



Central Recruitment & Promotion Department Corporate Centre, Mumbai

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RECRUITMENT OF PHARMACIST IN CLERICAL CADRE

ADVERTISEMENT NO: CRPD/ PHARMACIST/2021-22/04

TENTATIVE DATE OF ONLINE EXAMINATION: 23.05.2021

[CLICK HERE TO APPLY](#)

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 13.04.2021 TO 03.05.2021

State Bank of India invites Online application from Indian citizen for appointment of Pharmacists in Clerical Cadre. Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
2. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
3. **Candidates are required to upload all required documents (brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their candidature will not be considered for written test.**
4. Written test will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
6. Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call letter/ advise, where required, will be sent by e-mail only (No hard copy will be sent).
7. **ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
8. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
9. Hard copy of application & other documents not to be sent to this office.

A. DETAILS OF NATURE OF ENGAGEMENT/ VACANCY/ AGE/ SELECTION PROCESS/ LIKELY PLACE OF POSTING:

Post	Nature of engagement	Grade [Comparable Grade Scale]	Vacancy [§]									Max. Age (as on 31.12.2020)	Selection Process	Place of Posting [#]
			Gen	OBC	SC	ST	EWS	Total	LD	HI	VI			
Pharmacist	Regular	Clerical cadre	34	14	9	4	6	67	2	--	--	30 years	Written test and Interview	State wise vacancy. Any dispensary within the Circle

§ - The number of vacancies mentioned are provisional and may vary according to the actual requirement of the Bank.

- The place of posting is only indicative. The selected candidate may be posted anywhere in India.

ABBREVIATIONS: Gen - General; OBC - Other Backward Classes; SC - Scheduled Caste; ST - Scheduled Tribe; EWS - Economically Weaker Section LD - Loco motor Disability, HI - Hearing Impaired; VI - Visually Impaired

- Note:**
1. Candidate belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (PWD) as applicable.
 2. The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
 3. Bank reserves the right to cancel the recruitment process entirely at any time.
 4. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates.
 5. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the creamy layer as on last date of online registration of application. OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2020 to the date of interview, should be submitted by such candidates, if called for interview.
 6. Reservation for Person with Disability (PWD) is horizontal within the overall vacancies for the post.
 7. PWD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.
 8. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available to reserved category candidates as per Government of India Guidelines.
 9. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate had experience in that specific field

B. VACANCIES:

Sl. No	Names of Circles	State	Total	GEN	EWS	SC	ST	OBC	PWD				EX-SM	
									LD	VI	HI	D&e*	XS	DXS
1	Ahmedabad	Gujarat	2	1	--	--	1	--	--	--	--	--	--	--
2	Amaravati	Andhra Pradesh	4	2	--	1	--	1	--	--	--	--	--	--
3	Bangalore	Karnataka	7	3	1	1	--	2	--	--	--	--	--	--
4	Bhopal	Madhya Pradesh	2	1	--	--	1	--	--	--	--	--	--	--
		Chattisgarh	1	1	--	--	--	--	--	--	--	--	--	--
5	Chandigarh	Punjab	4	1	1	1	--	1	1	--	--	--	--	--
		Haryana	1	1	--	--	--	--	--	--	--	--	--	--
		Jammu&Kashmir (UT)	1	1	--	--	--	--	--	--	--	--	--	--
6	Chennai	Tamilnadu	5	2	1	--	--	2	--	--	--	--	--	
7	Delhi	Delhi	1	1	--	--	--	--	--	--	--	--	--	--
		Uttarakhand	1	--	1	--	--	--	--	--	--	--	--	--
8	North Eastern	Assam	4	2	--	--	1	1	--	--	--	--	--	--
		Meghalaya	1	1	--	--	--	--	--	--	--	--	--	--
9	Hyderabad	Telangana	4	2	--	1	--	1	--	--	--	--	--	
10	Jaipur	Rajasthan	6	2	1	1	1	1	--	--	--	--	--	
11	Kolkata	West Bengal	4	2	--	1	--	1	--	--	--	--	--	
12	Lucknow/Delhi	Uttar Pradesh	5	3	--	1	--	1	--	--	--	--	--	
13	Maharashtra/ Mumbai Metro/ GITC /Belapur	Maharashtra	5	4	--	1	--	--	1	--	--	--	--	
14	Patna	Jharkhand	2	1	--	--	--	1	--	--	--	--	--	
15	Thiruvananthapuram	Kerala	7	3	1	1	--	2	--	--	--	--	--	
Total			67	34	6	9	4	14	2	--	--	--	--	--

* - PWD mentioned under clauses 'd' & 'e' u/s 34(i) of RPWD Act, 2016.

C. DETAILS OF EDUCATIONAL QUALIFICATION: As on 01.01.2021

- i) Pass in SSC or its equivalent examination and minimum Diploma in Pharmacy (D.Pharma) from recognised university or board OR
- ii) Degree in pharmacy (B Pharma/M Pharma/Pharma D) or any equivalent degree in Pharmacy from any recognised university.

D. WORK EXPERIENCE (AS ON 01.01.2021):

In case of educational qualification C(i) Minimum Post Educational qualification experience of three years as Pharmacist or compounder. Ability to give first-aid treatment independently for accidents is essential. OR
In case of educational qualification C(ii) Minimum Post educational qualification experience of one year as Pharmacist or compounder. Ability to give first-aid treatment independently for accidents is essential.

E. SPECIAL SKILLS REQUIRED: The candidates must be a Registered Pharmacist under Pharmacists Act with State Pharmacy Council or similar recognized body constituted for the purpose.

F. JOB PROFILE & KRAs:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Distribution of medicines to staff members 2. Maintenance and supervision of stock and inventory in the dispensary 3. Drug purchase and order placement 4. Checking and monitoring the quality of medicines 5. Providing medical first aid in emergencies | <ol style="list-style-type: none"> 6. Effective follow up with stake holders 7. Assisting Medical officers 8. Support in general admin work of dispensary 9. Support in typing and general correspondence for the department |
|--|--|

G. REMUNERATION:

Grade Scale	Clerical Cadre
Scale of pay	17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920

H. SELECTION PROCESS:

The selection of candidates for post will be on the basis of online written test and interview.

Online written test: The online written test will be conducted tentatively on 23.05.2021. The call letter of test will be uploaded on Bank's website and also be advised to the candidates through sms and e-mails. Candidates will be required to download the call letters. The test may be held at Ahmedabad, Guntur, Kurnool, Vijayawada, Vishakhapatnam, Bangalore, Hubli, Mangalore, Bhopal, Raipur, Bilaspur(Chattisgarh), Chandigarh/ Mohali, Ludhiana, Jalandhar, Hissar, Gurugram, Jammu, Chennai, Madurai, Tirunelveli, Delhi/New Delhi, Faridabad, Ghaziabad, Greater Noida, Dehradun, Allahabad, Kanpur, Lucknow, Meerut, Varanasi, Guwahati, Silchar, Hyderabad, Warangal, Jaipur, Udaipur, Asansol, Greater Kolkata, Siliguri, Aurangabad (Maharashtra), Mumbai/Thane/Navi Mumbai, Nagpur, Pune, Muzaffarpur, Patna, Ranchi, Jamshedpur, Kochi, Thiruvananthapuram.

Candidate should choose the name of the centre where he/she desires to appear in the examination. No change in the choice of examination centre will be entertained. The bank, however, reserves the right to add or delete any centre and allot the candidate to any centre other than the one he/she has opted for.

PATTERN OF ONLINE WRITTEN EXAMINATION: TOTAL TIME ALLOCATED-120 MINUTES

Sr No.	Name of the Test	No. of Questions	Marks
1	General Awareness	25	25
2	General English	25	25
3	Quantitative Aptitude	25	25
4	Reasoning Ability	25	25
5	Professional knowledge	50	100
TOTAL		150	200

INTERVIEW: Adequate number of candidates as decided by the Bank will be called for Interview based on performance in online written test. The qualifying marks in Interview will be as decided by the Bank. **WEIGHTAGE FOR WRITTEN AND INTERVIEW IS PROPOSED AS 40% & 60% RESPECTIVELY.**

The selection will be based on written test and interview. The passing marks in written test and interview as well as the aggregate passing marks will be decided by the Bank. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.

Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in written test and interview. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

I CALL LETTER FOR ONLINE EXAMINATION/ INTERVIEW:

- A. Online Examination: The candidates should download their call letter for online examination and an "Acquaint Yourself" booklet by entering their registration number and password/date of birth, from the Bank's website. **NO HARD COPY OF THE CALL LETTER/ ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.**
- B. Interview: Intimation/call letter for interview, where required, will be sent by email or will be uploaded on Bank's website. **NO HARD COPY WILL BE SENT.**

J ACTION AGAINST CANDIDATE FOUND GUILTY OF MISCONDUCT:

Candidates are cautioned that they should not furnish any particulars that are false, tampered/fabricated and they should not suppress any material information while filling up the application form.

At the time of examination/interview, if a candidate is (or has been) found guilty of:

- (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable:

- a) to be disqualified from the examination for which he/she is a candidate
- b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

K USE OF MOBILE PHONE, PAGER, CALCULATOR, OR ANY SUCH DEVICES:

- (i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- (ii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- (iii) Candidates are not permitted to use or have in possession of calculators in examination premises.

L IRIS SCAN/BIOMETRIC VERIFICATION:

The Bank, at various stages, may capture IRIS Scan/ thumb impression of candidate in digital format for verification of genuineness of the candidates. Decision of the IRIS data/ Biometric verification authority with regard to its status (matched or unmatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS/Biometric scanning/ verification at any stage may lead to cancellation of candidature.

With regard to IRIS scanning, following points should be noted:

- (a) 'LEFT EYE (IRIS)' will be captured
- (b) Candidate should remove contact lenses and spectacles while capturing IRIS
- (c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained

Any failure to observe these points will result in non-admittance for the examination and cancellation of candidature. In case a candidate found to be not genuine, apart from taking legal action against him/her, his/her candidature will be cancelled.

With regard to Biometric verification, following points to be noted:

Candidate will ensure that correct thumb impression is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal action against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands.

M 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/Interview advices etc. by email.

GUIDELINES FOR FILLING ONLINE APPLICATION:

- i. Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.
- 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').
- 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 of editing the saved information will be available for three times only. Once the application is filled completely, 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 forms

GUIDELINES FOR PAYMENT OF FEES:

- i. Application fees and Intimation Charges (Non-refundable) is ₹ 750/- (₹ Seven hundred and fifty only) for General OBC and EWS candidates and NIL- for SC/ ST/ PWD candidates.
- ii. 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. Fee payment will have to be made online through payment gateway available there at. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- iv. 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 printed and retained by the candidate.
- v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.
- vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.
- vii. Application Fee once paid will **NOT** be refunded on any account **NOR** can it be adjusted for any other examination or selection in future.

N HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded:

- i. Brief Resume (PDF)
- ii. ID Proof (PDF)
- iii. Proof of Date of Birth (PDF)
- iv. Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- v. Experience certificates (PDF)
- vi. Form-16 (PDF)
- vii. Recent Photograph
- viii. Signature
- ix. PWD certificate if applicable

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.
- x. 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.

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. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- v. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).
- vi. Ensure that the size of the scanned image is not more than 20 kb.
- vii. Signature in CAPITAL LETTERS shall NOT be accepted.

d. Document file type/ size:

- i. All Documents must be in PDF format.
- ii. Page size of the document to be A4.

Document file type/ size (contd...)

- 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.

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 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 other 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.

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 JPEG, PDF 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.**

O GENERAL INFORMATION:

- i. Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- ii. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they must fulfil all the eligibility conditions applicable to unreserved category.
- iii. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.
- iv. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- v. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.
- vi. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc.
- vii. The Bank takes no responsibility for any delay in receipt or loss of any communication.
- viii. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- ix. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- x. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
- xi. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- xii. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.
- xiii. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc
- xiv. In case of multiple application, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/ candidature cancelled.
- xv. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.
- xvi. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of Train fare (3 A/C) for the shortest route in India OR the actual travel cost (whichever is lower) on the basis of actual journey. Local transportation will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.
- xvii. BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.
- xviii. At the time of interview, the candidate will be required to provide details regarding criminal case(s) pending against him/ her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification

For any query, please write to us through link "CONTACT US" which is available on Bank's website (URL - <https://bank.sbi/careers/psq.htm?action=pquery> OR <https://sbi.co.in/careers/psq.htm?action=pquery>)

Mumbai,
Date: 13.04.2021

The Bank is not responsible for printing errors, if any

GENERAL MANAGER
(CRPD)