



# State Bank of India

Central Recruitment & Promotion Department

Corporate Centre, Mumbai

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**SBI RECOGNISED AS "WORLD's BEST CONSUMER BANK-2025 AND  
"BEST BANK IN INDIA-2025" BY GLOBAL FINANCE**



# RECRUITMENT OF CIRCLE BASED OFFICERS

ADVERTISEMENT NO: CRPD/CBO/2025-26/18

1. ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 29.01.2026 TO 18.02.2026
2. DOWNLOAD OF CALL LETTER FOR ONLINE TEST: IN MARCH 2026 (TENTATIVE)
3. ONLINE TEST: MARCH 2026 (TENTATIVE)

Applications are invited from eligible Indian Citizens for appointment as Circle Based Officer in State Bank of India. The selected candidates shall be posted in the applied Circle only.

1. Before applying online, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
2. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
3. Candidates are advised to check Bank's website [https://sbi.bank.in/web/careers/current\\_openings](https://sbi.bank.in/web/careers/current_openings) regularly for details and updates. No separate intimation will be issued in case of any change/ update. All Changes/Updates/ Corrigendum will be hosted only on Bank's website https://sbi.bank.in/web/careers/current\_openings.

Eligible candidates, who aspire to join State Bank of India as an Officer, are required to register on-line after carefully reading the advertisement regarding the selection process, eligibility criteria, online registration processes, payment of prescribed application fee, issuance of call letters, process & pattern of examination/ interview etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

Eligible candidates are required to register on-line for the recruitment process which will be held in 4 phases viz.

- (i). Online Examination
- (ii). Screening
- (iii). Interview
- (iv). Local Language Proficiency Test

The details of vacancies are as follows:

Circle	State/UT	Language	Regular Vacancies								Backlog Vacancies									
			SC	ST	OBC	EWS	GEN	TOTAL	PwBD				SC	ST	OBC	TOTAL	PwBD			
									VI	HI	LD	d&e					VI	HI	LD	d&e
Amaravati	Andhra Pradesh	Telugu/ Urdu	14	7	26	9	41	97	1	1	1	1	0	1	0	1	0	0	0	1
Bengaluru	Karnataka	Kannada	30	15	54	20	81	200	2	2	2	2	2	5	4	11	5	7	0	2
Bhopal	Madhya Pradesh	Hindi	14	7	26	9	41	97	1	1	1	1	2	12	3	17	0	2	0	0
	Chhattisgarh																			
Bhubaneswar	Odisha	Odia	12	6	21	8	33	80	1	1	1	1	0	1	0	1	0	3	0	0
Chandigarh	Jammu & Kashmir	Urdu Hindi Punjabi																		
	Ladakh		15	7	27	10	44	103	2	1	1	1	0	3	4	1	0	0	0	0
	Himachal Pradesh																			
	Haryana																			
	Punjab																			
Chennai	Tamil Nadu	Tamil	24	12	44	16	69	165	2	2	2	1	0	37	0	37	1	2	1	2
	Pondicherry																			
Gandhinagar	Gujarat	Gujarati	29	14	52	19	80	194	2	2	2	2	0	42	0	42	1	6	0	6
	Dadra & Nagar Haveli																			
	Daman & Diu																			
Guwahati	Assam	Assamese Bengali Bodo Manipuri Garo Khasi Mizo Kokborok \$ English																		
	Arunachal Pradesh		10	5	18	6	29	68	1	1	1	0	3	0	8	11	3	3	0	0
	Manipur																			
	Meghalaya																			
	Mizoram																			
	Nagaland																			
	Tripura																			
Hyderabad	Telangana	Telugu / Urdu	12	6	21	8	33	80	1	1	1	1	0	0	0	0	0	0	0	0
Jaipur	Rajasthan	Hindi	15	7	27	10	44	103	2	1	1	1	0	0	1	1	0	5	0	4
Kolkata	West Bengal	Bengali Nepali Hindi	30	15	54	20	81	200	2	2	2	2	1	9	21	31	3	3	2	3
	A & N Islands																			
	Sikkim																			
Lucknow	Uttar Pradesh	Hindi / Urdu	30	15	54	20	81	200	2	2	2	2	0	20	0	20	0	0	0	1
Maharashtra	Maharashtra	Marathi	29	14	52	19	80	194	2	2	2	2	2	8	0	10	0	0	0	0
Mumbai Metro	Maharashtra	Marathi Konkani	21	10	38	14	60	143	2	2	1	1	0	2	0	2	2	2	2	1
	Goa																			
New Delhi	Delhi	Hindi	11	5	20	7	33	76	1	1	1	1	0	1	5	6	0	0	0	1
	Uttarakhand																			
	Haryana																			
	Uttar Pradesh																			
Thiruvananthapuram	Kerala	Malayalam	7	3	13	5	22	50	1	1	0	0	13	16	0	29	2	1	0	1
	Lakshadweep																			
<b>Total</b>			<b>303</b>	<b>148</b>	<b>547</b>	<b>200</b>	<b>852</b>	<b>2050</b>	<b>25</b>	<b>23</b>	<b>21</b>	<b>19</b>	<b>24</b>	<b>154</b>	<b>45</b>	<b>223</b>	<b>18</b>	<b>34</b>	<b>5</b>	<b>22</b>

**Abbreviations:** SC – Scheduled Castes; ST – Scheduled Tribes; OBC – Other Backward Classes; EWS – Economically Weaker Section; GEN – General; PwBD – Persons with Benchmark Disabilities; VI – Visually Impaired; HI – Hearing Impaired; LD – Locomotor Disability.

\$ Applicable only for candidates who have studied and passed English as one of the subjects from any school located in the States of Nagaland and/or Arunachal Pradesh.

- The candidate will have to apply for vacancy of one Circle only. A candidate applying against vacancy of one Circle will not be eligible to apply against vacancy of any other Circle.
- Candidature of the applicant will be considered only against the vacancies in the Circle for which he/ she has applied/ opted. Merit list will be drawn Circle wise and category wise.
- Selected candidates will be posted in the Circle against whose vacancy they are selected.
- The selected candidates will not be entitled for Inter-Circle transfer/ Corporate Centre Posting/ Corporate Centre Establishment Posting/ Foreign Posting up to his/ her promotion to SMGS-IV Grade OR 12 years of service, whichever is later.

**d&e** – The PwBD categories under clause "d&e" of Section 34 (i) of the Rights of Persons with Disabilities Act, 2016 (RPWD Act 2016) suitable for the post are autism, intellectual disability, specific learning disability and mental illness and multiple disabilities amongst VI, HI & LD.

- The above vacancies are provisional and may vary depending on the Bank's actual requirement.
- The candidates applying for vacancies of a particular Circle, should be proficient (reading, writing and understanding) in any one of the specified local languages of that Circle (mentioned against each Circle) to be opted by the candidate at the time of registration of application. The test of knowledge of specified opted local language of the applied circle will be conducted as a part of selection process. It will be conducted for provisionally selected candidates (based on performance in online test, screening and interview) before joining the Bank. Candidate who fails to qualify this test will not be offered appointment. Candidates who produce 10th or 12th standard mark sheet/ certificate evidencing having studied the specified opted local language of the applied Circle as one of the subjects will not be required to undergo the language test.

- Candidates working with subsidiaries of Scheduled Commercial Banks will not be eligible to apply.
- Candidates working in SBI in clerical/ supervisory cadre or employees engaged on contract basis will not be eligible to apply.
- Candidates who have resigned from officer grade in SBI/Associate Banks or employees previously engaged on contract basis in SBI and resigned/exited from Bank will not be eligible to apply.

**Important Note:**

- Reservation for Person with Benchmark Disability (PwBD) candidates is horizontal and will be guided by various guidelines of Government of India. Candidates who wants to avail benefit of reservation under PwBD category have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. The certificate should be dated on or before last date of registration of application.
- Vacancies reserved for OBC category are available to OBC candidates belonging to "Non-creamy layer". Candidates belonging to OBC category but coming in "CREAMY LAYER", are not entitled for any relaxation/ reservation available to OBC category. They should indicate their category as General OR General (LD/ VI/ HI/ d&e) as applicable.
- OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India, having "Non-Creamy Layer (NCL)" clause issued during period 01.04.2025 to the date of interview, if called for interview. **No request for extension of time for production of OBC (NCL) certificate beyond the said date** shall be entertained and if a candidate fails to produce the OBC (NCL) certificate at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post.
- Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dt. 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.
- The EWS candidates are required to produce for verification the 'Income & Asset Certificate' issued based on gross annual income for the Financial Year 2024-25 and valid for the year 2025-26 as per extant DoPT guidelines, on the date of document verification at the time of interview. 'Income & Asset Certificate' issued based on gross annual income for the financial year 2024-25 must be obtained by the candidates on or before the date of document verification at the time of interview. **No request for extension of time for production of 'Income & Asset Certificate' beyond the said date** shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post.
- Candidates serving in Government/ Quasi Government, Public Sector Undertakings including Nationalised Banks / RRBs are required to submit 'No Objection Certificate' from their employer at the time of interview, failing which such candidates will not be allowed for interview.

**1. ELIGIBILITY CRITERIA:**

**(A) Essential Academic Qualifications:** Graduation in any discipline from a recognised University or any equivalent qualification recognised as such by the Central Government including Integrated Dual Degree (IDD). Candidates possessing qualifications such as Medical, Engineering, Chartered Accountant, Cost Accountant would also be eligible.

**Note:** The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

**(B) Age Limit: (As on 31.12.2025):** Not below 21 years and Not above 30 years as on 31.12.2025 i.e. candidates must have been born not later than 31.12.2004 and not earlier than 01.01.1996 (both days inclusive).

**Relaxation in Upper age limit:**

SI.	Category	Age relaxation
1.	Scheduled Castes/ Scheduled Tribes	5 Years
2.	Other Backward Classes (Non-Creamy Layer)	3 Years
3.	Persons with Benchmark Disabilities (PwBD)	<ul style="list-style-type: none"> <li>- PwBD (SC/ ST) 15 Years</li> <li>- PwBD (OBC) 13 Years</li> <li>- PwBD (Gen/ EWS) 10 Years</li> </ul>
4.	Eligible - Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 Years

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Candidates seeking age relaxation are required to submit copies of necessary certificates(s) at the time of interview/ joining, if qualified. No change in the category of any candidate is permitted after registration of online application. No correspondence/email/phone will be entertained in this regard.

**(C) Experience (Post Essential Academic Qualification) as on 31.12.2025:** Minimum 2 years' experience (Post Essential Academic Qualification Experience) as on 31.12.2025 as an officer in any Scheduled Commercial Bank or any Regional Rural Bank as listed in Second Schedule of Reserve Bank of India.

Candidates shall have to submit job profile certified by their existing/ previous employer(s) with whom they are/were employed. In case their job profile does not match substantially or is different than the job profile of a Scale-I Generalist officer of State Bank of India then the application of such candidates will be summarily rejected at any stage of the recruitment process. **Decision of the Bank in this regard would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.**

Candidates having experience in Scheduled Commercial Banks other than Public Sector Banks / Regional Rural Banks shall be drawing **minimum annual gross salary of Rs.9.50 lacs for each year and shall provide documentary evidence for their annual gross salary such as Form-16 / Annual Income Statement (AIS) / pay slips for last 24 months or certificate from employer.**

**(D) Local Language:** The candidates applying for vacancies of a particular Circle, should be proficient (reading, writing and understanding) in any one of the specified opted local language of that Circle (mentioned against each Circle). The test of knowledge of specified opted local language of the applied circle will be conducted as a part of selection process. It will be conducted for provisionally selected candidates (based on performance in online test, Screening and interview) before joining the Bank. Candidate who fails to qualify this test will not be offered appointment. Candidates who produce 10<sup>th</sup> or 12<sup>th</sup> standard mark sheet/ certificate evidencing having studied the specified opted local language of the applied circle as one of the subjects will not be required to undergo the language test.

**(E) Other:** i. Candidates who have defaulted in repayment under any lending arrangement with Banks or NBFCs including credit card dues and have not regularised / repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post. However, candidates who have regularised / repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated till then, shall, on or before the date of joining, have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn / cancelled. Thus, the candidates with record of default in repayment of loans/ credit card dues and/ or against whose name adverse report of CIBIL or other external agencies are available are not eligible for appointment.

ii. Candidates against whom there is/ are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post.

**2. RESERVATION FOR PERSONS WITH BENCHMARK DISABILITY (PwBD):** 4% horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "The Rights of Persons with Disabilities Act, 2016". The post is identified suitable for the Persons with underlined categories of disabilities as defined in the Schedule of RPwD Act 2016:

SUITABLE CATEGORY	FUNCTIONAL REQUIREMENTS
a) Blind, Low Vision	S- Sitting, W- Walking, MF- Manipulation with Fingers
b) Hard of Hearing	RW- Reading & writing, SE- Seeing
c) One Arm, Both Arms, One Leg, Both Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attacked Victims, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/ limb dysfunction.	C- Communication
d) Autism Spectrum Disorder (Mild)	ST – Standing
e) Multiple Disabilities involving (a) to (d) above	BN – Bending
	H - Hearing

**A. Visual Impairment (VI):** Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

**a. Blindness:**

i. Total absence of sight; OR  
ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR

**iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR**

**b. Low Vision:**

i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR  
ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

**B. Hearing Impaired (HI):**

**a. Hard of Hearing:** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

**C. Locomotor Disabilities (LD):**

Only those persons are eligible to apply under Locomotor Disability (LD) category who have inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological / limb dysfunction. Orthopedically challenged persons with following benchmark are covered under Locomotor Disability:

i. OA - One arm affected (Right or Left)	iv. BL – Both Leg affected
ii. BA - Both arms affected	v. OAL - One Arm One Leg affected
iii. OL - One leg affected (Right or Left)	

Persons with OA, BA and OAL category should have normal bilateral hand functions.

**a. "Cerebral palsy"** means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

**b. "Leprosy cured person"** means a person who has been cured of leprosy but is suffering from:

i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;  
ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;  
iii. extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

**c. "Dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;

**d. "Acid attack victims"** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

**e. Spinal Deformity (SD) and Spinal Injury (SI)** without any associated neurological / limb dysfunction.

**D. 'd' & 'e':** Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

**a. Autism Spectrum Disorder (Mild)- ASD (M):** Autism Spectrum Disorder means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

**E. Multiple Disabilities** means multiple disabilities amongst (A) to (D) above.

**Note:** Only those persons with **benchmark disabilities** would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

**Guidelines in respect of PwBD Candidates with Temporary Disability:** In terms of Office Memorandum No. 18-25/2024-Policy dated 17.12.2025 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt of India,

i. PwBD candidates with disability conditions falling under the category "likely to improve" under temporary disability category, are not eligible for reservation.

ii. The Conditions i.e. "Progressive, non-progressive or not likely to improve" are treated eligible for reservation.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority **as per Government of India guidelines**. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be dated on or before last date of registration of application.

Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective sub-category. If no suitable person from that sub-category is available, such backlog would be filled up by interchange among the four sub-categories of disabilities viz. VI, HI, LD and d&e, at one percent to each category.

#### **Guidelines for use of scribe & compensatory time:**

a). The facility of scribe would be allowed to a person who has **disability of 40% or more** if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Both the candidate and the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of online examination.
- Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- Candidate will have to arrange his/ her/ their own scribe at his/ her/ their own cost.
- Any candidate who is not eligible to use scribe as per guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of recruitment, in addition to any other action that Bank may deem fit against the candidate and the scribe. Any candidate using scribe in violation of the above guidelines can be removed from the service without notice, if already joined the Bank.
- During the examination, at any stage, if it is found that scribe is independently answering / solving the questions himself, the examination session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**
- The scribe arranged by the candidate should not be a candidate for the same online examination. If violation of the above is detected at any stage of process, candidature of both the candidate and the scribe will be cancelled.
- Scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice & Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Deptt. of Financial Services vide letter No. F. No. 3/2/2013-Welfare dated 26.04.2013.

#### **b). Use of Scribe & Compensatory time (persons with specified disabilities covered under the definition of section 2(s) of the RPwD Act 2016 but not covered under the definition of section 2(r) of the said act, i.e. persons having less than 40% disability and having difficulty in writing):**

In terms of Office Memorandum F. No. 29-6/2019-DD-III dated 10/08/2022 of Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of persons with Disabilities(Divyangjan). In addition to the instructions applicable to PwBD candidates (who have disability 40% or more) the facility of scribe and /or compensatory time shall be granted solely to the persons with disabilities covered under section 2(s) of the RPwD Act 2016 but not covered under the definition of section 2(r) of the said act ( i.e. persons having less than 40% disability and having difficulty in writing ), to those having difficulty in writing, subject to **production of a certificate to the effect** that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government healthcare institution as per prescribed Proforma at Appendix-I of the said O.M. In case the candidate opts to bring his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. Candidate opting for own scribe should submit details of the own scribe as per Proforma at Appendix-II of the said O.M.

#### **3. CATEGORY:**

Instructions for writing Category Name & Code no. while applying online.

#### **PLEASE NOTE THAT CHANGE OF CATEGORY WILL NOT BE PERMITTED AT ANY STAGE AFTER REGISTRATION OF ONLINE APPLICATION.**

Candidates 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 'GEN' or 'GEN (LD)' or 'GEN (VI)' or GEN (HI) or GEN (d&e) (as applicable).

Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.

Category	Code	Category	Code	Category	Code	Category	Code	Category	Code
SC	01	ST	06	OBC	11	GEN	16	EWS	21
SC (LD)	02	ST (LD)	07	OBC (LD)	12	GEN (LD)	17	EWS (LD)	22
SC (VI)	03	ST (VI)	08	OBC (VI)	13	GEN (VI)	18	EWS (VI)	23
SC (HI)	04	ST (HI)	09	OBC (HI)	14	GEN (HI)	19	EWS (HI)	24
SC (d&e)	05	ST (d&e)	10	OBC (d&e)	15	GEN (d&e)	20	EWS (d&e)	25

#### **4. SELECTION PROCEDURE:**

The selection process consists of Online Test, Screening and Interview.

(a). **Online Test:** Online test will consist of Objective Tests for 120 marks and Descriptive Test for 50 marks. The Descriptive Test will be administered immediately after conclusion of the Objective Test and candidates will have to type their Descriptive Test answers on the computer.

#### **(i) Objective Test:**

The duration of objective test is 2 hours and it consists of 4 Sections of total 120 marks. There will be separate timing for every section.

Test	Name of the Test	No. of Qs.	Max. Marks	Duration
I	English Language	30	30	30 minutes
II	Banking Knowledge	40	40	40 minutes
III	General Awareness/ Economy	30	30	30 minutes
IV	Computer Aptitude	20	20	20 minutes
	<b>Total</b>	<b>120</b>	<b>120</b>	<b>2 hours</b>

#### **(ii) Descriptive Test:**

The duration of Descriptive Test is 30 minutes. It will be a Test of English Language (Letter Writing & Essay) with two questions for total 50 marks.

There will be no sectional qualifying marks. There is minimum qualifying marks on aggregate and the minimum qualifying marks will be as decided by the Bank.

#### **Penalty for Wrong Answers:**

There will be no penalty for wrong answers marked in Objective Tests.

#### **Sectional Marks will not be maintained for Online Examination.**

#### **(b). Screening:**

Online application and documents of candidates, who qualified in online examination, will be placed before the Screening Committee.

The Screening Committee constituted by the Bank will examine whether the candidates fulfil the required eligibility criteria of experience. The Committee will match the job profile submitted by the candidates (certified by their existing/ previous employer(s) with whom they are/were employed) with the job profile of Scale-I Generalist Officer of the State Bank of India. In case their job profile does not match substantially or is different than the job profile of Scale-I Generalist Officer of State Bank of India, then the application of the candidate will be summarily rejected. **Bank may decide the parameters to be adopted as it found suitable for matching the Job Profile of the candidates with job profile of Scale-I Generalist Officer of the State Bank of India. The decision of the Bank in this regard would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.**

Merit list will be drawn Circle wise and Category wise on the basis of the aggregate marks scored in Online Test for candidates who fulfil the required experience criteria as decided by the Screening Committee. Candidates numbering up to 3 times (approx.) of the Circle wise and Category wise vacancies, subject to availability of qualified candidates, will be called for interview from the top of the merit list drawn on Circle wise and Category wise vacancies. Merit qualifying in online exam will not vest any right in candidate being called for interview.

#### **(c). Interview:**

Interview will consist of 50 marks. Candidates will have to score minimum qualifying marks in interview to be considered for final selection. The minimum qualifying marks will be decided by the Bank.

#### **(d). Final Selection:**

The candidates will have to qualify both in Online Test and Interview separately. Final Merit list is prepared for candidates who qualify both in Online Test and Interview. The marks obtained in Online Test, both in the Objective Test and the Descriptive Test, will be added to the marks obtained in Interview for preparing the final merit list. Final merit list would be prepared based on normalization of marks scored in Online Test and Interview with 75:25 weightage respectively.

Marks secured by the candidates in the Online Test (out of 170 marks) are converted to out of 75 marks and Interview scores of candidates (out of 50 marks) are converted to out of 25 marks. The final merit list (Circle wise and category wise) is arrived at after aggregating (out of 100) converted marks of Online Test and Interview. Selection will be made from the top ranked candidates in merit list prepared on Circle wise and Category wise.

**(e). Local Language Proficiency Test:** The candidates applying for vacancies of a particular Circle, should be proficient (reading, writing and understanding) in any one of the specified opted local language of that Circle (mentioned against each Circle). The test of knowledge of specified opted local language of the applied circle will be conducted as part of selection process. It will be conducted for provisionally selected candidates (based on performance in online test, Screening and interview) before joining the Bank. Candidate who fails to qualify this test will not be offered appointment. Candidates who produce 10th or 12th standard mark sheet/ certificate evidencing having studied the specified opted local language of the applied circle as one of the subjects will not be required to undergo the language test. Final selection will be subject to Qualifying in test of specified opted local language, where applicable, as detailed above.

#### **Result Publication:**

Results of candidates called for Interview, Final Result etc. will be made available on the Bank's website.

#### **5. EXAMINATION CENTERS:**

- The examinations will be conducted online at venues across many centres in India. A tentative list of centres for Online Examination is attached as Annexure-I.
- No request for change of Examination Centre/Date/Session shall be entertained.**
- SBI reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- SBI also reserves the right to allot any centre to the candidate other than the one he/ she had opted for.
- Candidate will appear for the examination at an Examination Centre at his/ her own risk and expenses and SBI will not be responsible for any injury or losses etc. of any nature.
- Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by SBI.

#### **6. EMOLUMENTS:**

Presently, the starting basic pay is ₹48,480/- in the scale of ₹48480-2000/7-62480-2340/2-67160-2680/7-85920 applicable to Junior Management Grade Scale-I plus 2 advance increments. The official will also be eligible for D.A, H.R.A/ Lease rental, C.C.A, PF, Contributory Pension Fund i.e., NPS, LFC, Medical Facility etc. and other allowances & perquisites as per rules in force from time to time.

#### **7. JOINING, TRAINING & CAREER PATH:**

On joining, the selected candidates will be designated as "Circle Based Officers" (CBOs) and will be on probation for a period of 6 months from their joining the Bank.

The CBOs will be subjected to continuous assessment during probation period for judging their suitability for confirmation. The candidates who qualify in their assessment as per standards determined by the Bank from time to time, will be confirmed in the service of the Bank in Junior Management Grade Scale-I (JMGS-I). If any candidate fails to achieve minimum standards stipulated, his/ her services may be terminated as per policy of the Bank in force at the material time.

The selected officers will be in general cadre and will be governed by the promotion policy applicable for Bank's general cadre officers. The selected candidates will not be entitled for inter-circle transfer/ Corporate Centre Posting/ Corporate Centre Establishment Posting/ Foreign Posting up to his/ her promotion to SMGS-IV Grade OR 12 years of service, whichever is later.

**8. APPLICATION FEE (Non-Refundable):**

Category	Total	Category	Total
General / EWS/ OBC	₹750/-	SC/ ST/ PwBD	Nil

Fee/charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

**9. PRE-EXAMINATION TRAINING:**

Bank will arrange pre-examination training (PET) in online mode for SC/ ST/ OBC/ PwBD candidates in consonance with the guidelines issued by Government of India. Pre-Examination Training will be conducted online. All eligible Candidates who opt for and wish to avail of Pre-Examination Training should fill in the relevant column in the online application. Candidates opting for Pre-Examination Training should login for training from Bank's website by entering their registration number and date of birth. Intimation regarding schedule of Pre-Examination Training will be shared with the candidates through their registered email and SMS. No hard copies will be sent.

**10. HOW TO APPLY:**

Candidates can apply online only from **29.01.2026** to **18.02.2026**. No other mode of application will be accepted.

**Pre-requisites for Applying Online:** Candidates should have valid email ID and mobile no. which should be kept active till the declaration of final results. It will be essentially required for receiving any communication/ call letters/ advices from the bank by email/ SMS.

**11. GUIDELINES FOR FILLING ONLINE APPLICATION:**

Candidates will be required to register themselves online through Bank's website <https://sbi.bank.in/web/careers/current-openings>. After registration candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/ Internet Banking.

**Helpdesk:** In case of any problem in filling up the form, payment of fee/ intimation charges or receipt of Admission/ call letter, queries may be made at telephone no. 022-22820427 (between 11:00 AM to 05:00 PM on working days) or lodge their query on <http://cgrs.ibps.in>. Candidates should mention 'RECRUITMENT OF CIRCLE BASED OFFICERS IN STATE BANK OF INDIA-2026' in the subject of the email.

**a. List of documents to be uploaded:** The list of the documents to be uploaded is as below.

i. Recent Photograph (jpg/jpeg)	viii. Brief Resume – detailing educational/ professional qualification, experience and assignments handled (PDF)
ii. Signature (jpg/jpeg)	
iii. Left Thumb Impression (jpg/jpeg)	
iv. Hand written declaration (jpg/jpeg)	x. Educational Certificates - Relevant Mark-Sheets/ Degree/ Certificate (PDF)
v. ID Proof (PDF)	
vi. Proof of Date of Birth (PDF)	xii. Latest Form-16 issued by employer (PDF)
vii. Job Profile (certified by existing/previous employers) (PDF)	xii. Latest Salary Slip (PDF)

**b. Guidelines for scanning the documents, photograph & signature:**

Before applying online, the candidate will be required to have a scanned (digital) image of his/ her documents, photograph and signature as per the guidelines given in Annexure-II. Online application will not be registered unless candidates upload photo, signature and documents as specified.

**Note:**

- i. If the face in the photograph or signature is unclear, the applicant's candidature may be rejected.
- ii. In case the required documents are not uploaded or documents uploaded are not clear and readable, the applicant's candidature may be rejected.
- iii. In case, the photograph, signature or documents is unclear, the candidate may edit his/ her application and re-upload his/ her photograph, signature or documents prior to submitting the form.
- iv. Candidate should ensure that Photo is uploaded at the place of Photo, Signature is uploaded at the place of Signature. If photo in place of photo and/or signature in place of signature are not uploaded properly, candidate will not be allowed to appear in the online exam.

**c. Registration & Payment of Fees [Online Mode Only]:**

- i. First scan the photograph, signature and documents as detailed under guidelines for scanning given in Annexure-II.
- ii. Visit Bank's website <https://sbi.bank.in/web/careers/current-openings> and open the Online Application Form, available under 'Current Openings'.
- iii. Fill the application carefully. Once the application is filled completely, candidates should submit the data. In the event of candidates not being able to fill the data in one go, they can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. Once the application is filled completely, candidates should submit the data. No change /edit will be allowed thereafter. The registration at this stage is provisional.
- iv. After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- v. The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- vi. On successful completion of the transaction, e-receipt and application form will be generated, which may be printed for record.
- vii. If the online transaction is not successfully completed, please register again and make payment online.
- viii. Candidates can also reprint the e-Receipt and Application form containing fee details, at later stage.
- ix. Please DO NOT send the print-out of application to the Bank.

**12. DOWNLOAD OF CALL LETTERS:**

The candidates should download their call letter (for Online Exam & Interview) and an "Acquaint yourself booklet", by entering their registration number and password/ date of birth from the Bank's website.

**NO HARD COPY OF THE CALL LETTER WILL BE SENT BY POST.**

**13. PROOF OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF ONLINE EXAM & INTERVIEW:**

The candidates who are called for online exam/ interview will be required to bring one photo identity proof such as Passport/ Aadhaar/ PAN Card/ Driving License/ Voter's Id Card/ Bank Passbook with duly attested Photograph/Photo ID proof issued by Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter, failing which (or if identity of candidate is in doubt) the candidate will not be permitted to appear in test. Further, the candidates called for interview shall be required to bring copy of their all-relevant documents, along with their originals and call letter for interview for verification, failing which, (or if identity of candidate is in doubt) the candidate will not be permitted to appear in the interview.

**14. BIOMETRIC VERIFICATION:**

Bank, at various stages, may capture photo and thumb impression/IRIS in digital format for biometric verification of the candidates who are called for online exam/ interview/ joining. Candidate will ensure that his/ her correct thumb impression/ IRIS is captured at various stages as any inconsistency will lead to rejection of their candidature. Accordingly, candidates are advised not to apply any external matter like mehndi, ink, chemical etc. on their hands. Candidates are advised to follow the guidelines that shall be provided to them in their call letter.

In case, if any candidate is found not to be genuine, then apart from taking legal actions against him/ her, his/ her/ their candidature will be cancelled.

**15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

- a. Candidates are cautioned that they should not furnish any particulars or documents that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.
- b. At the time of online examination/ interview, if a candidate is (or has been) found guilty of:
  - (i) using unfair means during the examination or
  - (ii) impersonating or procuring impersonation by any person or
  - (iii) misbehaving in the examination hall or
  - (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or
  - (v) obtaining support for his/ her candidature by any unfair means,
- such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable to be:
  - Disqualified from the examination for which he/ she is a candidate.
  - Debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

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

- d. **USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:**
  - i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/ interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
  - ii. Candidates are advised in their own interest not to bring any of the prohibited items including pagers/calculator to the venue of the examination/ interview, as arrangement for safekeeping cannot be assured.
  - iii. Candidates are not permitted to use or have in possession calculators in examination premises.

**16. GENERAL INFORMATION:**

- i. Before applying for the post, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned above for the post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- ii. The candidate should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- iii. Candidates are advised to take a printout of their system generated online application form after submitting the application.
- iv. Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would process the application of all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility at the time of Screening /Interview and/or at any stages.
- v. Request for change/ correction in any particulars (including category) in the application form, once application is finally submitted, will not be entertained under any circumstances. No correspondence/ phone/ email will be entertained in this regard. Candidates are advised to fill up the online application carefully and furnish the correct information in the application.
- vi. 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.
- vii. 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.
- viii. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance in examination/ interview will result in rejection/ cancellation of candidature.
- ix. It is advisable that candidate retains 8 copies (approx.) of the same photograph which is uploaded at the time of online registration of Application as these would be needed for further stages of this selection process.
- x. The possibility of occurrence of some problems in administration of examination cannot be ruled out completely, which may impact test delivery/ generation of result. In such cases, every effort will be made to resolve the problem, which may include the conduct of another examination if considered necessary.
- xi. Candidates serving in Government/ Quasi Government, Public Sector Undertakings including Nationalised Banks/ RRBs are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which such candidates will not be allowed for interview and their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- xii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- xiii. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.

xiv. Caste certificate issued by Competent Authority on the format prescribed by the Government of India will have to be submitted by the SC/ ST candidates, if called for interview.

xv. Candidates are advised to keep their e-mail ID & mobile connection active for receiving advices.

xvi. 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. OBC certificate containing the 'Non-creamy layer' clause, issued during the period **01.04.2025 to the date of interview**, should be submitted by such candidates, if called for interview. **No request for extension of time for production of OBC (NCL) certificate** shall be entertained and if a candidate fails to produce the OBC (NCL) at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post of Circle Based Officer.

xvii. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India based on **gross annual income for the financial year 2024-25 and valid for the year 2025-26** as per the extant DoPT guidelines. **No request for extension of time for production of 'Income & Asset Certificate'** shall be entertained and if a candidate fails to produce the 'Income & Asset Certificate' at the time of interview, he/ she will not be allowed for interview and not considered for appointment in the Bank for the post of Circle Based Officer.

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 channels."

xviii. Appointment of selected candidates is subject to his/ her/ their being declared medically fit as per the requirement of the Bank.

xix. 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.

xx. Outstation candidates called for interview will be reimbursed Railway AC-III fare for the shortest route in India or actual expenses incurred (whichever is lower) from place of residence/ posting to Interview venue. Local transportation expenses will not be reimbursed. A candidate found ineligible for the post will not be permitted to appear in interview and will not be reimbursed any fare.

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

xxii. 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.

xxiii. 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.

**17. ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will be published/ provided only on [https://sbi.bank.in/web/careers/current\\_openings](https://sbi.bank.in/web/careers/current_openings) from time to time. No separate advertisement/ corrigendum will be issued in this regard. All changes/updates/ corrigendum will be hosted only on Bank's website [https://sbi.bank.in/web/careers/current\\_openings](https://sbi.bank.in/web/careers/current_openings).

**18. DISCLAIMER:**

In case it is detected at any stage of recruitment that a candidate 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/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of bank in all matters regarding eligibility, conduct of test and selection process would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

Mumbai  
Date: 29.01.2026

General Manager  
(RP & PM)

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

**State bank of India does not endorse, authorize or associate with any external coaching platform, consultancy, individual or digital channel claiming to provide guaranteed selection, influence in recruitment or insider guidance. Candidates must rely solely in information available on SBI's official career portal.**

This advertisement is also available on Bank's Website: <https://sbi.bank.in/web/careers/current-openings> or <https://www.sbi.bank.in/web/careers/current-openings>.

The Bank is not responsible for printing errors, if any.

**Annexure-I**

**ONLINE EXAMINATION CENTERS (Tentative List)**

State Code	State/UT	Online Examination Centre	State Code	State/UT	Online Examination Centre
11	Andaman & Nicobar	Port Blair	30	Manipur	Imphal, Churachandpur
12	Andhra Pradesh	Anantapur, Guntur / Vijayawada, Kurnool, Rajahmundry, Srikakulam, Vishakhapatnam, Vizianagaram, Tirupathi, Ongole, Nellore.	31	Meghalaya	Shillong
32		Mizoram	Aizawl		
13	Arunachal Pradesh	Naharlagun	33	Nagaland	Dimapur, Kohima
14	Assam	Dibrugarh, Guwahati, Jorhat, Silchar, Tezpur	34	Delhi -NCR	New Delhi / NCR
15	Bihar	Arrah, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea	35	Odisha	Balasore, Berhampur (Ganjam), Bhubaneswar, Cuttack, Rourkela, Sambalpur.
16	Chandigarh	Mohali	36		Puducherry
17	Chhattisgarh	Bhilai nagar, Raipur, Durg	37	Punjab	Amritsar, Bhatinda, Jalandhar, Mohali, Patiala, Phagwara
18	Goa	Panaji, Mapusa	38	Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
19	Gujarat	Ahmedabad/ Gandhinagar, Anand / Vadodara, Rajkot, Surat / Bardoli, Mehsana	39		Gangtok
20	Haryana	Ambala, Faridabad, Gurugram	40	Tamilnadu	Chennai, Coimbatore, Cuddalore, Erode, Karur, Madurai, Nagercoil, Namakkal, Salem, Thanjavur, Tiruchirappalli, Tirunelveli, Vellore, Virudhunagar
21	Himachal Pradesh	Bilaspur (Himachal Pradesh), Hamirpur (Himachal Pradesh), Shimla, Solan, Baddi	41		Hyderabad, Karimnagar, Khammam, Warangal
22		Jammu, Samba, Srinagar	42	Tripura	Agartala
23	Jharkhand	Dhanbad, Hazaribagh, Jamshedpur, Ranchi	43	Uttar Pradesh	Agra, Prayagraj (Allahabad), Aligarh, Ayodhya, Bareilly, Ghaziabad, Gorakhpur, Jhansi, Mathura, Moradabad, Noida/ Greater Noida, Kanpur, Lucknow, Meerut, Varanasi
24	Karnataka	Bengaluru, Hubballi(Hubli)/Dharwad, Kalaburagi(Gulbarga), Mysuru(Mysore), Mangaluru(Mangalore)	44		Dehradun, Haldwani, Roorkee
25	Kerala	Alappuzha, Ernakulam, Kannur, Kollam, Kottayam, Kozhikode, Palakkad, Thiruvananthapuram, Thrissur	45	Uttarakhand	Asansol, Durgapur, Hooghly, Howrah, Kalyani, Kolkata, Siliguri
26		Leh, Kargil			
27	Lakshadweep	Kavaratti			
28	Madhya Pradesh	Bhopal, Gwalior, Jabalpur, Indore, Satna, Ujjain			
29	Maharashtra	Ahilyanagar, Amravati, Chhatrapati Sambhaji Nagar, Jalgaon, Kolhapur, Latur, Nagpur, Nanded, Nashik, Pune, Mumbai/ Thane/ Navi Mumbai / MMR, Satara, Sangli, Dhule			

\* The above list is indicative, and bank reserves the right to cancel/add/change any of the examination centre at its discretion, depending upon the response, administrative feasibility, etc.

### Guidelines for scanning and Uploading of Signature/ Photograph/ Documents

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

- His/her photograph (JPG / JPEG)
- signature (JPG / JPEG)
- left thumb impression (JPG / JPEG)
- handwritten declaration (JPG / JPEG)
- ID Proof (PDF)
- Proof of Date of Birth (PDF)
- Job Profile (certified by existing/previous employers) (PDF)
- Brief Resume (PDF)
- Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate (PDF)
- Experience Certificate/ Appointment Letter /Job Offer Letter (PDF)
- Latest Form-16 provided by employer (PDF)
- Latest Salary Slip (PDF)

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

#### **a. Photograph Image: (4.5cm x 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 live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

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

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

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

##### **Don'ts:**

- Small size photograph not to be clicked/ uploaded.
- 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 taken in dark/ improper background.

#### **b. 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.

#### **c. 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 does not have 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.

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

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

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

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

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

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

#### **e. Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour or File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / handwritten 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.

#### **f. Procedure for uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and handwritten declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / handwritten declaration.
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / handwritten declaration/ file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- 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 and handwritten declaration, as specified.

#### **Note: -**

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

# HOW TO APPLY

Login to <https://sbi.bank.in/web/careers/current-openings>



Scroll down and click on the respective advertisement



**Download advertisement no. CRPD/CBO/2025-26/18**

(Carefully read the detailed advertisement)



## Apply Online

(Before final submission, go through your application.  
Corrections will not be allowed after final submission)

