

How to APPLY

- Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
- Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION FORM. Once the form is submitted, it can't be edited.

The step by step process for submitting the application form for the Recruitment for various posts on regular basis is given below:

Step-I: Registration of Personal Details, and Contact details. User-Id and password will be sent to you through e-mail on registered e-Mail Id and contact number.

Step-II: Re-Login to complete the fields of Personal Details, Qualification Details, Declaration and upload relevant documents (photo/signature , relevant certificates etc.) and submit Fee online via SBI Mops Payment Gateway through net banking, debit cards, credit cards, UPI etc.

- Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.

STEP-I Registration/Sign-Up

- a) Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Registration/Sign-up' button.
- b) The candidate should fill up all the desired information i.e. Personal Details, Contact Details, etc. correctly.
- c) Sign-up by filling-up Post applied, Name of applicant, Mobile No. and E-mail ID. After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No (User ID) & Password on their E-mail ID. Now, candidate has to Click “Go To Application” tab (given on top right corner) to reach Step-II.

STEP-II- Filling up of Application

- a) After signing-up, candidate has to Click on “Go To Application Form” tab at top right corner for filling-up Personal Details, Qualification Details, Eligibility Details, and Upload photo/signature and scanned relevant certificate and submission of Fee through Online mode via Debit card, Credit card or Internet Banking through SBI.
- b) Instructions regarding scanning of Photograph/ Signature and certificate:- Candidates should upload the scanned (digital) image of their photograph, signature and relevant certificates as per the process given below. The applicant should note that only Jpg/jpeg format is acceptable.

c) After uploading Photograph, Signature and related document, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI MOPS gateway to deposit total Application fee & Processing Fee through Debit Card/Credit Card/Net Banking/UPI.

d) Guidelines for remittance of fee are as under:

- Post submission, the candidate will be re-directed to SBI gateway to make the online payment of application fees.
- Kindly verify the details and make the payment for application fees via the different payment modes.
- Post successful payment of application fees, candidate will be redirected to his application form.
- Candidate may keep the payment transaction number safe with him for future use.

e) Candidates are advised not to attempt for registration more than once. In case of multiple registrations, the one with the 'Highest Application Sequence Number/ (the last eligible application)' will be considered as a final application.

Please feel free to raise technical queries/clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal Or Phone No.:+91 9986638901

Document Specifications

Photograph Image:

- Photograph must be a recent passport size color picture.
- Size of file should be between 20kb to 100 kb in jpg/jpeg format only.

Signature Image:

- The applicant has to sign on white paper with Black or Blue Ink pen.
- Size of file should be between 20kb to 100kb in jpg/jpeg format only.

Category & other relevant Document/Certificates:

- Scan the relevant certificates (issued by competent authority), should be clearly visible.
- Scan of Degree/ Marksheet certificates should be clearly visible.
- Size of file should be between 50kb–1000kb in jpg/jpeg/PDF format only.

Candidates should ensure that the sizes of the scanned images are of above specifications.