



## State Bank of India

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



## ENGAGEMENT OF SPECIALIST CADRE OFFICER ON CONTRACT BASIS

(ADVERTISEMENT NO: CRPD/SCO/2025-26/19)

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 03.01.2026 TO 23.01.2026

State Bank of India invites Online application from eligible Indian citizens for appointment to the following Specialist Cadre Officer Post on Contract Basis. Candidates are requested to apply online through the link given on Bank's official website <https://sbi.bank.in/web/careers/current-openings>.

1. 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 / last date of online registrations.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the Post(s) as on the date of eligibility.
3. Candidates are required to upload all relevant documents including their resume, ID proof, age proof, Caste certificate, PwBD Certificate (if applicable), educational qualifications certifications, experience details, Biodata etc., failing which their application/candidature will not be considered for shortlisting/ interview.
4. The process of Short-listing will be provisional and without verification of original documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
6. Candidates are advised to check Bank's official website <https://sbi.bank.in/web/careers/current-openings> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only (NO HARD COPY WILL BE SENT).
7. **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
8. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
9. **Hard copy of application & other documents need not to be sent to this office.**
10. **TEACHING & TRAINING EXPERIENCE WILL NOT BE COUNTED FOR ELIGIBILITY.**
11. Mere fulfilment of the eligibility criteria (i.e. minimum required qualifications and experiences) shall not entitle a candidate to be called for interview. The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. the decision of the Bank to call the candidates for the interview shall be final. no correspondence will be entertained in this regard.
12. Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude etc. are not eligible to apply for the post. If any such adverse orders / reports against the shortlisted/ selected candidates is found/ received by the Bank post their selection, their candidature/ service will be rejected forthwith.
13. At the time of interview, the candidate will be required to provide details regarding criminal case(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 the right to deny appointment depending upon such disclosures and/ or independent verification.
14. Candidates furnishing false information / suppressing the facts will be disqualified and shall be liable for debarment and legal/criminal action. Candidates who attempt fraud/impersonation shall be liable to be debarred from future recruitment process conducted by the Bank
15. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions and SBI Group companies are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

**A. DETAILS OF POST/VACANCY/ AGE/ REMUNERATION/PLACE OF POSTING/NATURE OF ENGAGEMENT/SELECTION PROCESS:**

Sl. No.	Name of Post	Vacancies			Age (As on 31.12.2025) Age relaxations as per GOI guidelines	Annual CTC**	Suggested Place of posting#	Contract Period\$	Nature of Engagement	Selection Process
		UR	Total	PwBD * (LD)						
1	Vice President (Investor Relations)	01	01	01	Minimum- 40 years Maximum-50 years	Upto Rs.85.00 Lacs	Mumbai	5 Years	Contractual	Shortlisting & Interview followed by CTC Negotiation

**ABBREVIATION:** UR – Unreserved, CTC – Cost to Company, PwBD- Person with Benchmark Disabilities, LD-Locomotor Disability

\* PwBD Vacancies are horizontal in nature. (If applicable).

\*\* Annual CTC will be bifurcated into Fixed Pay & Variable pay in 90:10 ratio.

# Suggested place of posting is indicative, Bank reserves the right to post or transfer the services to any of the offices of State Bank of India in India or to depute to any of its associates/subsidiaries or any other organization depending upon the exigencies of service.

\$ The contract period is of 5 Years. The contract can be terminated from either side by giving 3 months' notice or by paying an amount equal to 3 months' compensation without assigning any reasons whatsoever.

**B. DETAILS OF EDUCATIONAL QUALIFICATION, EXPERIENCE, SKILLS, BRIEF JOB PROFILE & KEY RESPONSIBILITY AREA:**

EDUCATIONAL QUALIFICATION (As on 31.12.2025)	EXPERIENCE & SPECIFIC SKILLS (As on 31.12.2025)	JOB PROFILE	KRA
<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>PGDM/PGDBM/MBA or its equivalent from recognized university/ college.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Specialization in Finance will be preferred.</li> </ul> <p><b>Preferred Certification:</b> CFA</p>	<p><b>EXPERIENCE:</b></p> <p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>Minimum 15 years work experience in BFSI, out of which at least 5 years work experience in investment banking/ investor relations/ corporate finance roles</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Experience in analyzing financial statements and ratios used in banking, preparing financial models and presentations and familiarity to various RBI and SEBI guidelines and capital market will be preferred.</li> </ul> <p><b>SPECIFIC SKILLS:</b></p> <ul style="list-style-type: none"> <li>Excellent proficiency in various Office Productivity tools including but not limited to MS Office suite. Further a candidate should be proficient in written, communication and presentation skills.</li> </ul>	<p><b>JOB PROFILE:</b></p> <ul style="list-style-type: none"> <li><b>Investor interaction management:</b> Maintaining an exhaustive database of incoming meeting requests from bankers, fund houses and brokerages; screen profile of investors and arrange for interactions with the Top Management; detailed profiling of investors to the Top Management for information prior to an interaction; collect and compile supporting data from different departments and prepare the talk tracks, as and when required; ensure adherence to post-interaction compliances.</li> <li><b>Annual Rating Surveillance:</b> Independently manage requests for information for annual rating exercise by all empaneled domestic and foreign rating agencies; facilitate interactions of the analysts and rating committee members with the Top Management of the Bank; review and assess draft rating reports and verify any factual inaccuracies or inadvertent data disclosures; analyze and summarize the rating reports of all the rating agencies for the major peer Banks and</li> </ul>	<p><b>KRA:</b></p> <ul style="list-style-type: none"> <li>Organizing investors meetings and conferences with current and prospective investors.</li> <li>Analysis of Analysts' Reports.</li> <li>Provide feedback to management regarding the investment community's perception of how SBI is being managed and their view of its financial results.</li> <li>Develop and maintain an Investor Relation plan.</li> <li>Serve as the key point of contact for the investment community, equity analysts and rating agencies.</li> <li>Formulating medium term and long-term narratives for interaction with market participants.</li> <li>Expectations management of market participants and identifying value drivers for the Bank from interaction with market participants.</li> <li>Institutionalizing feedback mechanism from market participants.</li> <li>Rating rationale verification and data validation.</li> </ul>

<p>(Training &amp; Teaching experience will not be counted for eligibility)</p> <p>Note: Experience Certificate/Any other Document evidencing the relevant/essential experience needs to be submitted by the applicant. Document(s) submitted by the candidate will be considered on merit at the sole discretion of the Bank and Bank's decision shall be final.</p>	<p>present to the Top Management; periodic review of updates, if any, on the ratings.</p> <ul style="list-style-type: none"> <li><b>Shareholding analysis:</b> Track shareholding pattern of the Bank, analyze actions on the stock by major shareholders and present the same to the Top Management on a periodic basis.</li> <li><b>Presentations for quarterly and annual closing:</b> Pivotal role in preparing the presentation for the quarterly closing; assess the information requirements of the analyst and investor community in the backdrop of some new regulations/ evolving scenario; formulate disclosure theme and prepare the presentation deck.</li> <li><b>Analysis of market commentary on the Bank and its peers:</b> Analyze the reports by various analysts on the Bank and also its peers and share a summary of the key points to the Top Management on a quarterly basis as well as from time to time.</li> <li><b>Arrangements for investor interactions and analyst calls/ meets:</b> Liaise with all internal stakeholders for arrangement of analyst calls and meets; take timely approvals from relevant authorities for the smooth conduct of the event; ensure strict adherence to processes as per laid down protocols.</li> </ul> <p><b>Any other ad-hoc projects:</b> There may be ad-hoc analytical or strategic projects from time-to-time; Full time involvement in the team for capital fund raise exercise, as and when it happens.</p>	<ul style="list-style-type: none"> <li>Monitoring the significant Investor Shareholdings.</li> <li>Conducting Analyst's Meet and Post-result discussions.</li> <li>Conceptualizing and preparing new slides for analyst and other internal presentations.</li> <li>Any other work entrusted by the department.</li> </ul> <p><b>Remarks: KRA's:</b> <i>KRAs shall be assigned on joining. Job Profile mentioned above are illustrative. Role/Jobs in addition to the above mentioned may be assigned by the Bank from time to time for the above post.</i></p>
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#### **IMPORTANT POINTS:**

- The number of vacancies including reserved vacancies mentioned above is **provisional and may vary** according to the actual requirement of the Bank.
- The educational qualification prescribed for the post is minimum. Candidate **must possess the qualification and relevant full-time experience** as on specified dates.
- The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.

- iv) Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- v) Candidates should furnish adequate documentary evidence (salary slip /Form 16 /Offer letter etc.) to substantiate his/her present CTC.
- vi) In case where the certificate of Degree / Post Graduation / Professional Qualification / Diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned university / institute / college specifically mentioning the specialization.
- vii) Maximum age indicated is for General category candidates. **Relaxation in upper age limit** will be available to reserved category candidates as per Govt. of India guidelines (wherever applicable).
- viii) Reservation for PwBD candidates is horizontal and is included in the vacancy of the respective parent category. Candidate belonging to reserved category including Person with Benchmark Disabilities (PwBD) for whom no reservation has been mentioned are free to apply for vacancies announced for Unreserved category provided they fulfil all the eligibility criteria applicable to General Category.
- ix) PwBD candidate should produce a certificate issued by a competent authority as per the GOI Guidelines Valid as on 31.12.2025.
- x) Only those persons with benchmark disabilities would be eligible for reservation under PwBD category with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in a measurable term, as certified by the certifying authority.
- xi) Bank reserves the right to cancel the recruitment process entirely at any stage without specifying any reasons thereof.
- xii) **RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):** Horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "The Rights of Persons with Disabilities Act (RPWD), 2016". The post is identified suitable for the Persons with underlined categories of disabilities as defined in the Schedule of RPWD Act 2016:

<b>Suitable Category of Benchmark Disabilities</b>	<b>Functional Requirement</b>
<p>a) B - Blind, LV - Low Vision</p> <p>b) HH - Hard of Hearing</p> <p>c) One Arm, Both Arms, One Leg, Both Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attacked Victims, Muscular Dystrophy, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/ limb dysfunction.</p> <p>d) Autism Spectrum Disorder (Mild), Intellectual Disability, Specific Learning Disability, Mental Illness</p> <p>e) Multiple Disabilities involving (a) to (d) above</p>	<p>S- Sitting, W- Walking, MF- Manipulation by Fingers, BN- Bending, ST- Standing, RW- Reading and Writing, SE- Seeing, H- Hearing, C- Communication</p>

**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.

**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

**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 degrees.

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

**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, Acid Attack Victims, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/ limb dysfunction. Orthopedically challenged persons are covered under locomotor disability with following benchmark:

**OA** - One arm affected (Right or Left)

**OL** - One leg affected (Right or Left)

**BL** – Both Leg affected

Persons with OA category should have normal bilateral hand functions.

a. **"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.

b. "**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.

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

d. "**Muscular dystrophy**" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophies have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and death of muscle cells and tissue.

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

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

- i. "**Specific Learning Disability**" (**SLD**) means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
- ii. "**Mental Illness**" (**MI**) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.
- iii. "**autism spectrum disorder (Mild)**" (**ASD- M**) means a neurodevelopmental 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 behaviour.
- iv. "**Multiple Disabilities**" means multiple disabilities involving (a) to (d) above.

Only those persons with benchmark disabilities would be eligible for reservation under PwBD category. "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 term, as certified by the certifying authority. Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.

xiv) **CIBIL: Candidates who have defaulted in repayment under any lending arrangement with Banks/NBFCs/Financial Institutions including credit card dues and have not regularized /repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post. However, candidates who have regularized /repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated on or before the date of joining, shall 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 the appointment.**

**C.REMUNERATION:** Upto Rs.85.00 Lacs (to be negotiated).

Annual Increments – Upto 10% of CTC, subject to satisfactory performance.

Fixed pay of 90% and variable Pay of 10%. Release of the variable pay will be as per the provision of the extant OEC Policy. This may further be negotiated by the CTC Negotiation Committee.

**ANNUAL INCREMENT:** The Annual increment proposed from second year onwards is upto 10% of annual CTC finalized at the time of Negotiation, subject to the achievement of performance appraisal score of at least 90% (Minimum score to be eligible for annual increment) with distribution of Annual increment aligned to the Fixed and variable components. (**Fixed: variable: 90:10**)

**Variable Pay:** The contractual officer shall become eligible for payment of variable pay subject to securing minimum qualifying 90% marks in the performance appraisal of the relevant period. Appraisals will also be complied at half yearly intervals as on 31<sup>st</sup> March and 30<sup>th</sup> September. In case the contract ends before the completion of 6 months (from 2nd year onwards), the variable pay will be released on pro-rata basis. Payment shall be subject to deduction of Income Tax from contractual officer as per the extant income tax rules.

The variable pay structure, depending on the performance of the contractual officer will be as under:

Score in the performance Appraisal	Percentage of Variable Compensation based on achievement of scores
99 to 100%	100%
97 to 98.99 %	90%
94 to 96.99%	80%
90 to 93.99%	70%
Below 90%	NIL

**D.LEAVE:** The proposed Officer engaged on Contract (OEC) shall be entitled to leave of 30 days during the financial year which will be granted by Bank for genuine and appropriate reasons. For the purpose of computation of leave, intervening Sundays/ Holidays shall not be included. Other terms and conditions of leave may be as applicable to other contractual officers.

**E.NOTICE PERIOD/ TERMINATION OF CONTRACT:** The contract can be terminated without assigning any reasons by giving 03(Three) months' notice from either side or on payment / surrender of 03(Three) month's compensation amount in lieu thereof.

**F.CALL LETTER FOR INTERVIEW:** Intimation /call letter for interview will be sent by email or will be uploaded on bank's website. No hard copy will be sent.

**G.SELECTION PROCESS:** The selection will be based on Shortlisting and Interview. Thereafter, CTC negotiations will be held.

- ❖ **Shortlisting: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview.** The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank, will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. **No correspondence will be entertained in this regard.** The shortlisted candidates will be called for interview.
- ❖ **Interview:** Interview will carry 100 marks. The qualifying marks in interview will be decided by the Bank. No correspondence will be entertained in this regard.
- ❖ **Merit list:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit list.
- ❖ **CTC Negotiation:** CTC Negotiation will be done with the candidates at the time of interview only.
- ❖ **CTC Range-** Upper Limit-Rs.85.00 Lacs  
However, depending on the current CTC of selected candidate, the CTC Negotiation Committee may fix a CTC below lower limit (if required). CTC will be bifurcated into Fixed Pay and Variable Pay in 90:10 ratio.

**H. HOW TO APPLY:** Candidates should have **valid email ID** which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advice etc. by email.

GUIDELINES FOR FILLING ONLINE APPLICATION	GUIDELINES FOR PAYMENT OF FEES
<ul style="list-style-type: none"> <li>i. Candidates will be required to register themselves online through the link available on SBI website <a href="https://sbi.bank.in/web/careers/current-openings">https://sbi.bank.in/web/careers/current-openings</a> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.</li> <li>ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Documents').</li> <li>iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. <b>Candidate should note down the registration number and password.</b> They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.</li> <li>iv. <b>After registering online, the candidates are advised to take a printout of the system generated online application forms.</b></li> <li>v. Candidates seeking Age relaxation are required to submit copies of necessary certificates at the time of joining. No change in category of any candidate is permitted after registration of online application.</li> </ul>	<ul style="list-style-type: none"> <li>i. Application fees and Intimation Charges (Non-refundable) is ₹ 750/- (₹ Seven Hundred Fifty only) for General/EWS /OBC candidates and no fees/intimation charges for SC/ ST/ PwBD candidates.</li> <li>ii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.</li> <li>iii. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.</li> <li>iv. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.</li> <li>v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.</li> <li>vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.</li> <li>vii. <b>Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.</b></li> </ul>

**I. HOW TO UPLOAD DOCUMENTS:**

<p><b>a. Details of Document to be uploaded:</b></p> <ul style="list-style-type: none"> <li>i. Recent Photograph</li> <li>ii. Signature</li> <li>iii. Brief Resume (PDF)</li> <li>iv. ID Proof (PDF)</li> <li>v. Proof of Date of Birth (PDF)</li> <li>vi. PwBD certification (if applicable) (PDF)</li> <li>vii. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)</li> <li>viii. Experience certificates (PDF)</li> <li>ix. Form-16/Offer Letter/Latest Salary slip from current employer (PDF)</li> <li>x. No Objection Certificate (If applicable) (PDF)</li> <li>xi. CTC Negotiation form ( Duly filled, Signed &amp; Scanned in PDF- Available at Bank's career website).</li> <li>xii. Biodata Form (Duly filled , Signed &amp; Scanned in PDF- Available at the bank's career website under the advertisement).</li> <li>xiii. Form-16 / ITR &amp; latest 3 month's Salary Slips along with CTC form.</li> </ul>	<p><b>d. Document file type/ size:</b></p> <ul style="list-style-type: none"> <li>i. All Documents must be in PDF (except Photograph &amp; Signature)</li> <li>ii. Page size of the document to be A4</li> <li>iii. Size of the file should not be exceeding 500 kb.</li> <li>iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, 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.</li> </ul>
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<p><b>b. Photograph file type/ size:</b></p> <ul style="list-style-type: none"> <li>i. Photograph must be a recent passport style colour picture.</li> <li>ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)</li> <li>iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.</li> <li>iv. Look straight at the camera with a relaxed face</li> <li>v. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows</li> <li>vi. If you have to use flash, ensure there's no "red-eye"</li> <li>vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.</li> <li>viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.</li> <li>ix. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colour etc., during the process of scanning.</li> </ul>	<p><b>e. Guidelines for scanning of photograph/ signature/ documents:</b></p> <ul style="list-style-type: none"> <li>i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)</li> <li>ii. Set Color to True Color</li> <li>iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).</li> <li>iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).</li> <li>v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.</li> <li>vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in jpeg format not exceeding 50 kb &amp; 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) &amp; 20 kb (signature) by using crop and then resize option (Please see point (i) &amp; (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.</li> <li>vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.</li> </ul>
<p><b>c. Signature file type/ size:</b></p> <ul style="list-style-type: none"> <li>i. The applicant has to sign on white paper with Black Ink pen.</li> <li>ii. The signature must be signed only by the applicant and not by any other person.</li> <li>iii. The signature will be used to put on the Call Letter and wherever necessary.</li> <li>iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).</li> <li>v. Ensure that the size of the scanned image is not more than 20 kb.</li> <li>vi. Signature in CAPITAL LETTERS shall NOT be accepted.</li> </ul>	<p><b>f. Procedure for Uploading Document:</b></p> <ul style="list-style-type: none"> <li>i. There will be separate links for uploading each document.</li> <li>ii. Click on the respective link "Upload"</li> <li>iii. Browse &amp; select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.</li> <li>iv. Select the file by clicking on it and click the 'Upload' button.</li> <li>v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed</li> <li>vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.</li> <li>vii. <b>After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.</b> 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>IF THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR THE CANDIDATE'S APPLICATION MAY BE REJECTED.</b></li> </ul>

**J. GENERAL INFORMATION:**

<p>I. Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.</p> <p>II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for General category provided they must fulfil all the eligibility conditions applicable to General category.</p> <p>III. <b>IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER RECRUITMENT/ ENGAGEMENT, HIS/ HER CONTRACTS ARE LIABLE TO BE TERMINATED FORTHWITH.</b></p> <p>IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly filled.</p> <p>V. Engagement of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such engagement will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.</p> <p>VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advice etc.</p> <p>VII. The Bank takes no responsibility for any delay in receipt or loss of any communication whatsoever.</p> <p>VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</p> <p>IX. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.</p> <p>X. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.</p>	<p>XI. DECISION OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.</p> <p>XII. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.</p> <p>XIII. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.</p> <p>XIV. In case of multiple application, only the last valid (completed) application will be retained, the application fee/ intimation charge paid for other registration will stand forfeited.</p> <p>XV. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.</p> <p>XVI. Outstation candidates, who may be called for interview after short-listing will be reimbursed travel fare of Air ticket (Economy class) for the shortest route in India from place of residence or place of present posting, actual expenses incurred subject to production of the copies of tickets. Local conveyance like taxi/cab/personal vehicle expenses/fares will not be payable. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.</p> <p>XVII. Request for change / correction in any particulars (including category in the application form, once 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 this application.</p> <p>XVIII. <b>BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY OR AT ANY STAGE WITHOUT ASSIGNING ANY REASONS THEREOF, WHATSOEVER.</b></p> <p>XIX. <b>At the time of interview, the candidate will be required to provide details regarding criminal cases pending against him/her, if any. <u>Suppression of material facts will result in cancellation/ termination of candidature at any point, even if the candidate is selected, his/her selection will be canceled in such circumstances.</u> The Bank may also conduct independent verification, inter alia, including verification of Police Records, etc. The Bank reserves the right to deny the engagement depending upon such disclosure and/or independent verification.</b></p>
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For any query, please write to us through link "CONTACT US/ Post Your Query" which is available on Bank's website  
<https://sbi.bank.in/web/careers>

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

Mumbai  
03.01.2026

GENERAL MANAGER  
(RP&PM)

## 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/SCO/2025-26/19**  
(Carefully read the detailed advertisement)

**Apply Online**

(Before final submission, please go through your application.

Corrections will not be allowed after final submission)

