

1. Instructions on Application Process:

i. Candidates can apply online only at the link: "[Recruitment for the post of Office Attendant - PY 2025](#)", and no other mode of application will be accepted. 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.

ii. Pre-Requisites for Applying Online:

a) Before applying online, candidates should scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under **Guideline for photograph & signature scan and upload.**

b) To make online payment of application fees/ intimation charges candidate should keep the necessary details/ documents ready.

c) Candidate should have a valid personal email ID, which should be kept active till the declaration of result. The Bank may send intimation on call letters for the Examination, 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.

iii. Application Procedure:

a) Candidates satisfying the conditions of eligibility as on **January 01, 2026**, are first required to visit the URL "[Recruitment for the post of Office Attendant - PY 2025](#)" in the advertisement page for filling the 'Online Application'. It redirects the candidates to the online registration page.

b) Candidates will have to enter their basic details and upload the photograph, signature, left thumb impression and a hand-written declaration in the online application form as per the specifications given.

c) To register application, 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 and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

- d) 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 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. Visually Impaired candidates should get the application form filled carefully and verify/get the details verified to ensure that the same are correct prior to final submission.
- e) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the **COMPLETE REGISTRATION BUTTON**.
- f) The Name of the candidate or his /her Father/ Husband, etc., should be spelt correctly in the application as it appears in the Photo identity proof / Certificates/ Mark sheets. **Any change/alteration found may disqualify the candidature.**
- g) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- h) Proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- i) Proceed to fill other details of the Application Form.
- j) Click on the Preview Tab to preview and verify the entire application form before **COMPLETE REGISTRATION**.
- k) Modify details, if required, and click on 'COMPLETE REGISTRATION' **ONLY** after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct.
- l) Click on 'Payment' Tab and proceed for payment.
- m) Click on 'Submit' button.
- n) Candidates are advised to carefully fill in the online application themselves. No change is permitted after clicking on COMPLETE REGISTRATION Button. Candidates must note that the name filled in the online application should match exactly with the name as appearing on photo identity proof to be produced at the time of examination for verification. Female candidates who have changed first/ last/middle name post marriage must take special note of this. 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 COMPLETE REGISTRATION as no change is possible after COMPLETE REGISTRATION.

- o) 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 modifications 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.** The Bank shall not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the application or omission to provide the required details in the application form.
- p) An online application which is incomplete in any respect such as without photograph and signature or illegible/ unclear photographs uploaded in the online application form will not be considered as valid.
- q) 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 to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy load on internet/website jam.
- r) The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- s) 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.
- t) 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.

iv. Mode of Payment:

Candidates have to make the payment of requisite fee/intimation charges through the online mode only:

- a) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- b) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- c) 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.
- d) On successful completion of the transaction, an e-Receipt will be generated.
- e) 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.
- f) Candidates are required to take a printout of the e-Receipt and online Application Form.
Please note that if the same cannot be generated, online transaction may not have been successful.
- g) 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.
- h) To ensure the security of your data, please close the browser window once your transaction is completed.

There is facility to print application form containing fee details after payment of fees.

2. Examination Fees/ Intimation Charges (Non-Refundable):

Payable from (Dates of Payment Window) (both dates inclusive) only through online payment mode

Sr. No.	Category	Charges	Amount*
1	SC/ST/PwBD/EXS	Intimation charges only	₹50/- plus 18% GST
2	GEN/OBC/EWS	Application fee including intimation charges	₹450/- plus 18% GST
3	Staff@	Nil	Nil

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

@ Fee/Intimation charges waiver is only for those employees of the Bank (staff candidates) who satisfy the eligibility criteria separately stipulated by the Bank vide its circular CO. HRMD. No. G-75/ 5599/ 05.01.01/ 2013-14 dated December 20, 2013, read with the Bank's circular CO.HRMD.No. G132 /17000/05.01.01/2013-14 dated June 09, 2014, and para 5.16 of the Bank's Master Circular on Recruitment dated April 01, 2025, and who apply online within the closing date. In case they are not eligible to be treated as staff candidates (in terms of above referred Bank's circulars), they are advised to indicate themselves as non-staff candidates and pay fees/ intimation charges as applicable to non-staff candidates. Their status as Staff Candidate will be verified at the time of LPT/ Document verification.

Note I: Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.

Note II: Fee/ Intimation charges once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

Note III: Fee/ Intimation Charges are required to be paid only in the manner prescribed in this advertisement.

3. Guideline for photograph & signature scan and upload:

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

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.

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

Dos:

- 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, Left Thumb (LT) impression and Handwriting declaration Image:

- 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 for signature and 20kb - 50kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb
- 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
- If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.
- 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
- The text for the 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 above-mentioned handwritten declaration has to be in the candidate’s handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)

- The signature, left thumb impression and the hand-written declaration should be of the applicant and not of any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- 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.

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 / handwritten 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 handwritten declaration.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / handwritten declaration".
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / handwritten declaration 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.

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

- I. 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.
- II. 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, prior to submitting the form.
- III. 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.
- IV. Candidate must ensure that Photo and signature to be uploaded are of required size and clearly visible.
- V. If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate will be responsible for the same.
- VI. After registering online candidates are advised to take a printout of their system generated online application forms.