

**HUMAN RESOURCES DEVELOPMENT DEPARTMENT  
(RECRUITMENT AND PROMOTION DIVISION)**

**RECRUITMENT OF CHIEF MANAGERS IN SENIOR MANAGEMENT GRADE SCALE IV AND SENIOR MANAGERS IN MIDDLE MANAGEMENT GRADE SCALE III IN MAINSTREAM**

|   |            |
|---|------------|
| Opening Date for On-line Registration (TENTATIVE) | 27.01.2023 |
| Closing Date for On-line Registration (TENTATIVE) | 11.02.2023 |
| Tentative Month of Online examination             | March 2023 |
| Tentative Month of Interview                      | March 2023 |

**Central Bank of India** with Pan India Branch Network of more than 4500 branches, with total business of more than Rs.5,50,000 Crores and driven by talented work force of 31000+employees, invites application from experienced professionals for the post of Chief Managers in Senior Management Grade Scale IV and Middle Management Grade Scale III in Mainstream category.:

**1. Details of the vacancies / category wise are as follows:-**

| S No | Category                              | SC | ST | OBC | EWS | GEN | TOTAL | VI | HI | OC | ID |
|------|---------------------------------------|----|----|-----|-----|-----|-------|----|----|----|----|
| 1    | Chief Manager Scale IV (Mainstream)   | 07 | 03 | 13  | 05  | 22  | 50    |    | 1  | 1  |    |
| 2    | Senior Manager Scale III (Mainstream) | 30 | 15 | 54  | 20  | 81  | 200   | 2  | 2  | 2  | 2  |

- The number of vacancies/reserved vacancies is provisional and may vary according to the actual requirement of the Bank.
- Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates.

**NOTE:**

**(A) APPLICATIONS FROM SERVING EMPLOYEES:**

- Subject to fulfilling the eligibility criteria, existing employees of Central Bank of India may apply through proper channel.
- Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other external candidate.

**(B) Medical Fitness, Bio metric verification, Character and caste (wherever applicable) verification of selected candidates:**

The appointment of selected candidates will be subject to their being declared medically fit by a Doctor or a panel of Doctors approved by the Bank, Bio metric verification by TCS official and upon satisfactory verification of their character, antecedents and caste/ caste validity certificates, (wherever applicable). Till such time, their appointment will be provisional.

(C) Probation and confirmation:

Selected candidates shall be on probation for a period of **ONE** year which can be extended by further period of one year depending on the performance of the candidate. Their confirmation in the bank's service will be subject to overall satisfactory performance and decided in terms of the provisions of the Central Bank of India (Officers) Service Regulations.

**2. ELIGIBILITY CRITERIA:-**

**i. NATIONALITY/ CITIZENSHIP:**

A candidate must be either

- i) A Citizen of India or
- ii) A subject of Nepal or
- iii) A subject of Bhutan or
- iv) A Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
- v) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

**ii. DETAILS OF EDUCATIONAL QUALIFICATIONS & EXPERIENCE: (AS ON 31.12.2022)**

**A) CHIEF MANAGERS**

| No | Particulars            | Details  |
|----|------------------------|--|
| 1  | POST                   | Chief Manager (Mainstream) in Senior Management Grade Scale IV   |
| 2  | Vacancy                | 50   |
| 3  | Place of Posting       | Anywhere in India  |
| 4  | Age as on 31.12.2022   | Maximum age as on 31.12.2022 (date inclusive) should not exceed 40 years   |
| 5  | Education              | <b>Mandatory-</b> Graduation (in any discipline).<br>CAIIB & Higher qualification will be given preference   |
| 6  | Experience             | Minimum 7 years' experience as an officer in PSBs/Private Banks/ NBFCs<br>Any experience as Branch Manager/ Credit/ Foreign Exchange will be given preference. |
| 7  | CIBIL Score            | The candidate should have a minimum CIBIL score of 650 or above at the time of joining.  |
| 8  | Broad Responsibilities | The selected officers shall be posted at any Branch/ Administrative Office/ Corporate office as per requirement of the Bank.                                   |

## B) SENIOR MANAGER IN SCALE III

| No | Particulars            | Details  |
|----|------------------------|--|
| 1  | POST                   | Senior Manager (Mainstream) in Middle Management Grade Scale III   |
| 2  | Vacancy /              | 200  |
| 3  | Place of Posting       | Anywhere in India  |
| 4  | Age as on 31.12.2022   | Maximum age as on 31.12.2022 (date inclusive) should not exceed 35 years   |
| 5  | Education              | <b>Mandatory</b> - Graduation (in any discipline)<br>CAIIB & Higher qualification will be given preference   |
| 6  | Experience             | Minimum 5 years' experience as an officer in PSB/ Private Banks/ NBFCs<br>Any experience as Branch Manager/ Credit/ Foreign Exchange will be given preference. |
| 7  | CIBIL Score            | The candidate should have a minimum CIBIL score of 650 or above at the time of joining.  |
| 8  | Broad Responsibilities | The selected officers shall be posted at any Branch/ Administrative Office/ Corporate office as per requirement of the Bank.                                   |

- For both post/scales operating and working knowledge in computer systems is mandatory.
- **All educational qualifications mentioned should be from university recognized by Govt. of India/ approved by Govt. Regulatory Bodies. The cut-off date for ascertaining eligibility regarding age, educational qualification and work experience is 31.12.2022**
- The level of educational qualifications prescribed for the posts is minimum. The candidate must produce Marks Sheet & Provisional Certificate/ Degree/ Certificate issued from the University if called for **interview**. The result of the qualification prescribed must have been declared on or before **31.12.2022**.
- Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by candidates in terms of norms. The fraction of percentage so arrived will not be rounded off to the next higher number i.e. 59.99% will be treated as less than 60%.

### iii. RELAXATION IN AGE LIMIT:

| Sr. No. | Category  | Age Relaxation |
|---------|---|----------------|
| 1       | Scheduled Caste/Scheduled Tribe Candidates                  | By 5 years     |
| 2       | Other Backward classes (OBC) candidates                     | By 3 years     |
| 3       | Children/Family members of those who died in the 1984 riots | By 5 Years     |
| 4       | PWD   | By 10Years     |

**NOTE:**

- a. The maximum age limit specified in 2 (ii) above is applicable to General category candidates.
- b. The relaxation in upper age limit to SC/ST/OBC/PWD candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted. OBC candidates in the 'Creamy Layer' will be treated as "General Category".
- c. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process, as required by the bank. In case the candidate fails to submit the same, his candidature will be treated as cancelled.

iv. **REMUNERATION:-**

| <b>GRADE/SCALE</b> | <b>SCALE OF PAY</b>               |
|--------------------|-----------------------------------|
| MMG SCALE III      | 63840-1990(5)-73790-2220(2)-78230 |
| SMG SCALE IV       | 76010-2220(4)-84890-2500(2)-89890 |

Perquisites/allowance shall be as per Bank's policy.

**SELECTION PROCEDURE**

Selection will be through **on-line written test and personal interview.**

a) **Online Examination:**

**The structure of the Examination which will be conducted online is as follows:**

| <b>Sr. No</b> | <b>Name of the test</b>                       | <b>No. Of questions</b> | <b>Maximum Marks</b> | <b>Duration</b>              |
|---------------|---|-------------------------|----------------------|------------------------------|
| 1             | Banking                                       | 60                      | 60                   | Composite time of 60 minutes |
| 2             | Computer Knowledge                            | 20                      | 20                   |                              |
| 3             | Present Economic Scenario & General Awareness | 20                      | 20                   |                              |
|               | Total   | 100                     | 100                  |                              |

The test will be available bilingually, i.e. English and Hindi. Other detailed information regarding the **on-line** examination will be given in an Information Handout, which will be made available for the candidates for download along with the call letters from the Bank's website.

- b) The on-line Test is tentatively proposed to be held on **in the month of March 2023** The allocated Centre/Venue for the Examination will be intimated through Call Letter.
  - The Candidates will have to appear for the online examination at the allotted Centre at their own expenses and risks and the Bank will not be responsible for any injury or losses etc. of any nature.
  - The date of the online test is tentative. The exact date/centre/venue of examination will be communicated to the candidates through the call letters for the examination. The Bank reserves the right to cancel or make any change in the date of the test/ vary the selection procedure, if necessary.

Candidates who are successful in online test will be subsequently called for interview. Merely satisfying the eligibility norms does not entitle a candidate to be called for Interview.

In case of Candidates who secure equal marks, seniority in age shall be the qualifying criteria.

The date of interview is tentative. The exact date/centre/venue of examination will be communicated to the candidates through notification. The Bank reserves the right to cancel or make any change in the date of the interview/ vary the selection procedure, if required. Bank reserves the right to add any selection test/ procedure other than specified in the notification.

The interview will be conducted for 100 marks. Passing marks for interview will be 50% for General candidates and 45% for SC/ST/OBC candidates.

### **3. APPLICATION FEE:**

Application fee to be remitted by the applicants towards the Application for Recruitment is as under (**GST @ 18% extra will be charged on application fee**):

| <b>Sr. No.</b> | <b>Category</b>   | <b>Application fee/ Intimation Charges</b> |
|----------------|---|--|
| 1              | Schedule Caste/Schedule Tribe/PWBD candidates/ Women candidates | NIL  |
| 2              | All Other Candidates  | Rs. 850/-+GST                              |

### **4. GENERAL INSTRUCTIONS**

- i. Not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.
- ii. Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application fee/intimation charges once paid, shall be neither refunded nor held in reserve for any other examination. The Bank would be free to reject any application, at any stage of the Recruitment Process, if the candidate is found ineligible for the post, for which he/she has applied. The decision of the Bank regarding eligibility of the candidates, the stage at which scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after appointment, the services of candidates selected are liable to be terminated.
- iii. A recent, recognizable color passport size photograph, which should be the same as the one uploaded in the on-line application form, should be firmly pasted on the call letter for online examination/interview and duly signed across by the candidate. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of the online test/personal interview may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind.
- iv. Candidates will have to produce original Caste/Physical Disability/ Caste Validity Certificate (wherever applicable) any other relevant certificates at the time of interview, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce OBC certificate with Non-creamy layer clause at the time of interview & an undertaking in the prescribed format regarding non-creamy layer status as on closing date of

registration. The competent authority for issue of Caste/PH certificate has been defined at point No. 7 below. The certificate issued by only those competent authority authorized to issue Caste/Disability certificate will be acceptable. **Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.** Prescribed formats of Caste Certificate are given in Annexures.

- v. Candidates serving in Govt./quasi-Govt./Public Sector Undertakings (including nationalized banks and financial institutions) will be required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which, their candidature may not be considered.
- vi. All candidates will have to produce, if called for interview, originals as well as self attested photocopies of their educational/experience certificates as well as Caste Certificate, Caste Validity Certificate (wherever applicable), certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled.
- vii. No Travelling Allowance is payable to candidates who are called for interview. However, unemployed SC/ST Candidates, who are called for interview, will be paid actual, subject to their claiming, to and fro 2<sup>nd</sup> Class Rail/Ordinary Bus fare in terms of Govt. guidelines by the shortest route on production of evidence of travel, i.e. Railway Receipt/Ticket(s) for attending the interview.
- viii. The Bank takes no responsibility for any delay /non-receipt or loss of any communication
- ix. Any resulting dispute arising out of and/or pertaining to the process of recruitment under this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- x. Canvassing in any form will be a disqualification.
- xi. Request for change of contact no./address/ email ID/ will not be entertained.
- xii. The interview centre will be as per Bank's sole discretion
- xiii. In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- xiv. Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service, Conduct Rules & Policies of the Bank.

## **5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

5.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

5.2 At the time of Examination/interview/ Group Discussions(wherever applicable), if a candidate is/has been found guilty of:

- using unfair means during the examination/interview or
- impersonating or procuring impersonation by any person or

- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose
- resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, 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 the Bank
  - (c) for **termination** of service, if he/she has already joined the Bank.

**6. THE COMPETENT AUTHORITY FOR ISSUING THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER:**

6.1 For **SC/ST/OBC**: District Magistrate/ Additional Dist. Magistrate/ Collector/ Deputy Commissioner/ Additional Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/ Sub-Division Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**7. HOW TO APPLY:-**

**Candidates can apply only** online from **27.01.2023 to 11.02.2023** and no other mode of application will be accepted.

**7.1 Pre-Requisites for Applying Online**

Before applying online, candidates should:

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as per this Advertisement.
- (ii) Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active till the completion of this Recruitment Process. Bank may send 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 on-line and must maintain that email account.

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

Procedure for applying online:

- (1) Candidates are first required to go to the Bank's website and click the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.
- (2) To register their application candidates will be entering their basic information in the online application form. After that 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 in the specified e-mail id & mobile

numbers. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

- (3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines given hereunder for Scanning and Upload of Photograph and Signature.

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained.

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. No change is permitted after clicking on "COMPLETE REGISTRATION" Button. 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 submission as no change is possible after submission.

## **7.2 Mode of Payment**

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the On-Line Application format. Before pressing the "COMPLETE REGISTRATION" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should finally submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After "COMPLETE REGISTRATION", an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) 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.



**Note:**

- 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.
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. Candidate should not send this printout to the Bank.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.
- An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Candidates are advised in their own interest to apply on-line 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 onto the Bank's website on account of heavy load on internet/website jam.
- 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.

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. 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 is found to be false at a later stage.

### 7.3 Guidelines for scanning and Upload of Documents

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

**i) 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.

**ii) Signature:**

- 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
- Ensure that the size of the scanned image is not more than 20kb

**iii) Left thumb impression:**

- 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

**iv) Hand-written declaration Image:**

- 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 signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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.

NOTE:

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that Photo, Signature, Thumb impression and Hand written declaration are uploaded at the specified spaces only in the online application form.

Procedure for 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/hand written 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 hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) Scan their :

- Photograph (4.5cm × 3.5cm)
  - Signature (with black ink)
  - Left thumb impression (on white paper with black or blue ink)
  - A hand written declaration (on a white paper with black ink) (text given below)
- Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written 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.”*

- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing 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.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

## **8. CALL LETTERS FOR THE ON-LINE TEST**

**The On-line Test is TENTATIVELY scheduled to be held in March 2023. However, it will be intimated in the Call Letter along with the Centre/Venue for the Examination, well in advance of the date of the Online Examination. List of Examination centres is attached as per annexure.**

### **1) PROCEDURE FOR OBTAINING CALL LETTERS FOR ATTENDING ONLINE TEST:**

All eligible candidates will be required to download their call letter for on-line examination and the Information Handout from the Bank’s website tentatively after 11.02.2023. Date of commencement of downloading interview call letters for all the posts will be intimated by way of separate notice on the Bank’s website. Hence, candidates are advised to visit the bank’s website frequently for the date of commencement of downloading of on-line examination/interview call letters. Candidates should note that the call letters will not be sent through any other mode.

- 2) In case of any difficulty in downloading the call letter, the candidate should contact the Help Desk as mentioned in FAQs with regard to downloading the call letter.

**Candidates are advised to regularly visit the Bank’s website for updates/ notices/ instructions. All announcements/addendum/ corrigendum/ details pertaining to this process will be only published / provided on authorized Bank’s website [www.centralbankofindia.co.in](http://www.centralbankofindia.co.in) from time to time under Career section. No separate communication/ intimation will be sent to the candidates who are not selected/ shortlisted in the process. All notification/ communication placed on Banks’s website shall be treated as intimation to all candidates who have applied for the process.**

**Merely satisfying the eligibility criteria norm does not entitle the candidate to be called for GD/Interview/Selection process. The Bank reserves the right to call only the requisite number of candidates for GD/Interview/Selection process after preliminary screening/ shortlisting with preference to the candidates’ age, qualification, essential requirements, suitability etc.**

**The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of interview/GD or to cancel the recruitment process entirely at any stage without assigning any reason.**