सेन्ट्रल बैंक ऑफ़ इंडिया | Central Bank of India
केन्द्रीय कार्यालय | Central Office
ChanderMukhi, Nariman Point, Mumbai – 400 021,

HUMAN RESOURCES DEVELOPMENT DEPARTMENT
(RECRUITMENT AND PROMOTION DIVISION)

RECRUITMENT OF SPECIALIST CATEGORY OFFICERS IN VARIOUS SCALES, 2012-13:

Central Bank of India, a leading Public Sector Bank, invites applications from Indian Citizens for appointment of Dealers, Research Analyst, Architects, Civil Engineers and Electrical Engineers in Specialist Category Officers in various Scales. The details are given below:

Important: ***Candidates are required to apply on-line through Banks' website www.centralbankofindia.co.in***
No other means/modes of application will be accepted.

Opening date for On-line Registration	**26.04.2013**
Closing date for On-line Registration (For all applicants Including those from Far Flung areas)	**11.05.2013**
Date of Written exam *	**23.06.2013**

***Note:** Management reserve discretion of dispensing the written test & call the eligible candidates for personal interview if number of applications are relatively less.

1. POST WISE & SCALE WISE BREAK UP OF VARIOUS VACANCIES IS AS UNDER:

POST CODE NO.	POST	CATEGORY	SCALE	NO. OF POSTS
01	Dealers	Specialist	MMG Scale III	10
02	Research Analyst	Specialist	MMG Scale III	2
03	Architects	Specialist	MMG Scale II	15
04	Civil Engineers	Specialist	MMG Scale II	8
05	Electrical Engineers	Specialist	MMG Scale II	2
	TOTAL			**37**

2. DETAILS OF RESERVATION ARE AS UNDER:

POST CODE NO.	**POST**	SCALE	SC	ST	OBC	GEN	TOTAL
01	Dealers	MMG Scale III	1	1	3	5	10
02	Research Analyst	MMG Scale III	1			1	2
03	Architects	MMG Scale II	2	1	4	8	15
04	Civil Engineers	MMG Scale II	1	1	2	4	8
05	Electrical Engineers	MMG Scale II			1	1	2
		Total	5	3	10	19	37

Note:

i. Candidate can apply only for one post from post-code 01 to 05.

ii. The number of vacancies as also number of reserved vacancies are provisional and may vary according to actual requirement of the Bank.

iii. The Persons with Disabilities (PWD) Candidates can also apply to conform to the eligibility criteria prescribed.

iv. Candidates belonging to reserved category for which no vacancies has been announced are free to apply against vacancies announced for unreserved/ General Category provided they fulfill the age, experience and qualification norms for General Category.

v. The definitions of the Hearing impaired (HI), and Orthopedically Handicapped (OH) and Visually Impaired are as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995". (b) It is clarified that Persons with Disabilities will have to work in branches/offices which have posts identified by the Bank, as suitable for them.

3. THE AGE, QUALIFICATION AND EXPERIENCE (as on 31.03.2013) FOR THE ABOVE MENTIONED POSTS IS PRESCRIBED AS UNDER:

Post Code	**Name of the Post**	**Age**	**Qualifications & Experience**
01	Dealers (Scale III)	Minimum- 21 Years Maximum-35 Years	MBA in finance from reputed institute, exposure to dealing room, front office with knowledge of CCIL settlement procedure is preferable. Dealing room experience in PSU/Private banks for minimum of 3 years. CAIIB may be preferred.

02	Research Analyst (Scale III)	Minimum- 21 Years Maximum-35 Years	MA Economics or MBA in finance from reputed institute/university. PhD degree in Economics will be preferred. CAIIB may be preferred. Minimum 2 years of experience in market research activities in banks/primary dealers/asset management companies in the field of fixed income/equity/foreign exchange
03	Architects (Scale II)	Minimum- 21 Years Maximum-40 Years	B.Arch. (Architecture) from the university approved by Council of Architecture with minimum aggregate marks 60% and above (55% for SC/ST/PWD/OBC candidates). . The candidate should have valid membership of Council of Architecture. • Minimum of 3 years of post-qualification experience with reputed architects/consulting firms/ contractors for design of office interiors, building & office repairs • Fully conversant with professional code architectural practice and local building bye-laws • Conversant with liasioning activities with statutory authorities • Fully conversant with computer based applications such as Auto-CAD, 3D Studio, 3D Max, Photoshop etc.

04	Civil Engineers (Scale II)	Minimum- 21 Years Maximum-40 Years	B.E./B.Tech (Civil Engineering) from university approved by AICTE with minimum aggregate marks 60% and above (55% for SC/ST/PWD/OBC candidates).. • Minimum of 3 years post qualification experience with corporate/financial institution & reputed consulting firms/ contractors in interior office designs and construction of high rise building (residential/office buildings) • Fully conversant with code of practice and relevant BIS code • Fully conversant with AutoCAD & MS Office and other computer applications
05	Electrical Engineer (Scale II)	Minimum- 21 Years Maximum-40 Years	B.E./B.Tech (Electrical Engineering) from university approved by AICTE with minimum aggregate marks 60% and above (55% for SC/ST/PWD/OBC candidates). • Minimum of 3 years post qualification experience with reputed consulting firms/contractors for electrification of office premises/maintenance of substations/LT-HT system/Generator set/UPS/Air conditioning system • Preferably handled work of operation & maintenance of Data Centre infrastructure • Fully conversant with code of practice and local bye-laws • Conversant with liaising activities with statutory authorities/electricity board • Fully conversant with related computer applications

4. <u>RELAXATION IN UPPER AGE LIMIT:</u>

(i)	Scheduled Caste/Tribe Candidates	By 05 years
(ii)	Other Backward Class (OBC) Candidates	By 03 years
(iii)	Ex-Servicemen / Commissioned officers including ECOs/SSCOs who have rendered at least five years of military service and	By 05 years

	have been released (a) On Completion of assignment (including those whose assignment is due to be completed within 12 months from the date of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. (b) On account of physical disability attributable to military service or (c) On invalidment	
(iv)	Physically Handicapped candidates	By 10 years
(v)	Persons domiciled in state of Jammu and Kashmir during the period from 01.01.80 to 31.12.89	By 05 years
(vi)	Employees of Central Bank of India	5 years

Note: The relaxation in age is available to SC/ST/OBC categories on cumulative basis with only one of the remaining categories for which age relaxation is permitted. OBC candidates in the "creamy layer" will be treated as "General Candidates".

5. SCALES OF PAY:

	Scale	Scale of Pay
5.2	MMG Scale II	Rs. 19400-700/1-20100-800/10-28100
5.3	MMG Scale III	Rs. 25700-800/5-29700-900/2-31500

In addition, accommodation (in lieu of HRA / Rent Reimbursement), conveyance, medical reimbursement, LFC, Superannuation benefits, etc., as admissible as per the rules of the Bank.

6. ELIGIBILITY CRITERIA - NATIONALITY / CITIZENSHIP:

A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, 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 a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India,. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination / interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him.

7. SELECTION PROCEDURE:

Selection will be on the basis of Written Test and/or Group Discussions, Interview depending on the number of applications received for each post. Merely satisfying the eligibility norm does not entitle a candidate to be called for Written Test / GD / Personality Test / Interview. The Bank reserves the right to call only the requisite number of candidates for the GD / Interview after preliminary screening / short-listing with reference to candidates qualifications, suitability, experience, etc.

8. WRITTEN TEST

Written Test may be held online/ offline and will comprise Objective Test on Reasoning, General Awareness, English and areas of specialization. The minimum qualifying marks in the written test will be decided by the Bank further detailed are as under:-

Name of test	No. of Questions	Time	Marks
Reasoning	25	Total 125 Minutes	Total Marks 100
General Awareness	25		
English	25		
Area of Specialization	50		

The candidates have an option to answer the Written Test in either English or Hindi (only in one language). **Management reserves discretion of dispensing the written test & call the eligible candidates for personal interview if number of applications are relatively less.**

8.1 The written test will be held at the following centers and the address of the venue will be advised inthe call letters. List of written test centers with the center codes is given below:

Center Code	Name of Center	Center Code	Name of Center
11	Mumbai	13	Kolkata
12	Delhi	14	Chennai

NOTE:

I. Request for change of Centre of Examination shall NOT be entertained.

II. Bank reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any other centers other than the one he/she has opted for/ **or to cancel the Written Examination on account of technical or administrative exigencies or any other reason.**

III. The Bank reserves the absolute right to decide as to selection procedure depending upon factors like number of eligible applications, etc.

9. DETAILS OF TEST CENTERS:

Centre Code	Name of Center	Contact Address	Telephone No./Fax/ E-mail Address
11	Mumbai	Chief Manager (CSD) Central Bank of India Central Office, Chandermukhi, Nariman Point, MUMBAI-400 019	66387884 Fax 022 - 22853074 E-mail **cmcsd@centralbank.co.in**
12	Delhi	Chief Manager (HRD) Central Bank of India Zonal Office, PO Box 7007 Link House, 3, BahadurshahZafarMarg New Delhi-110 002	23318964/23319268/69 E-mail zmdelhzo@centralbank.co.in Fax 011 - 23311332
13	Kolkata	Chief Manager (HRD) Central Bank of India Zonal Office, 33, N S Road KOLKATA-700 001	22308921/22301270/275 Fax - 033 – 22309864 E-mail zmkolkzo@centralbank.co.in
14	Chennai	Chief Manager (HRD) Central Bank of India Zonal Office, PO Box.503 48/49,Montieth Road, CHENNAI-8	28554649/28554668 E-mail zmchenzo@centralbank.co.in Fax 044 – 28551260

10. GROUP DISCUSSIONS/PERSONALITY TEST/INTERVIEW:

Wherever the Bank decides to hold the written test, the short listed candidates in the order of ranking in the written test (above minimum qualifying marks) as per the cut-off marks determined by the Bank shall be called for GD/Personality test / Interview and the decision of the Bank in this regard is final.

11. APPLICATION FEE (INCLUDING INTIMATION CHARGES) (NON-REFUNDABLE):

Rs. 50/- (as intimation charges only for SC/ST/PWD candidates) and Rs.550/-per application (including Intimation Charges) for **other candidates.** Requisite Fees is to be paid in any of the Core Banking Branch of the Bank by Fee Payment Receipt, the print out of which can be downloaded from the website. Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other examination or selection. **Applications not registered on-line will not be accepted.**

12. GENERAL ELIGIBILITY:

12.1 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 by a Doctor or a panel of Doctors approved by the Bank and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

12.2 Probation and Confirmation:

The selected candidates will be on probation for a period of 2 years from the date of joining. Their confirmation in the Bank service will be decided in terms of the provision of the Central Bank of India (Officers) Service Regulations.

12.3 Posting and Transferability of the selected candidates:

The selected candidates will be posted and thereafter liable to be transferred anywhere in India.

13. GENERAL INSTRUCTIONS:

a) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

b) It shall be noted that the Candidates are required to apply on –line through website www.centralbankofindia.co.in. No other means /mode of applications will be accepted. Application link from website will be open from **26.04.2013 to 11.05.2013.**

c) Before applying the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this behalf shall entertain no correspondence or personal enquiries. Admission to written test and/or interview will be purely provisional without verification of age/essential minimum educational qualification/category (SC/ST/OBC/PWD) etc. of the candidates with reference to documents.

d) In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his /her services are liable to be terminated.

e) Candidates must submit the attested photocopies of all the certificates in support of educational qualification, experience, date of birth and Caste/Handicapped (if any).

f) Candidates belonging to SC/ST/OBC/PWD category must submit attested photo copy of SC/ST/OBC/PWD Certificate, issued by the Competent Authority in the prescribed format as

prescribed by the Government of India. In case of candidates belonging to OBC Category, the Certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Posts and Services under Government of India. OBC certificate should not be more than one year old as on the date of application.

g) "Persons with Disabilities" claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 in support of their disability.

h) A recent, recognizable passport size photograph should be uploaded in the online application form. Three copies of the same photograph should be retained for use at the time of written examination and interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the written test/interview may lead to disqualification.

i) The candidates will have to appear for Written Test/Interview at their own expense.

j) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of interview in the absence of which their candidature may not be considered.

k) Only candidates willing to serve anywhere in India should apply.

l) Any request for change of address will not be entertained.

m) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

n) The Bank takes no responsibility to collect any Certificate/Remittance sent separately.

o) In case any dispute arises on account of interpretation of version other than English, English version will prevail.

p) No candidate is permitted to use calculator, telephones of any kind, pagers or any such Instruments during the written examination/selection process.

q) The candidate will appear for the Written Test/Interview at the allotted centre at his/her own expense and risk and the Bank will not be responsible for any injury, losses, etc. of any nature.

r) The Bank may at its discretion hold re-examination wherever necessary in respect of a center / venue.

s) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

t) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Specialist Officers recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job / theoretical training at its Branches/ Offices and Training Institutions so as to enable the candidates recruited for the Specialist functions, perform/undertake all types of banking activities.

u) A SCRIBE / PAPER WRITER, to write the written test / examination, on behalf of a Visually Impaired (VI) candidate & an Orthopedically Challenged (OC) candidate [whose writing speed is affected by Cerebral Palsy], may be used. In all such cases where a Scribe is used, the following rules will apply: candidates intending to use services of Scribe may do so at their own cost. The academic qualification of the scribe should be lower than the eligibility criteria stipulated for the post. The scribe should be from an academic stream different from that of the candidate. Both the candidate & Scribe will have to give a suitable undertaking confirming that the scribe fulfills the eligibility criteria as mentioned above. If any candidate has locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), he/she may be given an extra time of 20 minutes for every hour of examination even if he/she is not taking the services of a scribe. Further, in case it later transpires that Scribe does not fulfill the eligibility criteria, the candidature of the applicant will stand cancelled irrespective of the result of the Written Exam. Such candidates who use a Scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

v) No candidate is allowed to use calculator/mobile/phone of any kind/pager are any such instruments during written examination/selection process

w) <u>Action against candidates found guilty of misconduct:</u> Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filing up the application form. At the time of written examination/interview, if a candidate is (or has been) found guilty of:

I. Using unfair means during the examination Or
II. Impersonating or procuring impersonation by any person Or
III. Misbehaving in the examination hall or taking away the question booklet/answer sheet from the examination hall, Or
IV. Resorting to any irregular or improper means in connection with his/her candidature by selection Or
V. Obtaining support for his/her candidature by any means. Such a candidate, in addition to rendering himself/herself liable to criminal prosecution shall be liable:
    a) To be disqualified from the examination for which he/she is a candidate.

b) To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

x) If a candidate resigns from the service during probation period, then he/she is liable to pay the amount incurred by bank in terms of TA/DA along with training and boarding expenses etc.

The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If as per the laid down procedures it is suspected that the responses have been shared and the scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

14. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PH IS AS UNDER: -

a) For SC/ST/OBC:
(1) District Magistrate / Additional District Magistrate / Collector / Dy.Commissioner / Addl. Dy.Commissioner / Dy.Collector /First classs stipendiary Magistrate/Sub-Divl. Magistrate / Taluka Magistrate / Executive Magistrate / Extra Asstt.
(2) Chief Residency Magistrate / Addl. Chief Residency Magistrate / Residency Magistrate. (3) Revenue Officer not below the rank of Tehsildar / Sub-Divl.Officer of the area where the candidate and / or his family normally resides.

b) For Physically Handicapped: - Authorized certifying authority will be medical board at the District level. The Medical Board will consist of Chief Medical officer / Sub-Divl. Medical Officer in the district and an orthopedic surgeon.

15. HOW TO APPLY:

Candidates are required to apply on line through websitewww.centralbankofindia.co.in. No other means /mode of applications will be accepted. Application link from website will be open from **26.04.2013 to 11.05.2013.**

The guidelines for filling application on-line are given as under:

The candidates should have their Fee Payment Receipt (FPR) ready before applying on-line, as the FPR details are required to be entered in the on-line application. The candidates must download a copy of Fee Payment Receipt from Bank's Website and deposit the Application Fees in any of the Bank's notified CBS branches. Without the valid FPR details, data will not be registered. The FPR should not be dated before **25.04.2013 and not after 11.05.2013**. Even if the Bank extends the date of On-line registration by one or two days, the valid dates of Fee Payment receipt (FPR) will not be changed. Candidates should ensure that on deposit of fee, the branch issues to him/her a copy of FPR which should invariably mention under noted items :-

i) Journal number (7-10 digits)
ii) Branch Name
iii) Branch code number and
iv) Date of deposit. &
v) Name of the candidate.

- **The original receipt should be retained and produced at the time of written test.** The candidate shall be allowed to appear in the written test on submission of Call letter along with Original Fee Payment Receipt (FPR). The candidates may retain the Xerox copy of FPR for further reference.

- The candidates must possess a valid email id for filling the application. In case candidate does not have a valid email id, he can create a new email id. This email-id should be kept active during this recruitment project. This e-mail id should be valid for the duration of the project. Third party email IDs are not permitted.

- **Candidates should scan their photograph and signature** ensuring that both are within the required specifications as given in Guidelines for Scanning and Upload of Photograph & Signature in Annexure I. The candidate should also keep the particulars of the application fee payment details, educational qualifications, work experience details and other personal details ready before applying as these details are required to be entered in the Online Application Form.

- Candidates should fill in On-Line the required details including uploading his/her photograph and Signature in the **Online Application Form** and **SUBMIT** the form online.

- Candidates should make a note of the System Generated Application Registration Number and Password.

- After applying On-Line, candidates should take two (2) Print-Outs of the duly filled in Computerized System Generated Application Form.

- **There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in the online application if any. This modification facility will be available immediately after registration and up to 11.05.2013. Modification will be allowed only three times. After the last date for online application i.e. 11.05.2013, no modification will be permitted.**

- The candidate must retain the photocopy of the Application print out of on-line application & Fee receipt for further reference. **The print out of the on-line application will have invariably to be submitted at the time of GD/Interview.**

16. <u>CALL LETTERS FOR THE WRITTEN EXAMINATION</u>:-

The date of written examination is tentatively fixed as **23.06.2013.** However, it will be intimated in the call letter alongwith the centre / venue of the examination, well in advance of the date of written

examination. Candidates may download their call letters from the Bank's website after **11.06.2013**. No call letters will be sent post/courier.

Mumbai
26.04.2013 **GENERAL MANAGER-HRD**

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 :

_ Photograph must be a recent passport style colour picture.

_ The picture should be in colour, against a light-coloured, preferably white, background.

_ Look straight at the camera with a relaxed face

_ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

_ If you have to use flash, ensure there's no "red-eye"

_ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

_ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

_ Dimensions 200 x 230 pixels (preferred)

_ Size of file should be between 20kb–50 kb

_ Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

_ The applicant has to sign on white paper with Black Ink pen.

_ The signature must be signed only by the applicant and not by any other person.

_ The signature will be used to put on the Hall Ticket and wherever necessary.

_ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.

_ Dimensions 140 x 60 pixels (preferred)

_ Size of file should be between 10kb – 20kb

_ Ensure that the size of the scanned image is not more than 20KB

(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/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB 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 and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

(iv)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 should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(v) Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse & Select the location where the Scanned Photo / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Upload' button

(vi)Your Online Application will not be registered unless you upload your photo and signature as specified.

Note:

- In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- Candidates are advised to take a printout of their system generated online application forms after registering.
- In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.