



Chander Mukhi Nariman Point Mumbai – 400 021 Web Site : www.centralbankofindia.co.in

HUMAN RESOURCES DEVELOPMENT DEPARTMENT
(RECRUITMENT AND PROMOTION DIVISION)

Recruitment of Specialist Category Officers in the various Scales-2011-12

Central Bank of India, a leading Public Sector Bank, invites applications from Indian Citizens for appointment of Law Officers, Security Officers, Rajbhasha Adhikari, Agriculture Finance Officers & I T Officers in Specialist Category Officers in various Scales. The details are given below:

IMPORTANT: Candidates are required to apply on-line through Banks' website www.centralbankofindia.co.in. No other means/modes of application will be accepted.

| | |
|---|-------------------|
| Opening date for On-line Registration | 05.11.2011 |
| Closing date for On-line Registration (For all applicants Including those from Far Flung areas) | 25.11.2011 |
| Date of Written exam * | 08.01.2012 |

*Note : Management reserve discretion of dispensing the written test & call the eligible candidates for personal interview if number of applications are relatively less.

1. The Post wise & Scale wise break up of vacancies is as under: -

| Post code No. | POST | CATEGORY | SCALE | NO. OF POSTS |
|---------------|-----------------------------|------------|--------------|--------------|
| 01 | I.T. Officer | Specialist | JMG Scale I | 70 |
| 02 | Agriculture Finance Officer | Specialist | JMG Scale I | 400 |
| 03 | Rajbhasha Adhikari | Specialist | JMG Scale I | 20 |
| 04 | Law Officer | Specialist | MMG Scale II | 34 |
| 05 | Security Officer | Specialist | MMG Scale II | 33 |
| | TOTAL | | | 557 |

2. Details of Reservation are as under :-

| Post Code | SCALE | SC | ST | OBC | GEN | TOTAL | Out of Which | | |
|-----------------|--------------|-----------|-----------|------------|------------|------------|--------------|----------|----------|
| | | | | | | | OC | HI | VI |
| 01 to 05 | Scale I | 74 | 37 | 132 | 247 | 490 | 5 | 5 | 5 |
| | Scale II | 10 | 06 | 19 | 32 | 67 | 1 | 1 | 0 |
| | TOTAL | 84 | 43 | 151 | 279 | 557 | 6 | 6 | 5 |

Note: (i) Candidate can apply only for one post from post-code 01 to 05.

(ii) The number of vacancies as also number of reserved vacancies are provisional and may vary according to actual requirement of the Bank.

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- (iii) The reservations for Persons with Disabilities (PWD) Candidates are on horizontal basis and the selected candidates will be placed in appropriate category (viz. SC/ST/OBC/General) to which they belong.
- (iv) Reservation For Persons With Disabilities: -
(a) The definitions of the Hearing impaired (HI), and Orthopedically Handicapped (OH) and Visually Impaired are as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995". (b) It is clarified that Persons with Disabilities will have to work in branches/offices which have posts identified by the Bank, as suitable for them.

3. The age, qualification and experience (as on 31.08.2011) for the above posts is prescribed as under:

| Post Code | Name of the Post | Age | Qualifications & Experience |
|-----------|---------------------------------------|---------------------------------------|---|
| 01 | I.T.Officer (Scale-I) | Minimum- 21 Years Maximum-30 Years | B.E./B.Tech or M.Sc.(or Equivalent) Degree in Computer Science or Communication or Electronics with Computer Science as one of the subjects or MCS or MCA. |
| 02 | Agriculture Finance Officer (Scale I) | Minimum- 21 Years Maximum-30 Years | QUALIFICATION: A Degree in Agriculture/ Horticulture/Animal Husbandry/ Veterinary Science/ Dairy Science/ Agri. Engineering/ Fishery Science/ Pisciculture/ Agri Marketing & Cooperation from recognized university. |
| 03 | Rajbhasha Adhikari (Scale I) | Minimum- 21 Years Maximum-30 Years | QUALIFICATION: A minimum 2 nd class post Graduate Degree in Hindi with English as a subject in degree level OR a post graduate degree in Sanskrit with English and Hindi as a subject in degree level. 2 years experience of translation in a full time post in any organization.. |
| 04 | Law Officer (Scale II) | Minimum- 21 Years Maximum-35 Years | QUALIFICATION: A Bachelor Degree in Law (LLB) with not less than 50% Marks. Additional qualification of Post Graduate Degree in Law (LLM). CAIIB/MBA may be considered in preference to other candidates. EXPERIENCE : 5 years Experience of practice at Bar or Judicial service and/or Law Officer in the Legal Dept. of a reputed Bank or the Central/State Government or of a Public Sector Undertaking with practice at Bar for a minimum period of three years. |

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| 05 | Security Officer (Scale II) | Minimum- 21 years Maximum- 35 years | An officer with 5 years commissioned service in the Army/Navy/Air Force or a Police Officer not below a rank of Asstt. S.P./Deputy S.P. with 5 years service OR Officers of comparable rank in para military forces with 5 years service. |
|----|-----------------------------|--|---|

4. Relaxation in Upper Age Limit:

| | | |
|-------|---|---|
| (i) | Scheduled Caste/Tribe Candidates | By 05 years |
| (ii) | Other Backward Class (OBC) Candidates | By 03 years |
| (iii) | Ex-Servicemen / Commissioned officers including ECOs/SSCOs who have rendered at least five years of military service and have been released (a) On Completion of assignment (including those whose assignment is due to be completed within 12 months from the date of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. (b) On account of physical disability attributable to military service or (c) On invalidment | By 05 years for selection through written test and interview,(b) by 3 years plus period of service in armed forces for selection through interview only, subject to ceiling of 50 years as per Govt. guidelines |
| (iv) | Physically Handicapped candidates | By 10 years |
| (v) | Persons domiciled in state of Jammu and Kashmir during the period from 01.01.80 to 31.12.89 | By 05 years |
| (vi) | Officers in the RRBs who have put in a minimum 5 years of Service | By the Number of years of Service put in as an officer in an RRB subject to a maximum of 5 years. |
| (vii) | Clerical Employees of Central Bank of India (Only for SCALE I Post). | By 5 Years |

Note: The relaxation in age is available to SC/ST/OBC categories 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 Candidates".

5. Scales of Pay:

| | | Scale of Pay |
|-----|--------------|---|
| 5.1 | JMG Scale I | Rs. 14500-600/7-18700-700/2-20100-800/7-25700 |
| 5.2 | MMG Scale II | Rs. 19400-700/1-20100-800/10-28100 |

In addition, accommodation (in lieu of HRA / Rent Reimbursement), conveyance, medical reimbursement, LFC, Superannuation benefits, etc., as admissible as per the rules of the Bank.

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6. ELIGIBILITY CRITERIA: 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 favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination / interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him.

7. SELECTION PROCEDURE:

Selection will be on the basis of Written Test and/or Group Discussions, Interview depending on the number of applications received for each post. Merely satisfying the eligibility norm does not entitle a candidate to be called for Written Test / GD / Personality Test / Interview. The Bank reserves the right to call only the requisite number of candidates for the GD / Interview after preliminary screening / short-listing with reference to candidates qualifications, suitability, experience, etc.

8. WRITTEN TEST

Written Test may be held online/ offline and will comprise Objective Test on Reasoning, General Awareness, English and areas of specialization. The minimum qualifying marks in the written test will be decided by the Bank further detailed are as under:-

| Name of test | No. of Questions | Time | Marks |
|------------------------|------------------|----------------------|--------------------|
| Reasoning | 25 | Total 125 Minutes | Total Marks 100 |
| General Awareness | 25 | | |
| English | 25 | | |
| Area of Specialisation | 50 | | |

The candidates have an option to answer the Written Test in either English or Hindi (only in one language). **Management reserves discretion of dispensing the written test & call the eligible candidates for personal interview if number of applications are relatively less.**

8.2 The written test will be held at the following centers and the address of the venue will be advised in the call letters. List of written test centers with the center codes is given below:-

| Center Code | Name of Center | Center Code | Name of Center |
|-------------|----------------|-------------|----------------|
| 11 | Ahmedabad | 18 | Guwahati |
| 12 | Bangalore | 19 | Hyderabad |
| 13 | Bhopal | 20 | Kolkata |
| 14 | Bhubaneshwar | 21 | Lucknow |
| 15 | Chandigarh | 22 | Mumbai |
| 16 | Chennai | 23 | Patna |
| 17 | Delhi | | |

NOTE: (i) Request for change of Centre of Examination shall NOT be entertained.

(ii) Bank reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any other centers other than the one he/she has opted for.

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9. Details of Test Centres :

| Centre Code | Name of Center | Contact Address | Telephone No./Fax/ E-mail Address |
|-------------|----------------|--|--|
| 11 | Ahmedabad | Chief Manager (HRD) Central Bank of India Zonal Office, Central Bank Bldg., P.O.No.205, Lal Darwaja, Ahmedabad-380 001 | 25503586/25505995 Email zmahmezo@centralbank.co.in Fax- (079)25505995 |
| 12 | Bangalore | Regional Manager Central Bank of India Regional Office, P.B.No.5129, No.24, Crescent road, Bangalore- 560001 | 22265652/53/54 Email rmbangro@centralbank.co.in Fax-(080) 22258581 |
| 13 | Bhopal | Chief Manager (HRD) Central Bank of India , Zonal Office, 9,Arera Hills, BHOPAL-462011 | 2552023/2552026 E-mail persbhopzo@centralbank.co.in Fax 0755- 2552019 |
| 14 | Bhubaneshwar | Regional Manager Central Bank of India Regional Office, 94, Janpath, Unit no. 111, Bhubneshwar-751001 | 2534338/2534025 Email rmbhubro@centralbank.co.in Fax-(0674)-2534025 |
| 15 | Chandigarh | Chief Manager (HRD) Central Bank of India Zonal Office, P.B.No.13, No. 58-59, Bank square, Sector 17B, Chandigarh-160017 | 2702994/98 Email zmchanzo@centralbank.co.in Fax-(0172)-2704047 |
| 16 | Chennai | Chief Manager (HRD) Central Bank of India Zonal Office, PO Box.503 48/49, Montieth Road, CHENNAI-8 | 28554649/28554668 E-mail zmchenzo@centralbank.co.in Fax 044 – 28551260 |
| 17 | Delhi | Chief Manager (HRD) Central Bank of India Zonal Office, PO Box 7007 Link House, 3, Bahadurshah Zafar Marg New Delhi-110 002 | 23318964/23319268/69 E-mail zmdelhzo@centralbank.co.in Fax 011 - 23311332 |
| 18 | Guwahati | Chief Manager (HRD) Central Bank of India Zonal Office, G S Road, Central Bank Bldg.,Bangagarh, Guwahati-781005 | 2457651/52 Email zmguwazo@centralbank.co.in Fax (0361)-2452154 |
| 19 | Hyderabad | Chief Manager (HRD) Central Bank of India Zonal Office, Bank Street, Koti, Hyderabad-500 095 | 24740361/24740364 E-mail zmhydezo@centralbank.co.in Fax - 040 – 24742841 |

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|----|---------|--|---|
| 20 | Kolkata | Chief Manager (HRD) Central Bank of India Zonal Office, 33, N S Road KOLKATA-700 001 | 22308921/22301270/275 Fax - 033 – 22309864 E-mail zmkolkzo@centralbank.co.in |
| 21 | Lucknow | Chief Manager (HRD) Central Bank of India Zonal Office, Akash Deep 23, Vidhan Sabha Marg LUCKNOW- 226 001 | 2611301,2611302,2611303 Fax - 0522 – 4075490 E-mail zmluckzo@centralbank.co.in |
| 22 | Mumbai | Chief Manager (CSD) Central Bank of India Central Office, Chandermukhi, Nariman Point, MUMBAI-400 019 | 66387884 Fax 022 - 22853074 E-mail cmcsd@centralbank.co.in |
| 23 | Patna | Chief Manager (HRD) Central Bank of India Zonal Office, 2 nd Floor,Block-B Maurya Lok Complex, Dak Banglow Road, Patna- 800001 | 22226607 Email zmpatnazo@centralbank.co.in Fax-(0612)-2221898 |

10.GROUP DISCUSSIONS/PERSONALITY TEST/INTERVIEW:

Wherever the Bank decides to hold the written test, the short listed candidates in the order of ranking in the written test (above minimum qualifying marks) as per the cut-off marks determined by the Bank shall be called for GD/Personality test / Interview and the decision of the Bank in this regard is final.

11 APPLICATION FEE (INCLUDING INTIMATION CHARGES) (NON-REFUNDABLE):

Rs. 50/- (as intimation charges only for SC/ST/PWD candidates) and Rs.500/-per application (including Intimation Charges) for other candidates. Requisite Fees is to be paid in any of the notified Core Banking Branch of the Bank by Fee Payment Receipt, the print out of which can be downloaded from the website. Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other examination or selection. **Applications not registered on-line will not be accepted.**

12GENERAL ELIGIBILITY:

12.1 Medical Fitness, 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 and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

12.2 Probation and Confirmation:

The selected candidates will be on probation for a period of 2 years from the date of joining. Their confirmation in the Bank service will be decided in terms of the provision of the Central Bank of India (Officers) Service Regulations.

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12.3 Posting and Transferability of the selected candidates:

The selected candidates will be posted and thereafter liable to be transferred any where in India.

13. GENERAL INSTRUCTIONS:1

(a) The Bank takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. (b) It shall be noted that the Candidates are required to apply on –line through website www.centralbankofindia.co.in. No other means /mode of applications will be accepted. Application link from website will be open from 05.11.2011 to 25.11.2011 (c) **Before applying the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. The Bank in this behalf shall entertain no correspondence or personal enquiries. Admission to written test and/or interview will be purely provisional without verification of age/essential minimum educational qualification/category(SC/ST/OBC/PWD)etcof the candidates with reference to documents.** (d) In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect / false information/certificate/documents 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. (e) Candidates must submit the attested photocopies of all the certificates in support of educational qualification, experience, date of birth and Caste/Handicapped (if any). (f) Candidates belonging to SC/ST/OBC/PWD category must submit attested photo copy of SC/ST/OBC/PWD Certificate, issued by the Competent Authority in the prescribed format as prescribed by the Government of India. In case of candidates belonging to OBC Category, the Certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Posts and Services under Government of India. **OBC certificate should not be more than one year old as on the date of application.** (g) "Persons with Disabilities" claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 in support of their disability. (h) A recent, recognizable passport size photograph should be uploaded in the online application form. Three copies of the same photograph should be retained for use at the time of written examination and interview. 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 written test/interview may lead to disqualification. (i) The candidates will have to appear for Written Test/Interview at their own expense. (j) **Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of interview in the absence of which their candidature may not be considered.**(k) Only candidates willing to serve anywhere in India should apply. (l) Any request for change of address will not be entertained. (m) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai. (n) The Bank takes no responsibility to connect any Certificate/Remittance sent separately.(o) In case any dispute arises on account of interpretation of version other than English, English version will prevail. (p) No candidate is permitted to use calculator, telephones of any kind, pagers or any such Instruments during the written examination/selection process. (q) The candidate will appear for the Written Test/Interview at the allotted centre at his/her own expense and risk and the Bank will not be responsible for any injury, losses, etc. of any nature. (r) The Bank may at its discretion hold re-examination wherever necessary in respect of a center / venue. (s) Appointment of selected candidates 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 & Conduct Rules of the Bank. (t)

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Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Specialist Officers recruited/selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job / theoretical training at its Branches/ Offices and Training Institutions so as to enable the candidates recruited for the Specialist functions, perform/undertake all types of banking activities. (u) A **SCRIBE / PAPER WRITER**, to write the written test / examination, on behalf of a **Visually Impaired (VI) candidate & an Orthopaedically Challenged (OC) candidate [whose writing speed is affected by Cerebral Palsy]**, may be used. In all such cases where a Scribe is used, the following rules will apply: candidates intending to use services of Scribe may do so at their own cost. The academic qualification of the scribe should be one grade lower than the eligibility criteria stipulated for the post. The scribe should possess less mark than the candidate and not more than 60 % in his own academic stream. The scribe should be from an academic stream different from that of the candidate. Both the candidate & Scribe will have to give a suitable undertaking confirming that the scribe fulfills the eligibility criteria as mentioned above. Further, in case it later transpires that Scribe does not fulfill the eligibility criteria, the candidature of the applicant will stand cancelled irrespective of the result of the Written Exam. Such candidates who use a Scribe shall be eligible for extra time of 20 minutes for every hour of the examination. (v) No candidate is allowed to use calculator/mobile/phone of any kind/pager or any such instruments during written examination/selection process

(w) **Action against candidates found guilty of misconduct:-** 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 filing 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 taking away the question booklet/answer sheet from the examination hall, Or (iv) Resorting to any irregular or improper means in connection with his/her candidature by selection Or (v) Obtaining support for his/her candidature by any means. Such a candidate, in addition to rendering himself/herself liable to criminal prosecution shall 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. If as per the laid down procedures it is suspected that the responses have been shared and the scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

14. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PH IS AS UNDER: -

- a) For SC/ST/OBC: (1) District Magistrate / Additional District Magistrate / Collector / Dy.Commissioner / Addl Dy.Commissioner / Dy.Collector /First class stipendiary Magistrate/Sub-Divl. Magistrate / Taluka Magistrate / Executive Magistrate / Extra Asstt.

(2) Chief Residency Magistrate / Addl. Chief Residency Magistrate / Residency Magistrate. (3) Revenue Officer not below the rank of Tehsildar / Sub-Divl.Officer of the area where the candidate and / or his family normally resides.
- (b) For Physically Handicapped: - Authorized certifying authority will be medical board at the District level. The Medical Board will consist of Chief Medical officer / Sub-Divl. Medical Officer in the district and an orthopedic surgeon.

15. HOW TO APPLY: - Candidates are required to apply on line through website www.centralbankofindia.co.in. No other means /mode of applications will be accepted. Application link from website will be open from **05.11.2011 to 25.11.2011**.

The guidelines for filling application on-line is given as under:

The candidates should have their Fee Payment Receipt (FPR) ready before applying on-line, as the FPR details are required to be entered in the on-line application. The candidates must download a copy of Fee Payment Receipt from Bank's Website and deposit the Application Fees in any of the Bank's notified CBS branches. Without the valid FPR details, data will not be registered. The FPR should not be dated before 05.11.2011 and not after 25.11.2011. Even if the Bank extends the date of On-line registration by one or two days, the valid dates of Fee Payment receipt (FPR) will not be changed. Candidates should ensure that on deposit of fee, the branch issues to him/her a copy of FPR which should invariably mention under noted items :-

i) Journal number (7-10 digits) ii) Branch Name iii) Branch code number and iv) Date of deposit. & v) Name of the candidate.

- **The original receipt should be retained and produced at the time of written test.** The candidate shall be allowed to appear in the written test on submission of Call letter along with Original Fee Payment Receipt (FPR). The candidates may retain the Xerox copy of FPR for further reference.
- The candidates must possess a valid email id for filling the application. In case candidate does not have a valid email id, he can create a new email id. This email-id should be kept active during this recruitment project. This e-mail id should be valid for the duration of the project. Third party email IDs are not permitted.
- **Candidates should scan their photograph and signature** ensuring that both are within the required specifications as given in Guidelines for Scanning and Upload of Photograph & Signature in Annexure I. The candidate should also keep the particulars of the application fee payment details, educational qualifications, work experience details and other personal details ready before applying as these details are required to be entered in the Online Application Form.
- Candidates should fill in On-Line the required details including uploading his/her photograph and Signature in the **Online Application Form** and **SUBMIT** the form online.
- Candidates should make a note of the System Generated Application Registration Number and Password.
- After applying On-Line, candidates should take two (2) Print-Outs of the duly filled in Computerised System Generated Application Form.
- **There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in the online application if any. This modification facility will be available after two days of registration and upto 27.11.2011. Modification will be allowed only three times. After the last date i.e. 27.11.2011, no modification will be permitted.**
- The candidate must retain the photocopy of the Application print out of on-line application & Fee receipt for further reference. **The print out of the on-line application will have invariably to be submitted at the time of GD/Interview.**

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16. CALL LETTERS FOR THE WRITTEN EXAMINATION:-

The date of written examination is tentatively fixed as **08.01.2012**. However, it will be intimated in the call letter alongwith the centre / venue of the examination, well in advance of the date of written examination. Candidates may download their call letters from the Bank's website after 26.12.2011. No call letters will be sent post/courier.

Mumbai
05.11.2011

GENERAL MANAGER-HRD

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 below .

(i) PHOTOGRAPH IMAGE :

- _ Photograph must be a recent passport style 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–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 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.
- _ The signature will be used to put on the Hall Ticket and wherever necessary.
- _ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, 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/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB 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 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 should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form 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

Your Online Application will not be registered unless you upload your 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. Candidates are advised to take a printout of their system generated online application forms after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.