

How to apply

Candidates can apply through Online mode from March 08, 2026 to March 19, 2026 both dates inclusive. Application in any other mode will not be accepted.

1. Before applying, candidates should

- (i) Have a valid **personal email-id and mobile number, which should be kept active till the completion of Recruitment Process**. The Bank may send call letters for the examination and/ or other information to the registered email-id/ mobile number. In case of non-receipt of the communication/information due to technical defect, error or failure, the Bank shall not be responsible for the same. Candidates are advised not to change their email-id/ mobile number till the recruitment process is completed.
- (ii) **Scan photograph, thumb impression, hand written declaration and signature as per** specifications as given under guidelines at **(Annexure I)**.

The text for the 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."

- (iii) The signature, left thumb impression, the hand written declaration should be of the candidate and not of any other person.
- (iv) If at a later stage of selection process or appointment, the signature/ thumb impression/ the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different as per Bank's opinion and/or expert analysis, the candidature of the candidate will be cancelled.
- (v) **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted and such applications/ applicants would be summarily rejected at any time of the process, including OT.**

2. Application Procedure:

- (i) **Candidates to apply only for one of the notified positions i.e. only one application should be submitted by the candidate for any of the advertised position.** In case of multiple applications for any one post, only the latest valid (complete) application will be accepted and the application fee / intimation charges paid for the multiple registration(s) will stand forfeited. Multiple attendance / appearances in the OT/ PI/ DV/ PRMT will be summarily rejected and candidature shall stand summarily cancelled.
- (ii) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email-id, Centre of Examination 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.

- (iii) **Please note that change in category will not be permitted at any stage after submission of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Candidates belonging to a particular category, if applying in another category, his/her candidature will be summarily rejected and any claim/request in this regard will not be accepted/entertained by the Bank. Therefore, candidates are advised to use caution while selecting the category.** Candidates to visit the Bank's website www.idbi.bank.in and click on the "**CAREERS/CURRENT OPENINGS**" to open the link "**Recruitment of Junior Assistant Manager – Grade 'O': 2026-27**" and then click on the option "**APPLY ONLINE**" which will open a new screen.
- (iv) To register, choose the tab "**Click here for New Registration**" and enter Name, Contact details and email-id. 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 (the same should be quoted for all future communications) and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- (v) In case the candidate is unable to complete the Application Form in one go, he/ she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to final submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to check and /or verify the details in the online application form and modify the same, if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- (vi) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no rectification will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- (vii) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly and should be similar in the application as it appears in the Certificates/ Mark sheets/ ID Proofs. Any change/alteration found may disqualify the candidate.
- (viii) Candidates are advised to validate their details and save the application by clicking the "Validate your details" and "Save & Next" button.
- (ix) Candidates can proceed to upload Photo, Signature, Thumb impression and Hand-written declaration as given under guidelines at (Annexure I).

- (x) Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION BUTTON.
- (xi) Modify details, if required, and click on "COMPLETE REGISTRATION BUTTON." ONLY after verifying and ensuring that the photograph, signature, declarations uploaded and other details filled by you are correct.
- (xii) Click on "Payment" Tab and proceed for payment and Choose the Payment Mode ONLINE and click on "Submit" button. NO CHANGE IS PERMITTED IN PAYMENT MODE ONCE CHOSEN.

3. Online Payment Of Fees- Payable from March 08, 2026 to March 19, 2026 [both dates inclusive]

- (a) Payment is to be made only in Online mode as follows –
- Rs.250/- for SC/ST/PwBD candidates (Only Intimation Charges)
 - Rs.1050/- for all other candidates (Application Fees and Intimation Charges)
- (b) Bank Transaction charges / convenience charges or any other charges applicable for Online Payment of Application fees/Intimation charges will have to be borne by the candidate.
- (c) The dates for payment of fee would be the same even for candidate's applying from far- flung areas. No mode other than online mode of payment would be acceptable.
- (d) Candidates are advised to go through the advertisement thoroughly and ensure that they fulfill all the eligibility criteria before making the payment, as fee once paid will not be refunded or adjusted under any circumstances.
- (e) The application form is integrated with the Payment Gateway and the payment process can be completed by following the instructions given below.
- (f) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (g) After submitting your payment information, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE/ PAYMENT FAILURES.
- (h) On successful completion of the transaction, an **e-Receipt** will be generated.
- (i) Non-generation of "E-Receipt" indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
- (j) Candidates should print online application form containing fee details. Please note that if the same cannot be generated online, transaction may not have been successful.

(k) Preserve the hard copy of the system generated online Application Form and E-Receipt for submission during further process. The hard copy is not to be sent to the Bank.

(l) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your Bank will convert the amount to your local currency based on prevailing exchange rates.

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

(n) Bank is not liable to refund the fees paid and/or any charges in event of non-selection of candidate at any stage or closure or filling of all vacancies or in any other circumstances/conditions.

Annexure – I

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
- handwritten declaration and

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.

Do's and Don'ts of Photo Capture

Do's:

Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.

- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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 handwritten 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 handwritten 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."

The signature left thumb impression, and the handwritten 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 / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

Ensure that the photo, signature, left thumb impression and handwritten declaration are uploaded at the specified spaces only in the online application form.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration, as specified.

Note: -

- In case the face in the photograph or signature or left thumb impression or the handwritten declaration, is unclear / smudged the candidate's application may be rejected.
- After uploading the Photograph / signature / left thumb impression / handwritten declaration, 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 handwritten declaration, 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 handwritten declaration, prior to submitting the form.
- 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.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- 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.
- Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.
- After registering online candidates are advised to take a printout of their system generated online application forms.
- The signature left thumb impression, and the handwritten declaration should be of the applicant and not of 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/ Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that the photograph, signature, left thumb impression and handwritten declaration are uploaded at the specified spaces only in the online application form.