified spaces only in the online application form.

