

## HOW TO APPLY

Candidates can apply online only and no other mode of application will be accepted.

Application Fees/ Intimation Charges [Online payment from 01.07.2025 to 21.07.2025, both dates inclusive] shall be as follows:

- **Rs. 175/- (inclusive of GST) for SC/ST/PwBD candidates.**
- **Rs. 850 /- (inclusive of GST) for all others.**

**Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate**

**Pre-Requisites for Applying Online: Refer Annexure III**

### **Procedure for applying online**

- (1) Candidates are first required to go to the official IBPS website [www.ibps.in](http://www.ibps.in) and click on the Home Page to open the link “CRP SPL” and then click on the option “CLICK HERE TO APPLY ONLINE FOR CRP- SPECIALIST OFFICERS (CRP-SPL-XV)” to open the Online Application Form.
- (2) Candidates will have click on “CLICK HERE FOR NEW REGISTRATION” to register their application by entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- (3) Candidates are required to upload their
  - Photograph
  - Signature
  - Left thumb impression
  - A hand written declaration
  - SSC/ SSLC/ 10<sup>th</sup> standard or equivalent certificate
  - Certificate as mentioned in clause I (ix) (if applicable)
  - Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process.as per the specifications given in the Guidelines for Scanning and Upload of documents, live photo (Annexure III).

**Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.**

- (4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION Button. Visually Impaired candidates are responsible for carefully**

**verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.**

- (5) **Digi Locker has been integrated with the online application form. The candidate may provide access to issued credentials/documents (Aadhaar, Educational Qualification Documents etc.) and information (Name, Date of Birth, Gender etc.) through Digi Locker on voluntary basis.**

### **Mode of Payment**

**Candidates can make the payment of requisite fees/ intimation charges through the ONLINE mode only. Candidates must keep the necessary details/ documents ready to make Online Payment of the requisite application fee/ intimation charges.**

### **Payment of fees/ intimation charges via ONLINE MODE**

(i) Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully and click on the “COMPLETE REGISTRATION” button at the end of the Online Application format. Before pressing the “COMPLETE REGISTRATION” button, candidates are advised to verify every field filled in the application form. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application form as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she 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. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

(ii) The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/ UPI by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has **not** been successfully completed then candidates are advised to login **again** with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required **to take a printout of the e-receipt** and online application form containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.

### **Note:**

- After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT** press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All prices charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/Banks.

**Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for Participating Banks etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the application form.**

**Note: The mobile number & E mail ID, registered in the application form should be active & maintained by the candidate till conclusion of the CRP.**

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement.  
**If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

**An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression, the hand written declaration and certificate as mentioned in clause I (ix) (if applicable) uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.**

**Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the official IBPS website [www.ibps.in](http://www.ibps.in) on account of heavy load on internet/website jam.**

**IBPS does not assume any responsibility for the candidates not being able to submit their online application form within the last date on account of the aforesaid reasons or for any other reason beyond the control of IBPS.**

**Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.**

**Any information submitted by an applicant in his/ her online application form shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.**

## Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of

- his/her photograph
- signature
- left thumb impression
- hand written declaration
- SSC/ SSLC/ 10<sup>th</sup> standard or equivalent certificate
- Certificate as mentioned in Clause I (ix) - if applicable, as per the specifications given below.

**Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.**

### Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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.
- Photo uploaded should be of appropriate size and clearly visible.

### Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

<u>Do's and Don'ts of Photo Capture</u>	
<u>Dos</u>	<u>Don'ts</u>
<ul style="list-style-type: none"> <li>• Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.</li> <li>• Look straight at the webcam/ camera.</li> <li>• Photograph should be of passport size</li> </ul>	<ul style="list-style-type: none"> <li>• Small size photograph not to be clicked/ uploaded. <ul style="list-style-type: none"> <li>• Coloured glasses or sunglasses/ Cap should not be worn.</li> <li>• Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.</li> <li>• Photo not to be taken in dark/ improper background.</li> </ul> </li> </ul>

### Signature:

- The applicant has to sign on white paper with Black Ink pen.
  - 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
  - Signature (**NOT IN CAPITAL LETTERS**) uploaded should be of appropriate size and clearly visible.

### Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - **File type:** jpg / jpeg
  - **Dimensions:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - **File Size:** 20 KB – 50 KB
  - **Note:** If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.

### Hand-written declaration Image:

- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - **File type:** jpg / jpeg
  - **Dimensions:** 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
  - **File Size:** 50 KB – 100 KB
  - **Note:** The hand written declaration has to be in the candidate's hand writing and in English only. The text should **NOT BE IN CAPITAL LETTERS**. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get that text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).

- **The text for hand written declaration is as follows:**

*“I, \_\_\_\_\_ (Name of the candidate), 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.”*

**SSC/ SSLC/ 10<sup>th</sup> Standard or Equivalent Certificate and Certificate as mentioned in Clause I (ix) for eligible candidates:**

- Document must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant’s signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- **Ensure that the photo, signature, left thumb impression, hand written declaration, SSC/ SSLC/ 10<sup>th</sup> standard or equivalent certificate and certificate as mentioned in Clause I (ix) - if applicable are uploaded at the specified spaces only in the online application form.**

**Ensure that all these scanned documents adhere to the required specifications.**

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, 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 documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using ‘Save As’ option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration, SSC/ SSLC/ 10<sup>th</sup> standard or equivalent certificate and certificate mentioned in Clause I (ix) – if applicable,.
- Click on the respective link “Upload Photograph / signature / Upload left thumb impression / hand written declaration/ SSC/ SSLC/ 10<sup>th</sup> standard or equivalent certificate / certificate as mentioned in Clause I (ix) – if applicable, ”

- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/ SSC/ SSLC/ 10th standard or equivalent certificate / certificate as mentioned in clause I (ix) – if applicable, file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration, SSC/ SSLC/ 10th standard or equivalent certificate and certificate as mentioned in Clause I (ix) – if applicable, as specified.**

**Note:**

- (1) In case the face in the photograph/ signature/ left thumb impression/ the hand written declaration/ SSC/ SSLC/ 10th standard or equivalent certificate / certificate as mentioned in clause I (ix) – if applicable, is unclear / smudged the candidate’s application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration/ SSC/ SSLC/ 10th standard or equivalent certificate / certificate as mentioned in clause I (ix) – if applicable, in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration or SSC/ SSLC/ 10th standard or equivalent certificate or certificate as mentioned in clause I (ix) – if applicable, is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration or SSC/ SSLC/ 10th standard or equivalent certificate or certificate as mentioned in clause I (ix) – if applicable, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.
- (8) The signature, left thumb impression and the hand written declaration should be of the applicant and not of any other person.
- (9) If the Applicant’s signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- (10) Signature/ Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- (11) Ensure that the photograph, signature, left thumb impression, hand written declaration, SSC/ SSLC/ 10th standard or equivalent certificate and certificate as mentioned in Clause I (ix) are uploaded at the specified spaces only in the online application form.