HOW TO APPLY:

Candidates can apply **online only** from **20.11.2026 to 10.12.2026**. No other mode of application will be accepted.

G. HOW TO APPLY: Candidates should have **valid Email ID** which should be kept active till the declaration of result. It will help him/her in getting call letter/ **i**nterview advice etc. by email.

GUIDELINES FOR FILLING ONLINE APPLICATION	**GUIDELINES FOR PAYMENT OF FEES**
i. Candidates will be required to register themselves online through the link available on SBI website **https://sbi.bank.in/web/careers/current-openings** and pay the application fee using Internet Banking/ Debit Card/ Credit Card/ UPI etc.	vi. Application fees and Intimation Charges (Non-refundable) is ₹ 750/- (₹Seven Hundred Fifty only) for General/EWS/OBC candidates and no fees/intimation charges for SC/ ST /PwBD candidates.
ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Document").	vii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.
iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility for editing the saved information will be available for three times only. Once the application is completely filled,	viii. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking/ UPI etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates. ix. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be

candidate should submit the same and proceed for online payment of fee. iv. **After registering online, the candidates are advised to take a printout of the system generated online application form.** v. Candidates seeking Age relaxation are required to submit copies of necessary certificates at the time of document verification. No change in category of any candidate is permitted after registration of online application.	printed and retained by the candidate. x. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment. xi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage. xii. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.

H. HOW TO UPLOAD DOCUMENTS:

Before applying online, a candidate will be required to keep ready a scanned (digital) image of his/ her photograph, signature, left-hand thumb impression and hand-written declaration as per the specifications given below. Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process.

a. **The text for the hand-written declaration is as follows**:

"I_____ (Name of the candidate), _____ (Date of Birth) 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, photograph and left-hand thumb impression is of mine".

b. Left-Hand Thumb Impression:

If a candidate is not having left-hand thumb, he/she may use his/her right-hand thumb for applying.

a. Details of Document to be uploaded: i. Recent Photograph ii. Signature iii. Biodata (Format Attached) (PDF) iv. Resume (PDF) v. ID Proof (PDF) vi. Proof of Date of Birth (PDF) vii. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF) viii. Experience certificates (PDF) ix. Caste Certificate / EWS Certificate (if applicable) (PDF) x. PwBD Certificate (if applicable) (PDF) xi. Preferred qualification / Certification (if any) (PDF) xii. Form-16/Offer Letter/Latest Salary slip from current employer (PDF)	**d. Document file type/ size:** i. All Documents must be in PDF (except Photograph & Signature) ii. Page size of the document to be A4 iii. Size of the file should not be exceeding 500 kb. iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.
b. Photograph file type/ size: i. Photograph must be a recent passport style colour picture. ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels. (preferred) iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. iv. Look straight at the camera with a relaxed face. v. 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. vi. If you have to use flash, ensure there's no "red eye". vii. If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen. viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. ix. 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	e. Guidelines for scanning of photograph/ signature/ documents: i. Set the scanner resolution to a minimum of 200 dpi (dots per inch) ii. Set Color to True Color iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above). iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg). v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon. vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format

resolution, no. of colour 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	Don'ts
(i) Ensure the photo is captured against a light coloured, preferably white background and there is adequate light. (ii) Look straight at the webcam/ camera. (iii) Photograph should be of passport size	(i) Small size photograph not to be clicked/ uploaded. (ii) Coloured glasses or sunglasses/ Cap should not be worn. (iii) Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image. (iv) Photo not to be taken in dark/ improper background.

can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.

vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Your Online Application will not be registered unless you upload your Photograph, Signature, Left-Hand Thumb Impression & Hand-Written Declaration as specified.

Note:

1. In case the face in the photograph, signature, left-hand thumb impression & hand-written declaration is unclear, 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, signature, left-hand thumb impression & hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph, signature, left-hand thumb impression & hand-written declaration, prior to submitting the form.

2. After completing online registration, candidates are advised to take a printout of their system generated online application forms.

- Candidate should also ensure that Photo is uploaded at the place of Photo, Signature at the place of Signature, Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the place of Hand-Written Declaration. If Photo in place of Photo, Signature in place of Signature Left-Hand Thumb Impression at the place of Left-Hand Thumb Impression & Hand-Written Declaration at the

	place of Hand-Written Declaration, are not uploaded properly, candidate will not be allowed to appear in the exam.
c. Signature file type/ size: i. The applicant has to sign on white paper with Black Ink pen. ii. The signature must be signed only by the applicant and not by any other person. iii. The signature will be used to put on the Call Letter and wherever necessary. iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred). v. Ensure that the size of the scanned image is not more than 20 kb. vi. **Signature in CAPITAL LETTERS shall NOT be accepted**. **<u>Left-Hand Thumb Impression:</u>** • The applicant has to put his left-hand thumb impression on a white paper with black or blue ink. • **File Type**: jpg/jpeg • **Dimension:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm x 3 cm (Width x Height) **File Size:** 20 kb- 50 kb **<u>Hand-Written Declaration:</u>** • The applicant has to write the **declaration in English** clearly on a white paper with black ink. • **File Type**: jpg/jpeg • **Dimension: 800** x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm x 5 cm (Width x Height) • **File Size:** 50 kb- 100 kb **Hand-Written Declaration in CAPITAL LETTERS shall NOT be accepted.**	**f. Procedure for Uploading Document:** i. There will be separate links for uploading each document. ii. Click on the respective link "Upload" iii. Browse & select the location where the JPG or JEPG, PDF etc. file has been saved. iv. Select the file by clicking on it and click the 'Upload' button. v. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed. vii. **After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form. **If the face in the photograph or signature is unclear the candidate's application may be rejected.**