

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
	Total	120	120	2 hours

(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. Mere 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 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. 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 (For work experience of 2 years or more in officer cadre in any Scheduled Commercial Bank/ Regional Rural Bank). 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 **09.05.2025** to **29.05.2025**. 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://bank.sbi/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-2025'** 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)	ix. Educational Certificates - Relevant Mark-Sheets/ Degree/ Certificate (PDF)
iii. Left Thumb Impression (jpg/jpeg)	x. Experience Certificate/ Appointment Letter /Job Offer Letter (PDF)
iv. Hand written declaration (jpg/jpeg)	xi. Latest Form-16 issued by employer (PDF)
v. ID Proof (PDF)	xii. Latest Salary Slip (PDF)
vi. Proof of Date of Birth (PDF)	
vii. Job Profile (certified by existing/previous employers) (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:

- If, the face in the photograph or signature is unclear, the applicant's candidature may be rejected.
- In case the required documents are not uploaded or documents uploaded are not clear and readable, the applicant's candidature may be rejected.
- 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.
- 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]:

- First scan the photograph, signature and documents as detailed under guidelines for scanning given in Annexure-II.
- Visit Bank's website <https://bank.sbi/web/careers/current-openings> and open the Online Application Form, available under 'Current Openings'.
- 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.
- 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.
- 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.
- On successful completion of the transaction, e-receipt and application form will be generated, which may be printed for record.
- If the online transaction is not successfully completed, please register again and make payment online.
- Candidates can also reprint the e-Receipt and Application form containing fee details, at later stage.
- 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 mehendi, 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:

- 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.
- At the time of online examination/ interview, if a candidate is (or has been) found guilty of:
 - using unfair means during the examination or
 - impersonating or procuring impersonation by any person or
 - misbehaving in the examination hall or
 - resorting to any irregular or improper means in connection with his/ her candidature for selection or
 - 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.
- 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:

- 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.
- 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.
- Candidates are not permitted to use or have in possession calculators in examination premises.

16. GENERAL INFORMATION:

- 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.
- The candidate should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- Candidates are advised to take a printout of their system generated online application form after submitting the application.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Candidates serving in Government/ Quasi Government, Public Sector Undertakings including Nationalised Banks/ Scheduled Commercial 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.
- In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- 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.
- 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.
- Candidates are advised to keep their e-mail ID & mobile connection active for receiving advices.