

Advertisement No.7/ 2022-23**Recruitment of Security Officer**

IDBI Bank invites online applications from eligible Indian citizens for the below mentioned posts. Candidates fulfilling required eligibility criteria may apply On-line through the link given in Bank's website www.idbibank.in

Start Date of Online Registration & Payment of Application Fee/ Intimation Charges - Online :	21.12.2022*
Last Date of Online Registration & Payment of Application Fee/ Intimation Charges - Online :	31.12.2022

**Tentative*

PLEASE NOTE

1. Cut-off date for eligibility criteria is **December 01, 2022**.
2. The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.
3. Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Admission to Group Discussions (GD) &/or Personal Interview (PI), if any, will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents with the originals when the candidate reports for GD &/or PI, if called.
4. Candidates are advised to check Bank's website www.idbibank.in for all further announcements/details. Any revision/ corrigenda will be provided/ hosted on the Bank's authorized website only.
5. Only Candidates willing to serve anywhere in India, should apply.

2. Details of Reservation in Posts:-

Grade	No of Vacancies	Initial Place of Posting #
Deputy General Manager (Grade D)	1	Mumbai
TOTAL	1	

Bank reserves right to post as per Bank's requirement.

Note:

- (a) The number of vacancy is provisional and may vary depending upon the future requirements. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements, if any.
- (b) IDBI Bank reserves the right to make an offer for a post, one grade lower, even though the candidate applies and fulfills the eligibility criteria for the higher grade post.
- (c) IDBI Bank reserves the right to place the selected candidates in any of the functional areas of the Bank other than those advertised, if found suitable for the same.

3. Eligibility criteria

3.01 Nationality/Citizenship:

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that the candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India.

3.02 Age, Educational qualification and Experience (as on December 01, 2022) :

Post Code	Functional Area	Grade	Vacancies	Age*	Educational Qualification	Experience	Job Profile
1	Security [DGM]	Gr.D	1	Min - 35 Yrs Max. - 45 Yrs	Graduate in any discipline from a recognized university.	Commissioned officer of the rank of Major and above in Army or person of equivalent rank in Navy/Air Force with minimum 10 years of commissioned service OR Equivalent rank in Para Military service with minimum 10 years of service in the para military force, where serving. OR A police officer of the rank of Superintendent of Police and above with minimum 10 years of total police service.	<ul style="list-style-type: none"> Coordinate and manage all the security, fire safety, and disaster/crisis management related aspects of the zone/Bank/ jurisdiction assigned. To coordinate, liaison with police, fire safety authorities, other government authorities related to security & fire safety. Any other additional duties of administrative/other nature in addition to security and safety aspects.

* Relaxations shall be as per applicable Government of India guidelines.

Notes:

- (i) Proficiency in computers is essential.
- (ii) The candidate should possess excellent inter-personal and liaisoning skills, excellent and unblemished track record and good legal understanding & drafting skills.
- (iii) Degrees obtained from the recognized Universities or Institutes recognized by Government of India only will be considered and the final result should have been declared on or before **December 01, 2022**.
- (iv) The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate issued and signed by the appropriate authority of the University / Institute, in original, indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- (v) Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the eligibility criteria. No equivalent educational qualification shall be considered as eligible.
- (vi) The University/Institute of graduation/ post-graduation should be recognized/approved by Govt.; Govt. bodies/AICTE/UGC
- (vii) The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or work experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there for.
- (viii) The Bank may also assign such other related jobs/assignments as may be decided from time to time.

4. Emoluments (as on December 01, 2022)

4.01 Pay and allowances:

Post	Consolidated Remuneration
Deputy General Manager, Grade 'D'	In the scale of 76010-2220(4)-84890-2500(2)-89890 (7 years)

In addition to the pay, the selected candidate will be eligible for allowances, perquisites and benefits as applicable to the relevant Grade as per the Bank's rules, prevalent at the time of joining. Further, fitment of pay for new recruits in the cadre will be governed by relevant guidelines and extant Bank's policies.

4.02 Terms of Appointment & Posting :

Initial appointment for the post will be on probation for a period of 1 year from the date of joining (which can be extended at the discretion of the Bank). Candidate will be posted at the Bank's discretion, to any offices of the Bank or the departments/ offices/ business units/ the Bank's associate institutions. The candidate will also be liable to be transferred to any place in/ outside India, as the Bank may decide from time to time in terms of the Bank's prevailing rules.

5. Selection Procedure:

- 5.01 The selection process will comprise of preliminary shortlisting based on the eligibility criteria, candidate's qualifications, suitability/ experience, etc. submitted online. Only shortlisted candidates will be called for Group Discussion (GD) and/ or Personnel Interview (PI).
- 5.02 Depending upon the number of vacancies and number of suitable candidates, Bank reserves the right to pre-screen and shortlist requisite number of prima-facie eligible candidates. The candidature, after preliminary screening and without verification of documents, will be provisional and will be subject to verification of all details/ documents with the originals when a candidate reports for GD/PI (if called).
- 5.03 Preliminary screening and shortlisting will be based on the candidate's online submission of his/her academic track record, experience and the suitability of the candidate as decided by the Bank. Only such shortlisted candidates will be called for GD &/or PI. Candidates not clearing the GD/PI will not be considered for subsequent process of selection only those candidates who pass GD/PI and are sufficiently high in the merit list will be shortlisted for further selection.
- 5.04 The center & address of the venue, time and date of interview will be informed to the shortlisted candidates through call letter and candidates have to attend the same at their own cost. Request for change of center will not be entertained. However, the Bank reserves its right to change/ add/ cancel the date, time, center, venue for the GD and/ or PI or hold supplementary selection process on particular date/ session/ venue/ center for set of candidates at its discretion, under unforeseen circumstances, if any. The changes, if any, shall be intimated to the candidates through Bank's website and candidate's registered email in advance.

- 5.05 Selection will be on the basis of marks secured by the candidate in PI. Total marks allotted for PI is 100. The minimum qualifying marks for PI would be 50. Bank may change the mode of selection depending upon the number of suitable candidates. The final score should be sufficiently high in the merit list for the candidate to be shortlisted for subsequent process.
- 5.06 The final selection of candidate is subject to qualification in GD &/or PI, being sufficiently high in the merit list, being declared medically fit as per the Bank's standards of fitness and fulfilling the stipulated eligibility criteria as on the cut-off date. GD, if carried out as stipulated above shall be a filtering process and hence its score would not be used in preparation of merit list.
- 5.07 In case, more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- 5.08 Mere eligibility, admission/qualification in GD &/or PI does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he/she is found to be ineligible and/or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

Important: Bank reserves the right to shortlist requisite number of candidates based on the experience and suitability of the candidates, as decided by the Bank and only those shortlisted candidates will be called for further selection process as decided by the Bank.

The GD and/or PI will be held at the Bank's Corporate Office in Mumbai. While appearing for GD &/or PI, if called, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. Bank takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.

6. List of Documents to be produced at the time of GD &/or PI (as applicable):

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

- i) Print out of the original and valid Interview Call Letter.
- ii) Valid system-generated printout of the online application form.
- iii) Proof of Date of Birth (Birth Certificate or SSLC/ Std.X Certificate with DOB).
- iv) Photo Identify Proof (Passport/Aadhar/Driving License etc.).
- v) Mark sheets & provisional / degree certificates for educational qualifications.
- vi) Work Experience: For the Past employer: Relieving Letters and Experience Certificate from the past employer and for the present employer: Experience certificate, Offer Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s) mentioning the functional area of experience. The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.
- vii) An Ex-serviceman candidate has to produce a copy of the Discharge Certificate/ Pension Payment Order and documentary proof of Rank last/ presently held at the time of interview.
- viii) Candidates serving in Government/ Quasi Govt. Offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.

- ix) Any other relevant documents in support of eligibility.
- x) Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

Note: Inability to produce any of the above mentioned documents (both original and self-attested copy) at the time of interview will render the candidates ineligible for the selection. **No documents shall be directly sent to the Bank by candidates before or after the interview.**

7. **Application Fee/ Intimation Charges (non-refundable):**

Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate. Candidates should ensure their eligibility before paying the fees/ applying online.

Category of Applicant	Application Fee
SC/ST/PWD	Rs.200/- (Intimation charges only)
For all others	Rs.1000/- (Application fee + Intimation charges)

Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future Selection process.

8. **Mode of Payment:**

- i) Candidates have to make the payment of requisite fee/ intimation charges through ONLINE mode only.
- ii) Candidates have the option of remitting fees via ONLINE MODE only, where the application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- iii) The payment can be made using only Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- iv) On successful completion of the transaction, an e-receipt would be generated.
- v) Candidates are required to take a print of the e-receipt and online application. Online payment receipt will have to be produced, at the time of GD &/or PI, as the case may be.
- vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- vii) Without call letter and online payment receipt, the candidates will not be allowed to appear for GD &/or PI.
- viii) Candidates are, therefore, advised to keep 3 photocopies of the online payment receipt for future use.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charges.

- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for **any other recruitment or selection process.**

9. How to apply:

1. **Candidates are required to apply Online through website www.idbibank.in (Careers/ Current Openings). No other means/ mode of application will be accepted.**
2. **Candidates are required to have a valid personal email ID and Contact No.** It should be kept active till completion of this recruitment process. Bank may send call letters for GD &/or PI etc. through the registered email ID. In case, a candidate does not have a valid personal email ID, he/ she should create his/ her new email ID before applying Online.
3. Use of special characters while filling the form will not be allowed. **In case the candidate is unable to fill in the application form in one go, he/ she 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. 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. This facility will be **available for three times only.** Once the application is filled in completely, candidate should submit the data.
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 will be possible/ entertained. Prior to submission of the online application candidates are advised to use the 'SAVE AND NEXT' facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.
5. There is a provision to modify the online application **prior to submission** only. Candidates are requested to make use of this facility to correct the details in online application, if any
6. All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, and Post Applied for, Address, Mobile Number, Email ID, etc. will be considered as final and no change/ modifications will be allowed after submission of the online application form.
7. 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.**
8. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid
9. Any information submitted by a candidate in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

10. Identity Verification

At the time of GD &/or PI, the original call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized College/ University/ Aadhar card with a photograph/ Employee ID should be submitted to the

invigilator for verification. The candidate's identity will be verified with respect to his/ her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the GD &/or PI. Ration Card will not be accepted as valid id proof for this recruitment project/ process.**

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original, mentioning the changed name.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the same.

11. General Eligibility

Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per medical fitness standards followed by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the Bank will be provisional. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

12. General Instructions

- (i) Cut-off date: **December 01, 2022.**
- (ii) Before submitting the online application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
- (iii) Applications should be submitted only by the on-line mode through IDBI Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.
- (iv) Candidates are advised in their own interest to apply online much before the closing 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. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the above reasons or any other reason beyond the control of the Bank.
- (v) **Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (complete) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.**
- (vi) Request for change of centre for GD and/or PI will not be considered. However, IDBI Bank reserves the right to cancel or add any centre depending upon the response in that centre.
- (vii) IDBI Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- (viii) IDBI Bank may at its sole discretion, re-hold GD and/or PI or additional PI, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.
- (ix) Candidates would not be allowed for GD &/or PI without the original call letter. No duplicate call letter would be issued to the Candidates.

- (x) All candidates belonging to SC, ST, OBC, EWS, Ex-Serviceman and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Candidates with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD candidates shall possess a certificate of disability issued by the competent authority as per the Government of India guidelines.
- (xi) For Economically Weaker Sections(EWS): The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure- II** shall only be accepted as proof of candidate's claim as belonging to EWS:
- District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Assistant Commissioner.
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
 - **Revenue Officer not below the rank of Tehsildar and Sub- Divisional Officer of the area where the candidate and/or his family normally resides.**
- (xii) The candidate's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, EWS, PWD and Ex-Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.
- (xiii) SC/ ST candidates eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return AC III tier railway fare by the shortest route from the place of their residence to the place of GD &/or PI. **This concession will not be admissible to SC/ST candidates who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats.**
- (xiv) Candidates already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of GD &/or PI. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- (xv) IDBI Bank shall not furnish the mark-sheet of selection process to Candidates.
- (xvi) IDBI Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected Candidates.
- (xvii) Canvassing in any form will be a disqualification.
- (xviii) In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., IDBI Bank's decision shall be final and binding on the Candidates and no correspondence shall be entertained in this regard.
- (xix) Candidates with suppression or concealment of any information and containing incorrect or misleading information will lead to the Candidates being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection any time after appointment.
- (xx) The appointment of the Candidates is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.

(xxi) Candidates are advised not to change their signature at any point of time during and after the recruitment process. Candidates are advised to keep their email ID and mobile number live for receiving advices like call letters, interview advices, etc.

(xxii) Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/ she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for GD &/or PI. The Bank reserves the right to call only the requisite number of candidates for GD &/or PI after preliminary screening/ short-listing with reference to the candidate's age, qualification, experience, essential requirements, suitability etc.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of GD &/or PI without assigning any reason(s) thereof.

Annexure - I**GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying online a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below.

(i) 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 10 kb to 60 kb
- Ensure that the size of the scanned image is not more than 60kb. If the size of the file is more than 60 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature Image

- The candidate has to sign on white paper with Black Ink pen.
- The signature must be signed only by the candidate and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The candidate's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels(preferred)
- Size of file should be between 10kb –30kb
- Ensure that the size of the scanned image is not more than30kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

(iii) Scanning the photograph & signature

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The 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/MS Office can easily obtain photo and signature in jpeg format not exceeding 60kb & 30kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 60 kb (photograph) & 30 kb(signature) by using crop and then resize option (Please see point & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

(iv) Procedure for Uploading the Photograph and Signature

- There will be two separate links on 2 separate pages for uploading Photograph and Signature
- Click on the respective link on respective pages to upload photo and signature
- Click on Choose File to browse and select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button to upload the photo / sign.
- Click on Continue button to move to next page.
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re- upload his/ her photograph or signature, prior to submitting the form.
- (b) After registering online candidates are advised to take a printout of their system generated online application forms.
- (c) 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.

Annexure II
Government of
(Name and Address of the authority issuing the certificate)
INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./ Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/ Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his /her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/Her family does not own or possess any of the following assets***:

- I. acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./ Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of office _____

Name _____

Designation _____

**Recent Passport
size attested
photograph of the
applicant**

* Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc

** Note 2 : The term "Family" for this purpose includes the person who seek benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3 : The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS Status

Annexure - III**GUIDELINES FOR SCANNING & UPLOADING OF DOCUMENTS**

Before applying online a candidate will be required to have a scanned (digital) image of his/ her documents as per the specifications given below.

Document file type/ size

- All Documents must be in PDF format.
- Page size of the document to be A4
- Size of the file should not be exceeding 500 KB
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

Procedure for uploading Documents

- There will be separate links for uploading each document.
- Click on the respective link "Upload"
- Browse & select the location where the PDF file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed -