

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 SECURITY GUARDS**" 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 Online Test/Physical Fitness Test/Final Selection etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID of any other person. In case a candidate does not have a valid personal e-mail ID, he should create his new email ID before applying Online and must maintain that email account.

PROCEDURE FOR APPLYING ONLINE

- I. 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 Security Guards**" and select the post to be applied. click on "**Apply Online**".
- II. Candidate must First Register Online by clicking "Click here to Register Online"
- III. 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 their Unique Registration Number and Password for future reference failing which they will not be able to proceed further.
- IV. 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).
- V. Candidates will have to capture their live photo in the portal.
- VI. Candidates will have to enter all the required details in the online application form.
- VII. 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.
- VIII. Candidates should take a printout of the system generated submitted Online application form & save the printed application form for future reference.
- IX. Candidates should upload the Left Thumb Impression and Handwritten Declaration under the Uploads menu