

Guidelines for using a 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 a 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 as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe and candidate at the time of 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 own scribe at his/ her own cost.
 - Any candidate using scribe in violation of the scribe guidelines shall stand disqualified and can be removed from services without notice, if already joined.
 - Any candidate who is using scribe should ensure that he/ she is eligible to use scribe in the examination as per the guidelines. 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, Bank may take any other action against the candidate and the scribe, if required. Any candidate using scribe in violation of the above guidelines can be removed from the service without notice, if already joined 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 process. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
 - The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No.16-110/2003-DD III dated 26.02.2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by GOI, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013-Welfare dated 26.04.2013.
- (B) Further, in terms of Office Memorandum F. No. 29-6/2019-DD-III dated 10.08.2022 of GOI Ministry of Social Justice & Empowerment, Department of Empowerment of persons with Disabilities (Divyangjan), the facility of scribe and/or compensatory time shall be granted solely to the PwBD candidates 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). 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 OM. In case, the candidate opts to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The person opting for own scribe should submit details of the own scribe as per Proforma at Appendix-II of the said OM.

4. SELECTION PROCEDURE: The selection for Probationary Officers will be done through a **three-Phase** process:

Phase-I: Preliminary Examination: Preliminary Examination consisting of Objective Test for 100 marks will be conducted online. The test will have of 3 Sections (with separate timings for each section) as follows:

SL.	Name of test	No. of Questions	Marks	Duration
1.	English Language	40	Total Maximum Marks 100	20 minutes
2.	Quantitative Aptitude	30		20 minutes
3.	Reasoning Ability	30		20 minutes
	Total	100		1 hour

Selection criteria for Main Examination: Category wise merit list will be drawn on the basis of the aggregate marks scored in the Preliminary Examination. **There will be no sectional cut-off in preliminary examination.** Candidates numbering 10 times (approx.) of the numbers of vacancies in each category will be short listed for Main Examination from the top of above merit list.

Phase-II: Main Examination: The Main Examination will be conducted **online** and will consist of Objective tests for 200 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 3 hours, and it consists of 4 Sections of total 200 marks. There will be separate timing for every section.

Test	Name of the test	No. of Qs.	Max. Marks	Duration
I	Reasoning & Computer Aptitude	40	60	50 minutes
II	Data Analysis & Interpretation	30	60	45 minutes
III	General Awareness / Economy/ Banking Knowledge	60	60	45 minutes
IV	English Language	40	20	40 minutes
	Total	170	200	3 hours

(ii) Descriptive Paper

Communication Skills: Emails, Reports, Situation Analysis & Precis Writing	3**	50	30 minutes
Grand Total		250	

** Emails (Compulsory, one out of two options), Reports(Compulsory, one out of two options) and Either of Situation Analysis or Precis Writing (one of the two).

SELECTION CRITERIA FOR PHASE-III:

(A) SECTIONAL CUT OFF IN MAIN EXAMINATION:

- ❖ Each candidate will have to score **a minimum score in each test** (i.e. Test I, II, III, IV & Descriptive paper individually) in Main Examination.
- ❖ Depending on the number of vacancies available, sectional cut offs will be decided.

(B) MINIMUM AGGREGATE QUALIFYING SCORE: Category wise merit list will be drawn on the basis of the aggregate marks scored in Main Examination. Candidates numbering **up to 3 times** (approx.) of the category wise vacancies will be shortlisted for Phase-III from the top of the category wise merit list subject to a candidate scoring the **minimum aggregate qualifying score**, as decided by the Bank.

PENALTY FOR WRONG ANSWERS (APPLICABLE TO BOTH - PRELIMINARY & MAIN EXAMINATION):

There will be penalty for wrong answers marked in Objective Tests. For each question for which a wrong answer has been given by the candidate, 1/4th of marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. if no answer is marked by candidate, there will be no penalty for that question.

Phase-III: Comprise of (a) PSYCHOMETRIC TEST (b) GROUP EXERCISE (c) PERSONAL INTERVIEW

(a) PSYCHOMETRIC TEST: The Bank will conduct Psychometric test for personality profiling, of those candidates who will be shortlisted for Phase-III. Findings of the test may be placed before the Interview panel for having a thorough perspective on the candidates.

TEST STRUCTURE	(b) GROUP EXERCISE	(c) INTERVIEW	TOTAL
Maximum Marks	20	30	50

The minimum qualifying marks will be as decided by the Bank.

FINAL SELECTION: The candidates will have to qualify both in Phase-II and Phase-III separately. The marks obtained in Main Examination (Phase-II), both in the Objective Test and the Descriptive Test, will be added to the marks obtained in Phase-III for preparing the final merit list.

The marks obtained in the Preliminary Examination (Phase-I) will not be added for preparing the final merit list for selection.

The marks obtained by the candidates in **Phase-II** (Main Examination both Objective & Descriptive Tests) and **Phase-III** (Group Exercise & Interview) will be normalized to 100 marks as detailed below.

Test	Main Examination (written Test) (objective & descriptive)	Group Exercise & Interview	Total
Maximum Marks	250	50	300
Normalized Marks	75	25	100

The final merit list is arrived at after aggregating (out of 100) converted marks of Phase-II and Phase-III. Selection will be made from the top merit ranked candidates in each category.

Result Publication: Results of the Preliminary Examination, Main Examination and the Final Result will be made available on the Bank's website.

5. EXAMINATION CENTERS:

- i. 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**.
- ii. **No request for change of Examination Centre/Date/Session shall be entertained.**
- iii. 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. **The centres for the Main Examination will be limited.**
- iv. Candidate will appear for the examination at an Examination Centre at his/ her/ their own risk and expenses and SBI will not be responsible for any injury or losses etc. of any nature.
- v. **Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from present & future exams conducted by SBI.**

6. Call letter for Preliminary Exam:

Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly Checked/ Authenticated/ Stamped by the exam centre staff. Candidate will need to retain the call letter (along with authenticated/ stamped copy of ID proof) safely. Those candidates who are called for Main Exam will be required to bring duly authenticated “Original Preliminary Exam Call Letter (with Authenticated Copy of ID Proof)” as well as “Main Exam Call Letter” and “Other Requisite Documents” as per information provided in the “Acquaint Yourself Booklet” and “Call Letter”.

- i. However, scribe form (wherever applicable) will be collected during the Preliminary Exam.
- ii. **Candidates need to bring two additional photographs (same as pasted by the candidate on call letter) along with the call letter and other requisite documents as per information provided in the “Acquaint Yourself Booklet” and “Call Letter”. Candidates reporting without photograph pasted on the call letter and without two additional photographs (same as pasted on call letter) will NOT be allowed to appear in the Preliminary Examination. 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.**

7. EMOLUMENTS:

Presently, the starting basic pay is ₹ 48,480/- (Plus 4 advance increments) in the scale of ₹ 48480-2000/7-62480-2340/2-67160-2680/7-85920 applicable to Junior Management Grade Scale-I. The official will be eligible for DA, HRA, CCA, PF, Contributory Pension Fund i.e., NPS, LFC, Medical Facility, Lease rental facility etc. and other allowances & perquisites as per rules in force from time to time.

The approximate CTC at initial scale of pay at Mumbai Centre is Rs.20.43 Lacs.

8. JOINING, TRAINING & CAREER PATH:

The selected candidates shall be provided basic banking knowledge through online course, which they shall complete before joining. The selected candidates, at the time of joining, will have to **execute a Bond for a value of ₹2.00 Lacs (₹ Two Lacs only)** to serve the Bank for a **minimum period of three years**. The Bond will be invoked by the Bank if the candidate resigns from the service of the Bank before expiry of three years from the date of joining. On joining, the selected candidates will be designated as “Probationary Officers” and may be on probation for two years. They will be subjected to continuous assessment, as per Bank’s extant policy, during the probation period. Those candidates who qualify in the 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. 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. Bank provides immense opportunities for growth in career, including opportunities for posting abroad. The attractive promotion policy of the Bank provides an opportunity to the meritorious and exceptionally brilliant officers to reach the Top Management Grade in a reasonably quick time.

9. APPLICATION FEE AND INTIMATION CHARGE (Non-Refundable):

Application Fee will be ₹750/- for Unreserved / EWS/ OBC candidates and ‘Nil’ for SC/ ST/ PwBD candidates. Application Fee once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection.