

## **GUIDELINES FOR FILLING UP OF APPLICATION FORM & PAYMENT OF APPLICATION FEES**

The Online Application will be of 2(two) parts viz Part-I and Part-II:

### **Part-I:**

The applicant will have to fill in his/her basic information. After submission of the information, the applicant will be asked to verify the information submitted & to rectify, if any. After verification, the applicant will have to press "**I agree**" button that will appear on the screen ensuring that the information supplied by him/her are in order & no further rectification is required. No further rectification/modification will be allowed to the applicant after he/she presses the "**I agree**" button.

Now, an 8(eight) digit numeric code as Application Number will appear on the screen which the applicant will have to remember throughout this recruitment process. **It is suggested that the applicant must note down this Application Number & 8-digit password as entered by him/her while filling up the application form.**

Scanned passport size recent colour photograph of the applicant (**Image format will only be .jpg & of size between 30KB to 50KB**) is to be uploaded in the specified space in the website. Image of size more than 50KB will not be accepted by the website. Further, black & white/unclear/hazy/doctored/morphed images, if uploaded by the applicant & detected at any later stages of this recruitment process, will result in summarily rejection of the application. The applicant has to retain 6 identical copies of this photograph which has been uploaded & will have to produce them before the Authority as & when called for. Photograph must be a colour picture against a light-coloured, preferably white background.

If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Photographs containing caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Size of file should be between **30KB to 50KB** and only in **.jpg** format.

Scanned full signature of the candidate is to be uploaded in the space specified & the image should be in **.jpg** format & will be of maximum size **20 KB** & preferred dimension is **200x100 pixels**. Scanned signature exceeding the maximum size will not be accepted by the website.

The applicant has to sign on white paper with Blue / Black Ink pen. The signature must be signed only by the applicant and not by any other person. The applicant has to ensure that uploaded signature is clearly visible/identifiable.

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

Scanned documents in support of Caste Certificate/EC Certificate/Ex-Servicemen Certificate/PWD Certificate/Meritorious Sportsperson Certificate, Proof of Age, Graduation, Madhyamik & Class-VIII pass Certificate, as applicable for individual applicants, is to be uploaded in the space specified & the image should be in **.jpg** format & will be of maximum size **100 KB** & preferred dimension is **1250x1750 pixels**.

Any application without uploaded valid scanned photograph, full signature & documents (as applicable) will be summarily rejected without assigning any reason to the candidate thereof.

### **Procedure for Uploading the Photograph, Signature & documents: -**

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph, signature & documents. There will be two separate links for uploading Photograph and Signature. Click on the respective link "Upload Photograph / Signature / Documents". Browse & Select the location where the Scanned Photo / Signature / Documents file has been saved. Select the file by clicking on it & then click the 'Upload' button.

**Part-II:**

This part relates to payment of application fees to be paid through online payment portal of State Bank of India. Upon completion of the aforesaid stages, the applicant will have to click on 'Make Payment' option & will be automatically taken into the online payment portal for payment. The applicant will have to make payment by Debit Card/Credit Card/Net Banking/UPI/E-Challan. The application fees can be paid online till 11:59 p.m. on 24.06.2024. Bank charges as fixed by the Bank will be levied upon in addition to the application fees as specified earlier. **On successful payment of application fees, the Bank will provide a receipt which will have to be noted down carefully by the Applicant for future reference.**

Usually, Bank provides the status of successful receipt of the payment within 72 hours of the transaction i.e. if fees is paid on 2<sup>nd</sup> June 2024, bank will update its status to us within 6<sup>th</sup> June 2024. Candidates are advised to log-in (with their application number and password) after 72 hours of their payment and download filled -in-form (which will be generated as soon as Bank provides us the successful payment status) and thereby the process for Registration gets completed. In-case the Bank does not receive the payment within 72 hours of transaction, the corresponding payment transaction will be treated as incomplete. In such a scenario, it is advised to initiate fresh payment of Application Fee by logging in to the portal.

**Candidates who opt to pay the Application Fee through Bank e-Challan mode:** A challan will be generated by the SBI website itself. **After taking a printout of the Bank e-Challan (within 23.59 hrs. on 24.06.2024), a candidate has to go to nearest SBI branch in working days/hours and make the payment on or before 25.06.2024 (within banking hours).** After making the Payment, a candidate will get a Candidate's copy of Challan duly stamped along with Journal Number. Candidates are advised to keep this Candidate's copy of Challan in safe custody for future use.

**Kindly note, the candidates will have to complete both Part I and Part II of application process. Partial completion of any stage viz. Part I only or Part II only will be treated as ineligible application. No further communication will be made to candidates whose applications are considered ineligible.**

**Applicants are advised to enter correct/valid data in respect of various information as sought by the website. Incorrect details, if any, entered by any applicant will result in summarily rejection of the application at any stage of the recruitment process.**