

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

Sl.	Category	Fee/ intimation Charges
1.	SC/ ST/ PwBD/ XS/DXS	Nil
2.	General/ OBC/ EWS	Rs 750/-

Fee/ Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other exam or selection.

15. HOW TO APPLY: Candidates can apply online and no other mode of application will be accepted.

Candidates will be required to register themselves online through Bank's website <https://bank.sbi/web/careers/current-openings> OR <https://www.sbi.co.in/web/careers/current-openings> - **Recruitment of Junior Associates 2024**. 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 and 05:00 PM only on **Bank working days**) or lodge his/her query on <http://cgrs.ibps.in>

Candidates are advised not to forget to mention '**Recruitment of Junior Associate-2024**' in the subject of the email.

Pre-requisites for Applying Online: Candidates should have valid email ID & mobile no. which should be kept active till the declaration of results. It will help him/ her in getting call letter/ advices etc. by email/ SMS.

A. GUIDELINES FOR FILLING ONLINE APPLICATION:

- Candidates should first scan their **photograph, signature, left hand thumb impression, hand-written declaration and SBI Apprenticeship Certificate (if applicable)** as detailed under guidelines for scanning the photograph and signature (**Annexure-II**).
- The text for the hand-written declaration is as follows:**
"I, _____ (Name of the candidate), Date of Birth _____ hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. The signature, photograph and left thumb impression is of mine".
- Left Thumb Impression:** If a candidate is not having left thumb, he/she may use his /her right thumb for applying)
- Candidates to visit Bank's website <https://bank.sbi/careers/Current-openings> or <https://www.sbi.co.in/careers/Current-openings> and open the appropriate Online Application Form, available under **Recruitment of Junior Associates**.
- Fill the application carefully. Once the application is filled in 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. This facility will be available three times only. Once the application is filled in 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, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen.
- Fee can be paid 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 transaction, e-receipt and application form with fee details will be generated, which may be printed for record. **Printout of Application Form is NOT to be sent to SBI.**
- If the online transaction is not successfully completed, please register again and make payment online.

B. GUIDELINES FOR SCANNING THE PHOTOGRAPH, SIGNATURE, LEFT HAND THUMB IMPRESSION, HANDWRITTEN DECLARATION AND SBI APPRENTICESHIP CERTIFICATE (IF APPLICABLE):

Before applying online, a candidate will be required to have a scanned(digital) image of his/ her photograph, signature, left hand thumb impression, handwritten declaration and SBI Apprenticeship Certificate (If applicable) as per the specifications given in **Annexure-II**. Online application will not be registered unless candidates upload photo, signature, thumb impression, handwritten declaration and SBI Apprenticeship Certificate as specified.

Note: i. In case the face in the photograph or signature or thumb impression or hand-written declaration is unclear, the candidate's application may be rejected.

ii. In case the photograph/ signature/ thumb impression/ hand written declaration is unclear, candidate may edit his application and re-upload his photograph/ signature/ thumb impression/ hand written declaration/ Sbi Apprenticeship Certificate.

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. Bank would admit to the test all the candidates applying for the post with the requisite fee on the basis of information furnished in the online application and shall determine their eligibility only at the time of joining. Admission to tests will be purely provisional without verification of age/ qualification/ category (SC/ ST/ OBC/ EWS/ PwBD/ XS/ DXS) etc. of the candidates with reference to documents.
- 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 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 by a candidate in exam will be summarily rejected/candidature cancelled.
- The possibility for occurrence of some problems in the administration of the examination cannot be ruled out completely, which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.
- Call letter of Preliminary Exam will not be collected at the examination venue. Candidates will need to retain the call letter safely with themselves. Those candidates who are called for Main Exam will be required to bring this call letter along-with Main Exam call letter and other requisite documents as per information provided in the "Acquaint yourself booklet" and call letter.
- Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions will be required to produce proper discharge certificate from the employer at the time of taking up the appointment, if selected.
- Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, at the time of joining, if called for.
- SC/ST candidate who has migrated from a state where his/her community is scheduled, to another state where his/her community is not scheduled, will continue to be deemed as SC/ST.
- A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the creamy layer as on last date of registration.
- OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2024 to the date of taking up the appointment, if found suitable for, will have to be submitted at the time of joining.
- 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 Govt. of India for the relevant financial year as per the extant DoPT guidelines.
- Candidates are advised to keep their registered e-mail ID/mobile active for receiving advice, viz. call letters/advice etc.
- Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank and satisfactory completion of KYE (Know your employee) formalities. Such appointment will also be subject to the service and conduct rules of the Bank.