

APPLICATION GUIDELINES

Candidates can apply through online only from **29.08.2025 to 15.09.2025** and no other mode of application will be accepted.

i. PRE-REQUISITES FOR APPLYING ONLINE

Before applying online, candidates should:

- a) Go through the detailed advertisement by clicking the Advertisement (English) available under the title “**RECRUITMENT OF GENERALIST/SPECIALIST OFFICERS IN VARIOUS SCALES – 2026-27**” in our website www.iob.bank.in under “*Careers*” page and ensure candidate’s eligibility before applying for the said post.
- b) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure I to this advertisement.
- c) Have a valid personal email ID, which should be kept active throughout the entire recruitment process. Bank may send call letters for the Interview/Final Selection etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying Online and must maintain that email account.

ii. PROCEDURE FOR APPLYING ONLINE

- a) Candidates are first required to go to the Bank's website “www.iob.bank.in” and click on the "Careers" Page to open the link “Recruitment of Generalist/Specialist Officers in various scales – 2026-27” and select the post to be applied then click on the Register Online link.
- b) Candidate must First Register Online by clicking “Click here to Register Online”
- c) On successful registration, E-mail and SMS will be sent to the candidates along with the Registration Number and Password for applying Online. Candidates should note his/ her Unique Registration Number and Password for future reference failing which they will Page 10 of 20 not be able to proceed further.
- d) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure I).
- e) Candidates will have to enter all the required details in the online application form.
- f) Candidates should fill in the details in the Online Application at appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the Online Application format. The name of the candidate or his /her

father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

- g) Candidates should take a printout of the system generated submitted Online application form & save the printed application form for future reference.
- h) Candidates should upload the Left Thumb Impression and Handwritten Declaration under the Uploads menu

i) **Application Fee / Intimation Charges (Non-Refundable)**

Category of Applicant	Application Fee
SC/ST/PWD(Only Intimation charges)	INR 175/- (Rupees One Hundred Seventy-Five Only) inclusive of GST
For all others (Including OBC & EWS)	INR 1000/- (Rupees One Thousand Only) inclusive of GST

- j) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be adjusted against any other recruitment process.

Payment by Online Mode

Candidates who have submitted the Online Application successfully may proceed for payment of intimation charges through Online Mode. The payment can be made using Debit Card/ Credit Card/ Internet Banking/ BHIM / UPI, etc. On successful completion of the transaction, an e-receipt will be generated. Candidates are required to take a printout of the **e-receipt** for future reference. 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 application 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.