State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT
ADVERTISEMENT NO. CRPD/ME/AB/2013-14/12
SPECIAL RECRUITMENT DRIVE FOR SC/ST/OBC CATEGORY

RECRUITMENT OF MANAGEMENT EXECUTIVES IN STATE BANK OF HYDERABAD
IN MIDDLE MANAGEMENT GRADE SCALE-II (MMGS II)

ONLINE REGISTRATION OF APPLICATION	:	**16.12.2013**
PAYMENT OF FEES - ONLINE	:	**16.12.2013 TO 03.01.2014**
PAYMENT OF FEES - OFFLINE	:	**18.12.2013 TO 07.01.2014**
DATE OF RECRUITMENT EXAMINATION	:	**23rd FEBRUARY, 2014**

The examination will be as detailed under point No. 4 - Selection procedure. Candidates are advised to regularly check bank's website www.statebankofindia.com or www.sbi.co.in for details and updates.

Applications are invited from eligible Indian Citizens belonging to SC/ST/OBC category for appointment as Management Executives in State Bank of Hyderabad. Candidates selected are liable to be posted anywhere in India.

VACANCIES :

Vacancies				
SC	ST	OBC	TOTAL	PWD(OH)
14	7	25	46	1

(Vacancy for PWD (OH) category is reserved horizontally)

Vacancies reserved for OBC category are available to OBC Candidates belonging to 'Non-creamy layer' only.

Note: - i) As this is a special recruitment drive for SC/ST/OBC candidates, General Category candidates including General PWD candidates cannot apply for these vacancies.

ii) There is no reservation for PWD (VH) candidates. However, PWD (VH) candidates belonging to SC/ST/OBC category will also be eligible for relaxation in upper age limit as mentioned under item (B) of eligibility criteria.

1. **ELIGIBLITY CRITERIA : (AS ON 01/12/2013)**
(A) Essential Academic Qualifications :
   i) Post Graduate Degree/ Diploma in Business Administration, Business Management, Finance, Marketing, International Business, Operations Management, Systems, HR (The course studied should be of minimum two years full time course. Part time course/ distance learning courses are not eligible). **OR**
   ii) M.Com **OR**
   iii) M.A. / M.Sc. (in Economics or Statistics) **OR**
   iv) CA/CWA/CFA/CS (Company Secretary)

Percentage of Marks:
   (a) Candidates with professional qualification (CA/CWA/CFA/CS) should have secured 55% minimum aggregate marks in XIIth Standard.
   (b) Candidates without any professional qualification (i to iii mentioned under 'A' above) should have secured:
   1. 55% minimum aggregate marks in XIIth Standard **AND**
   2. 50% minimum aggregate marks in Graduation irrespective of pass course or honours course **AND**
   3. 50% aggregate marks in Post Graduation

Note:
   a) In case CGPA scores or similar scores are awarded instead of marks, candidates having such scores must produce a certificate showing the equivalent percentage from the University/ Institution which has awarded the score.
   b) Candidates who have not passed 12th standard Examination but have passed Diploma course after 10th standard are eligible for the captioned recruitment provided the Diploma course passed after 10th standard is   a full time course (Diploma course through correspondence are not eligible) with a minimum of two years duration, recognized / approved by the State Board of Technical Education of concerned State.
   c) The percentage of marks in 12th/ Diploma Course/ shall be arrived at by dividing the marks obtained by the candidate in all subjects by aggregate maximum marks of all subjects irrespective of optional/additional optional subjects studied. Similarly percentage of marks in Graduation or Post Graduation shall also be arrived at by dividing the aggregate marks obtained by the candidate in all the subjects by maximum marks of the course (both for Pass/ Honours course) for all the years of the course. Grace marks, if any, awarded by the Board/University will be excluded for the purpose of calculation of percentage. The date of passing the eligibility examination will be the date appearing on the marksheet/provisional certificate issued by the university / institution. In case the result of a particular examination is posted on the website of the University/Institute then a certificate issued by the appropriate authority of the University/Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

(B) Age Limit : As on 01.12.2013
   i) Minimum age   :   21 Years
   ii) Upper age limit   :

Sr.No.	Category	Upper Age Limit
1.	**Scheduled Caste/ Scheduled Tribe**	**35 Years**
2.	**Other Backward Classes (Non-Creamy Layer)**	**33 Years**
3.	**Persons With Disabilities**	**(PWD)(SC/ST)-45 Years** **PWD (OH)- 43 Years**
4	**Ex-Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.**	**SC/ST/OBC-35 Years**

Persons Ordinarily domiciled in the Kashmir Division of the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989, will be eligible for relaxation of 5 years   in upper age limit.

NOTE : CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

2. **Notes for Orthopaedically Handicapped (OH) Visually Handicapped (VH) candidates:**
   OH/VH Candidates who suffer from not less than 40% of relevant disability should possess disability certificate issued by Medical Board duly constituted by Central or State Government issued on or before last date of online submission of application:
   a) Only those OH candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum 40% and only those who fall in the following categories are eligible to apply:
   MW - Muscular weakness and limited physical endurance
   CL - One leg affected (R or L)
   BL - Both legs affected but not arms
   OA - One arm affected (R or L) -   (a) Impaired reach;
   (b) Weakness of grip;
   © Ataxia
   b) Only those Visually handicapped persons who suffer from any one of the following conditions are eligible to apply.
   i) Total absence of sight.
   ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
   iii) Limitation of the field of vision subtending an angle of 20 degrees or worse.
   [No vacancy is reserved for VH candidates]
   c) Candidates having low vision as defined in Chapter I, Para 2 (u) of The persons with Disabilities (Equal opportunities, protections of rights and full participation) Act 1995.
   d) At the time of written examination, only blind/low vision candidates and those candidates whose writing speed is affected by cerebral palsy can use scribe/writer at his/her own cost. In all such cases where a scribe/writer is used, the following rules will apply :
   I) The candidate will have to arrange his/her own scribe/writer at his/her cost.
   ii) The candidate will have to give a suitable undertaking, in the prescribed format at the time of online examination.
   iii) Only those candidates who use a scribe/writer shall be eligible for compensatory time of 20 minutes and/or part there of for every hour of the examination provided that the candidate uses scribe /writer for both the objective & descriptive test.

3. **CATEGORY**
   Instructions for writing Category Name and Category Code no. while applying online.Various category names and their code numbers are given below.

Category	Code	Category	Code	Category	Code
SC	**01**	**ST**	04	OBC	07
SC(OH)	02	ST(OH)	05	OBC(OH)	08
SC(VH)	03	ST(VH)	06	OBC(VH)	09

4. **SELECTION PROCEDURE :**
   Phase-I Examination consisting objective tests for 200 marks and descriptive test of English knowledge for 50 marks.
   The objective test will be online. Immediately after online objective test, Descriptive test will be administered. Cadidates will have to answer Descriptive test on paper/Pen mode.
   (i) **Objective Test:** The Objective Test with 2 hours 30 minutes duration consists of 4 Sections as follows:
   a) Test of English
   b) Test of Data Analysis & Interpretation
   c) Test of Reasoning
   d) Test of Financial Awareness &, Marketing
   The candidates are required to qualify in each of the Tests by securing passing marks, to be decided by the Bank.
   (ii) **Descriptive Test of English knowledge: Time- 60 minutes**
   Candidates who are 40th percentile and above in each of the four objective type tests and with an aggregate 35% minimum marks as also 35% marks (minimum) in descriptive examination will qualify for Group discussion and Interview. Bank may decide, at its discretion, to reduce abovementioned qualifying marks. Depending on the number of vacancies, a merit list of qualified candidates will be drawn up and candidates will be called for Group Discussion and Interview [Phase-II] subject to maximum three times the number of vacancies.
   Phase-II Group Discussion & Interview (50 marks)
   The qualifying marks in Group Discussion & Interview shall be 35% (minimum 18 marks) out of 50 marks (combined marks for Group Discussion and Interview). Bank may decide, at its discretion, to reduce the qualifying marks for Group Discussion and Interview.
   Final Selection
   The candidates will have to qualify both in Phase-I and Phase-II separately.
   Marks secured by the candidates in the Written Test (out of 250 marks) are converted to out of 75 and marks secured in Group Discussion & Interview (out of 50 marks) are converted to out of 25. The final merit list is arrived at after aggregating converted marks of Written Test

and Group Discussion & Interview out of 100 for each category.

The selection will be made from the top merit ranked candidates in each category. Results of the candidates who have qualified for Phase II and the list of candidates finally selected will be made available on the Bank's website.

5. **The examination will be held on 23.02.2014**

Candidates should choose the name of the Centre where he/she desires to take the examination. The examination is proposed to be conducted at the following centres and the address of the venue will be advised in the call letters. Bank reserves the right to cancel any of the Examination Centre and/ or add some other Centre, at its discretion, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCES. BANK RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE OR ALTER EXAMINATION DATE AT ITS DISCRETION.

EXAMINATION CENTRES:

Ahmedabad/ Gandhinagar	Chennai	Guwahati	Lucknow	Srinagar
Bengaluru	Dehradun	Hyderabad/	Patna	Thiruvananthapuram
Bhopal	Delhi NCR (India)	Secunderabad	Raipur	
Bhubaneswar	Greater Kolkata	Jaipur	Ranchi	
Chandigarh	Greater Mumbai/ Navi Mumbai/ Thane	Jammu	Shimla	

6. **EMOLUMENTS:**

PAY: The starting basic pay is Rs 19,400/- in the scale of Rs 19400-700/1-20100-800/10-28100 applicable to Middle Management Grade Scale II. The official will also be eligible for D.A., H.R.A & C.C.A as per rules in force from time to time. Candidates will be eligible for leased accommodation and other perquisites like conveyance allowance, newspaper allowance, entertainment allowance etc.

The salary Scales are due for revision.

7. **APPLICATION FEE AND INTIMATION CHARGES : (Non Refundable)**

Sr. No.	Category	Total
1.	SC / ST / PWD	Rs. 100/- (Intimation Charges only)
2.	OBC	Rs. 500/- (App. fee and intimation charges)

Fee / Intimation charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

8. State Bank of Hyderabad shall arrange pre-examination training at Hyderabad or at any other centre for SC/ST/ Religious Minority Community candidates as per the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost are advised to indicate to that effect against the relevant column while applying on line. **Candidates opting for pre-examination training can download their call letters for training after 27-01-2014 by entering their registration and password/ date of birth.**
NO HARD COPY OF THE CALL LETTER WILL BE SENT BY POST.

9. **HOW TO APPLY**

GUIDELINES FOR FILLING ONLINE APPLICATION:

Candidates will be required to register themselves online first through Bank's website www.statebankofindia.com or www.sbi.co.in. After which candidates are advised to pay the requisite application fee through one of the following modes:

(i) **Offline mode :** The system will generate a cash voucher/ challan form pre-printed with the candidate's details which will be required to be presented at any State Bank of India branch counter with the requisite fee. On payment of the requisite fee through computer generated challan form, registration of the online application will be complete.

(ii) **Online mode :** The payment can be made by using debit card/ credit card/Internet Banking.

Pre-requisites for Applying Online

Candidates should have valid email ID which should be kept active till the declaration of results. It will help him/her in getting call letter/interview advices etc. by email.

OPTION- I : PAYMENT OF FEE (OFFLINE):

i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.

ii) Candidates to visit Bank's website www.statebankofindia.com or www.sbi.co.in and open the appropriate Online Application Format, available in the `Recruitment link'.

iii) Fill the application carefully. Once the application is filled in completely, candidate should submit the data. In the event of candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data and take a printout of the system generated fee payment challan immediately. No change /edit will be allowed thereafter. The registration at this stage is provisional.

iv) Fee Payment: Fee will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. Once fee is paid, the registration process is completed.

v) Candidate will receive registration confirmation by SMS/e-mail after three working days from the date of payment of fees. Please ensure to furnish correct Mobile number/ email address to receive the registration confirmation.

vi) Three days after fee payment, candidates will also have a provision to reprint the submitted application containing fee details. The printout of the application form and fee receipt should be retained with the candidate. It will have to be submitted at the time of interview, if called for.

OPTION- II: PAYMENT OF FEES : [ONLINE] :

I. FOLLOW STEPS i) to iii) GIVEN UNDER OPTION-I ABOVE.

No fee payment challan will be generated. Fee payment will have to be made online through payment gateway available thereat.

II. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.

III. The payment can be made by using debit card/ credit card/ Internet Banking 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 with the data entered by the candidate will be generated; which may be printed for record. **The printout of the application form is not to be sent to the Bank.**

V. If the online transaction is not successfully completed, please register again and make payment online.

VI. There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

10. **GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

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 in Annexure-I. Online application will not be registered unless candidates upload photo and signature as specified.

Note:

a. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.

b. In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

c. Candidates are advised to take a printout of their system generated online application form after submitting the application.

d. On-line registration of application & fee payment will be available from 16.12.2013 to 03.01.2014. Last date for cash deposit will be 07.01.2014 for offline registration.

e. 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.

f. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

g. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.

h. 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 03.01.2014.
OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2013 to 31.03.2014, should be submitted by such candidates, if called for interview.

i. **CALL LETTERS FOR WRITTEN EXAMINATION:**
The candidates should download their call letter and an "acquaint yourself " booklet by entering their registration number and password / date of birth, from 10.02.2014 from the Bank's website. **NO HARD COPY OF THE CALL LETTER / ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.**

j. **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION :** The candidates must bring one photo identity proof such as passport/Adhar/PAN Card/Driving Licence/Voter's Card/Bank Passbook with duly attested Photograph/ Identity Card issued by School or College/Gazetted Officer in the official letterhead in original as well as a self attested Photocopy thereof.
The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the test.

k. **ACTION AGAINST CANDIDATES 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 written 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.

l. **The Bank would be analysing 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.**

m. **USE OF MOBILE PHONES, PAGERS, 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.

n. **GENERAL INFORMATION:**

(i) Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the written test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

(ii) **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 to the website on account of heavy load on Internet or website jam.**

(iii) **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.**

(iv) Note more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/intimation charges paid for the other registrations will stand forfeited. Multiple attendance/appearance by a candidate in online examination and/interview will be summarily rejected/candature cancelled.

(v) The possibility for occurrence of some problems in the administration of the examination cannot be ruled out completely, which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.

(vi) IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE 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.

(vii) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ Interview advices etc

(viii) Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of the Bank concerned.

(ix) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF WRITTEN EXAMINATION, 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.

(x) 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.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

Mumbai   **GENERAL MANAGER**
11-12-2013

This advertisement is also available on Bank's Website: http://www.statebankofindia.com or http://www.sbi.co.in.

The Bank is not responsible for printing errors, if any.

ANNEXURE-I

(**i**) **PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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–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, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- 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.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- 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).
- 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/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (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.

If the file size and format are not as prescribed, an error message will be displayed.

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

Procedure for Uploading the Photograph and Signature

(i) There will be two separate links for uploading Photograph and Signature.

(ii) Click on the respective link "Upload Photograph / Signature".

(iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.

(iv) Select the file by clicking on it.

(v) Click the 'Upload' button.