

## 7. HOW TO APPLY

Candidates can **only apply online from 03.11.2025 to 23.11.2025** through the Bank's website [www.pnb.bank.in](http://www.pnb.bank.in) under Recruitment/ Career. **No other mode of application will be accepted.**

### 7.1 Pre-Requisites for Applying Online

Before applying online, candidates should scan and upload their photograph, signature, left hand thumb impression, handwritten declaration image, proof of age, caste/ disability certificate, educational qualification, certification and work experience documents keeping in view the guidelines contained in para 7.4 below.

### 7.2 Procedure for Applying Online

- Candidates are required to apply online through website [www.pnb.bank.in](http://www.pnb.bank.in). **No other means/ mode of application will be accepted.**
- Candidates are required to have a **valid personal Email ID and Mobile Number**. These should be kept active till the completion of this recruitment project. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying online. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
- Candidates will have to click on the link "**CLICK HERE FOR NEW REGISTRATION**" to register their application by entering the 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.
- In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. There is a provision to modify the online application prior to final submission only. Candidates are requested to make use of this facility to correct the details in online application, if any. 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. Use of special characters while filling the form will not be allowed.
- 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 will be responsible for carefully verifying/ getting the details filled in the online application form and ensuring that the same is correct prior to submission as no change is possible after submission.
- The name of the candidate and his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets/photo

identity proofs etc. Any change/ alteration found may disqualify the candidature.

- 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 a candidate does not receive the email and SMS intimations at the email ID/ mobile number specified by him/ her, he/ she may consider that his/ her 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 hand thumb impression, hand written declaration or other attachments uploaded in the online application form/ unsuccessful fee payment **will not be considered as valid.**
- 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.

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

### **7.3 Mode of Payment**

- Candidates have to make the payment of requisite fees/ intimation charges through **ONLINE mode only.**
- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- The payment can be made by using Debit Cards (RuPay/ Visa/ Master Card), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets or UPI by providing information as asked on the screen.
- After COMPLETE REGISTRATION, an additional page of the application form is displayed wherein candidates shall follow the instructions and fill in the requisite details.
- 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.
- On successful completion of the transaction, an **e-receipt will be generated.**
- Candidates are required to take a printout of the e-receipt and online application form. 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 and **DO NOT** press Back or Refresh

button in order to avoid double charge. For Credit Card users: All 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 online 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 Bank.
- 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 authorised Bank's website on account of heavy load on internet/ website jam.
- Bank does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- 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.

#### **7.4 Guidelines for Scanning and Uploading the Documents**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left hand thumb impression, hand written declaration and pdf scan of other attachments 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.

##### **i) Photograph: (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 is no reflection and 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 – 50kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, 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.

#### **ii) 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

#### **iii) Left hand thumb impression: (3cm x 3cm)**

- The applicant has to put his left hand 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: 20kb – 50kb
- 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.

**iv) Hand-written declaration image: (10cm x 5cm)**

- 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: 50kb – 100kb
- 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."

**v) Caste/ Disability Certificate (if applicable):**

- Caste/ Disability Certificate issued by the competent authority as per Gol guidelines
- File type: PDF
- File size: not exceeding 500kb

**vi) Educational Qualification Documents:**

- Xth and XIIth Standard Mark sheet
- Year wise/ Semester wise/ Consolidated mark sheets and degree certificate
- File type: PDF
- File size: not exceeding 500kb

**vii) Post Educational Qualification Work Experience Documents:**

- Relevant work experience certificate or any other document in support of post educational qualification work experience
- Format of Experience Certificate (as per Annexure I)
- File type: PDF
- File size: not exceeding 500kb

**Note:**

- The above attachments should be of the applicant only and **uploaded at the specified place only in the online application form.**
- The above attachments 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 will NOT be accepted.**

### **7.5 Procedure for Scanning the Documents**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set colour to True Colour and file size as specified above
- Crop the image in the scanner to the edge of the photograph/ signature/ left hand thumb impression/ hand written declaration and then use the upload editor to crop the image to the final size (as specified above).
- Image file should be in JPG or JPEG format eg. image01.jpg or image01.jpeg and dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/ MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the file menu and size can be adjusted by using crop and then resize option.

### **7.6 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 hand thumb impression, hand written declaration and other attachments.
- Click on the respective link for uploading the requisite documents/ images.
- Browse and select the location where the image/ document has been saved.
- Select the file by clicking on it
- Click '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 it is unclear / smudged, the same may be re-uploaded to the expected clarity/ quality.
- **Online application form will not be registered unless the above mentioned files have been uploaded at the specified places.**

#### **Note:**

- In case the face in the photograph or signature or left hand thumb impression or the hand written declaration is unclear / smudged, the candidate's application **may be rejected.**
- After uploading the photograph / signature / left hand thumb impression / hand written 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 hand thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left hand thumb impression or the hand written declaration, prior to submitting the online application 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 and he/ she will be responsible for the same.
- Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- All pdf files in respect of documents mentioned at 7.4 (i) to (vii) to be uploaded in online application should be of the specified size and be clearly visible so as to determine the eligibility or else, the candidate's application may be rejected.