



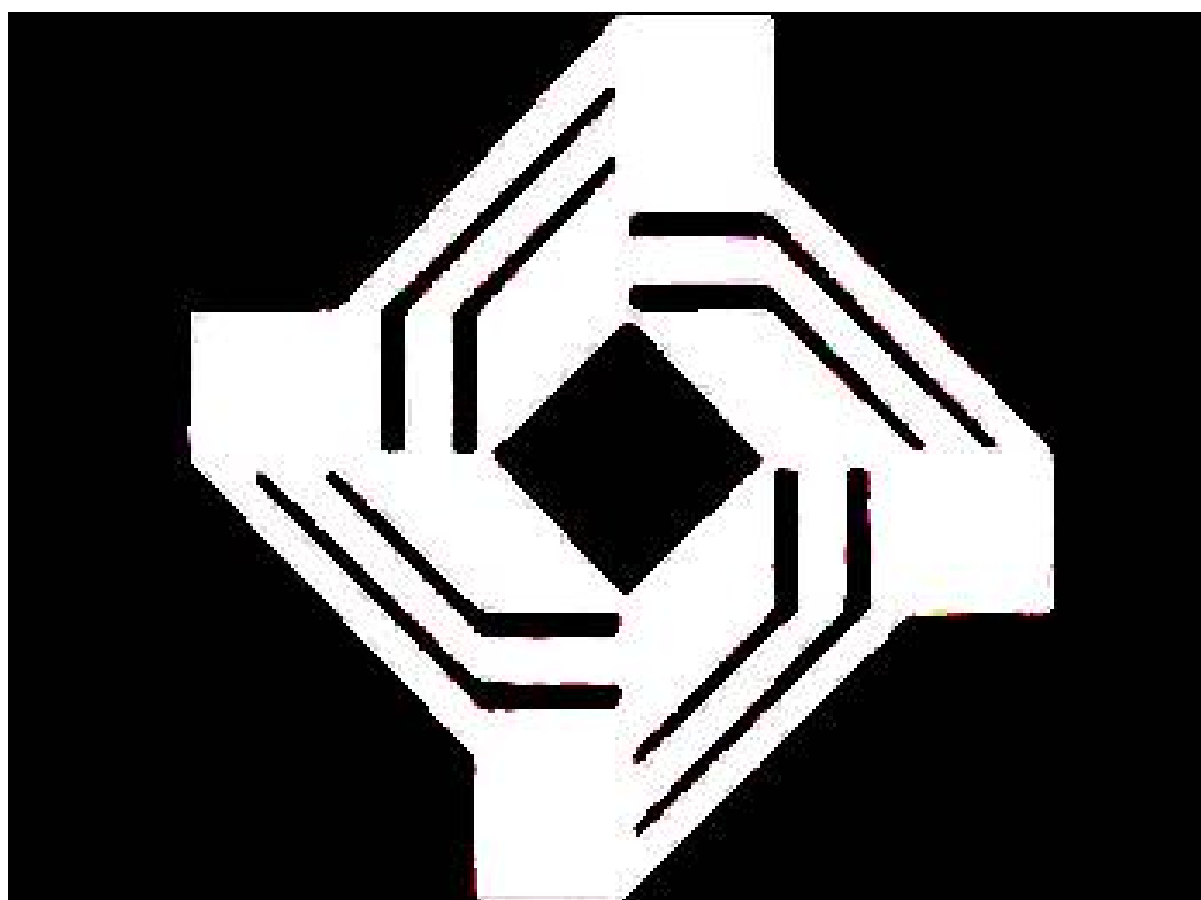
सेन्ट्रल बैंक ऑफ इंडिया
Central Bank of India

1911 से आपके लिए "सेन्ट्रल" "CENTRAL" TO YOU SINCE 1911



Recruitment of Credit
Officer in Junior
Management Grade
Scale- I upon passing
Post-Graduate Diploma
in Banking & Finance
(PGDBF)





HR Awards



ET NOW

Best Organization
for Women 2024



**SKOCH AWARDS
BFSI GOLD**

Strategic Digital HR
Transformation 2023

Marksman Daily Awards

Most Preferred Workplace
for Women 2024-2025





सेंट्रल बैंक ऑफ़ इंडिया
Central Bank of India

1911 • CENTRAL BANK • 1911 CENTRAL TO YOU SINCE 1911

About Us

Established in 1911, Central Bank of India was the first Indian commercial bank which was wholly owned and managed by Indians. The establishment of the Bank was the ultimate realisation of the dream of Sir Sorabji Pochkhanawala, founder of the Bank.



Our Vision & Mission

We believe in to be CENTRAL to the banking and financial needs of all and our mission is to provide Customer Centric Products and services by leveraging human resources and technology.



Why Choose Us?

With over 110 years of legacy, Bank has significantly contributed in India's economic development and played a pivotal role in Nation building. The Bank strongly believes in employee development, employee-engagement and well-being of its employees.

Explicit Promotion policies and mentorship programs to foster growth within the organization.

Employees are recognised for exceptional performance through awards and Incentives programs through Central PRAISE.

Leave Travel Concessions are provided to travel within India, promoting relaxation and family bonding.

Allowances of mobile, newspaper & transportation allowance as per eligibility.

Special rates on housing and conveyance loan to employees as per eligibility.

Generous leave policies for new parents to ensure a supportive family environment.

Bank offers comprehensive wellness programme including 24x7 tele-medical consultancy and Employee Assistance Programme (EAP) for mental health support for its employees.



Head Office: 1, Market Street, CHENNAI - 600 009

Central Bank of India, a leading Public Sector Bank, with a pan India branch network of more than 4,500 branches, with a total business of more than Rs. 6,68,000 crores and driven by a talented workforce of 33,000 plus employees, invites applications from eligible candidates for the post of Credit Officer in Junior Management Grade Scale I as per below-mentioned details:-

Online Registration of Application by Candidates	Online Payment of Application Fees/Intimation Charges	Download of call letters for Online Examination	Date of Online Examination & Interview
30.01.2025 - 20.02.2025	30.01.2025 - 20.02.2025	Will be informed later	Will be informed later

Central Bank of India is a leading financial organization in India, committed to providing innovative and dynamic financial services to its customers. The Bank is seeking eligible candidates for the post of Credit Officer in the Mainstream Banking Grade Scale I. The successful candidates will be responsible for creating and maintaining a strong relationship with the relevant customers, ensuring the timely disbursement of loans and the collection of repayments. The Bank will provide a conducive environment for the growth and development of its employees, offering a variety of career advancement opportunities and a competitive salary package. The Bank is an equal opportunity employer and encourages applications from all eligible candidates, regardless of gender, caste, religion, or ethnicity.

DETAILS OF VACANCY/RESERVATIONS:

Name of the Post	Grade/Scale	Category-wise distribution of vacancies					Total Vacancies	
		SC	ST	EWS	GEN	TOTAL	DC	ID
Credit Officer (General Banking)	Mainstream JMGS-I	100	100	100	405	1000	100	10

Note: The above information is provisional and may vary according to the actual requirements of the Bank. Relaxation in the minimum educational qualification for SC/ST/OBC/PwD as per government guidelines. The Bank does not intend to recruit candidates from the reserved categories to the extent of the vacancies available. The Bank reserves the right to change the name of the post without prior notice. Abbreviations: SC- Scheduled Caste, ST- Scheduled Tribe, EWS- Economically Weaker Sections, OBC- Other Backward Classes, UR- Unreserved Candidates. The Bank is an equal opportunity employer and encourages applications from all eligible candidates, regardless of gender, caste, religion, or ethnicity. The Bank is committed to providing a conducive environment for the growth and development of its employees, offering a variety of career advancement opportunities and a competitive salary package. The Bank is an equal opportunity employer and encourages applications from all eligible candidates, regardless of gender, caste, religion, or ethnicity.

POST	GRADE/SCALE	SCALE OF PAY#
Credit Officer in Mainstream (General Banking)	JMGS-I Assistant Manager	Basic:48480-2000/7-62480-2340/2-67160-2680/7-85920

The recruitment is being conducted by Central Bank of India for the post of Credit officer in the Mainstream. The appointment of candidates in the Bank as Junior Management Grade Scale- I are subject to their successfully completing the one-year Post-Graduate Diploma in Banking & Finance Course through empanelled Institute/University. The Bank will allocate the institute to the eligible candidates as per internal process of allocation. Candidates fulfilling the required eligibility may apply online through the link given on the Bank’s website.

Candidates are advised to visit the authorized Central Bank of India website <https://www.centralbankofindia.co.in> regularly for any updates.

ELIGIBILITY CRITERIA:

Candidates intending to apply for the post of Credit officer in the Mainstream (General Banking) should ensure they fulfil the minimum eligibility criteria specified by the Bank in the notification. Candidates may note that the eligibility criteria specified are the basic criteria for selection to the aforesaid course in the Bank.

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)

- (v)

AGE LIMITATIONS (AS ON 31.12.2019)

Name	Age	Educational Qualification
Credit Officer Mainstream (General Banking)	Minimum: 20 years Maximum: 30 years candidate must be born not earlier than 30.11.1994 and not later than 30.11.2004 (both dates inclusive)	Degree (Graduation) in any discipline from a University/Institute with 60% marks or equivalent for SC/ST/OBC/ PW candidates. The candidate must be a citizen of India or a subject of Nepal or Bhutan. The candidate must produce a valid Mark-sheet/ Degree Certificate from the University/ Institute while registering online.

Note: -

- Proper documents from the Board / University for having declared the result on or before the cut-off date have to be submitted **at the time of the interview**. The date of passing the eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and a web-based certificate is issued then the proper document/certificate in **original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / SGPA/OGPA is awarded, the same should be converted into a percentage and indicated in the online application. If called for an interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding the conversion of grades into percentage and the percentage of marks scored by the candidate in terms of norms

- **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semesters/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional/additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided based on honours marks only. **The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.**

Relaxation of Upper Age Limit

Sr. No.	Category	Age Relaxation
a.	Scheduled Caste/ Scheduled Tribe	5 years
b.	Other Backward Classes (Non-Creamy Layer)	3 years
c.	Persons with Benchmark Disabilities (as defined under The Rights of Persons with Disabilities Act, 2016"	10 years
d.	Widows, divorced women and women legally separated	Age concessions upto the age of 35
e.		

Note

- if the upper age limit to SC/ST/OBC candidates is 35 years, the upper age limit for candidates belonging to the categories for which age relaxation is permitted will be 40 years.
- if the maximum age limit specified for General Category candidates will be 30 years, the maximum age limit for General Category candidates will be 33 years.
- if the candidates seeking age relaxation will have to submit the necessary certificate in original/photocopy with photocopies of the same at the time of application and any subsequent stage as required by the Bank.
- if the candidates must produce a Caste/Certificate issued by the competent authority in the manner stipulated by the Government of India in case of SC/ST/OBC category. The certificate is annexed with the notification. However, the same is subject to the order to be issued by the Government guidelines.
- if the candidates belonging to the OBC category, the certificate must be issued by the competent authority and must not be issued by the creamy layer. The creamy layer is defined in the list of Other Backward Classes in Civil Services (Excluded) Order, 1993. Candidates belonging to the creamy layer must possess a valid OBC certificate issued by the competent authority. Candidates belonging to the creamy layer who do not find their category in the list of Other Backward Classes in Civil Services (Excluded) Order, 1993, shall be treated as General category.

RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES

Under Section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified as suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time. In terms of RPWD Act 2016, Persons with temporary disability shall not have the benefit of reservation of PwBDs (Persons with Benchmark Disabilities).

A. Visual Impairment ("VI" Category):

Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after the best correction, are eligible to apply.

a. Blindness:

- Total absence of sight; OR

- c. **“Mental Illness” (MI)** means a substantial disorder of thinking, mood, perception, orientation, or memory that grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, especially characterized by sub normality of intelligence.
- E. **“Multiple Disabilities”** means multiple disabilities amongst clause “A”; “B”; “C”; “D”. Note: Only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in measurable terms, as certified by the certifying authority.

A person who wants to avail the benefit of reservation will have to submit a disability certificate and Unique Disability ID (UDID) issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the

Guidelines

The scribe shall be a person with benchmark disabilities as per the guidelines issued vide Office Memorandum No. 3/2019-DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, New Delhi and certification issued by Government of India, Ministry of Social Justice and Empowerment of Persons with Disabilities (Samajik Angan) and F. No. 29-6/2019-DD-III dated 10.08.2019. The following cases where a scribe is to be used will apply:

- The candidate shall have to arrange his / her scribe at his/her own cost.
- The candidate shall engage scribe in accordance with OM – F. No. 29-6/2019-DD-III dated 29.08.2018 and shall be subject to production of a certificate at the time of online application. The scribe shall have limitation to write and the scribe is not to be used on the basis of medical authority of a Government hospital. The candidates shall also, upload their photograph in the form of a stream. Both the candidate and the scribe shall give a declaration that the scribe fulfills the criteria as mentioned in the guidelines. If it later transpires that the candidate has used a scribe who is not eligible for the result of the Bank.

- Deliberate wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for Central Bank of India examinations.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- In view of the importance of the time element, the examination being of a competitive nature, the candidate must fully satisfy the Medical Officer of the Bank that there was the necessity for the use of a scribe as he/she has physical limitations to write including that of speed by the disabilities as mentioned in the guidelines regarding Persons with Benchmark Disabilities/ Specified Disabilities using the services of a scribe.

- A scribe can act as a Scribe only for one candidate for the recruitment process. If violation of the same is detected at any stage of the process, the candidature of the candidates for the recruitment process will be cancelled and the scribe will be debarred from future Central Bank of India examinations.
- Only candidates registered for compensatory time (at the time of online registration) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- During the exam, at any stage, if it is found that the scribe is independently answering the questions, the exam session will be terminated, and the candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all recruitment examinations of Central Bank of India.

i. Guidelines for Visually Impaired (VI) candidates

- ...der from not less than 40% of the total population of the country. The view of the Commission shall be final and all such candidates shall be allowed to appear for the examination or otherwise advised as may be necessary.
- ...ing the contents of the test in magnifying font size. The Commission shall allow visually impaired candidates to use the services of a scribe for the examination.
- ii. Guidelines for candidates with locomotor disability and cerebral palsy**
- ...compensatory time of twenty minutes per hour or otherwise advised by the Commission for the examination. Candidates with locomotor disability and cerebral palsy where dominant hand or foot is affected to the extent of slowing down the speed of function (minimum of 40% of the normal function).
- iii. Guidelines for Candidates with Intellectual Disability (ID)**
- ...compensatory time of twenty minutes per hour of examination, either available or otherwise, shall be permitted to the candidates with more than 40% Intellectual Disability (actual disability, specific learning disability, and mental illness).
- iv. Guidelines for candidates with specific disabilities having less than 40% of the normal function**
- ...of not less than 20 minutes per hour of examination. The Commission shall allow candidates to get a scribe in case of less than 40% of the compensatory time.
- Note**
- ...age in terms of ... time to time.

ECONOMICALLY WEAKER SECTION (EWS)

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes, and the Other Backward Classes and whose family has a gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession, etc. and it will be income for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
 - (i) 5 acres of Agricultural Land and above;
 - (ii) Residential flat of 1000 sq. ft. and above;
 - (iii) Residential plot of 100 sq. yards and above in notified municipalities;

- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
 - The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.
 - The term "Family" for this purpose will include the person who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 - The instructions issued by the Government of India in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of the Government of India

Selected candidates will be shortlisted on the basis of marks obtained in the examination in terms of Government of India's instructions, including Descriptive Test and Personality Test.

STRUCTURE OF EXAMINATION

The examination will be conducted online. The examination which will be conducted online are as follows:

a. **Examination:** -

Sr. No.	Name of Tests	No. of Questions	Medium of Exam	Duration	Weightage
1.	English Language (Letter Writing & Essay)- Descriptive	02	English	30 minutes	30
2.	English Language (Letter Writing & Essay)- Descriptive	02	English	30 minutes	30
3.	English Language (Letter Writing & Essay)- Descriptive	02	English	30 minutes	30
4.	English Language (Letter Writing & Essay)- Descriptive	02	English	30 minutes	30
Total		08			120
5.	English Language (Letter Writing & Essay)- Descriptive	02	English	30 minutes	30
Total		02			30

Any change in the structure of the examination will be intimated through the authorized Central Bank of India website (<https://centralbankofindia.co.in/en>). Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorized Central Bank of India website.

Details of Institutes: The details regarding the Institute/universities from which course shall be completed will be informed later.

Payment of Course Fee: The amount of course fee to be paid by the candidate and procedure of payment shall be informed later. Course Fee will include lodging, boarding expenses and education fee for whole 9 months to attain Post-Graduate Diploma in Banking and Finance and candidate will be given diploma certificate from the engaged Institute/University by the Bank. The course fee is tentatively between Rs 3.00 lacs-4.00 lacs exclusive of GST.

The selected candidates shall have to pay the course fee to the institute as per the payment terms of the training institute/university. The selected candidates will have the option to pay the course fee from their own sources or by availing Educational Loan from the Central Bank of India or any other bank of their choice subject to eligibility.

Any other expenses as mandated in the Post-Graduate Diploma in Banking & Finance (PGDBF) course like certification examination, books etc. will be borne by the candidates.

If any candidate avails an Educational Loan from the Bank towards payment of the course fee, the candidate shall have to repay the loan along with other charges as per the terms and conditions of the loan agreement. In case the candidate discontinues the course, the candidate shall have to repay the loan along with other charges as per the terms and conditions of the loan agreement.

Educational Loan: The Bank may grant an Educational Loan to the candidate for the payment of the course fee. The Bank shall determine the guidelines as to loan quantum, margin, security, documentation, interest rate, etc. based on the outcome of the CIBIL report of the selected candidates and his/her parent/guardian. The eligibility for Educational Loan will be decided. The interest rate will be as per the educational loan rates. The maximum amount granted to the candidate shall be up to the course fee. Repayment of the Educational Loan will be linked with the education loan scheme. The candidate who has availed of educational loan shall have to start repaying the Educational loan immediately after the completion of the course.

Reimbursement of Course Fee: After the successful completion of the year in Bank by the candidate, the Bank will reimburse the course fee (excluding Interest & GST applicable on course fee) to the candidate. The candidate will be reimbursed no other additional charges. The candidate shall be eligible for reimbursement only if he/she has completed the course successfully.

In the event of the candidate abandoning, absconding or resigning the services of the Bank before the completion of five years, the candidate will have to pay amount equivalent to the Course Fee to the Bank. Also in such event, in case the candidate has availed Educational Loan from the Bank towards payment of the Course Fee, the same has also to be repaid fully with up-to-date interest.

Documentation: The candidate shall submit the following documents to the administrative office of our Bank. Medical Fitness Certificate to be submitted by the candidates during document verification.

The final selection of the candidate shall be subject to his/her being found medically fit to the satisfaction of the bank as certified by the medical certificate/Bank's Medical Officer.

In the event of the candidate abandoning, absconding or resigning the services of the Bank before the completion of five years, the candidate will have to pay amount equivalent to the Course Fee to the Bank. Also in such event, in case the candidate has availed Educational Loan from the Bank towards payment of the Course Fee, the same has also to be repaid fully with up-to-date interest.

Course Curriculum: The course period of the above said Post-Graduate Diploma in Banking & Finance (PGDBF) course would be one year and it is divided into 9-month on campus program and 3-months of On- Job-Training at branches/Offices of Central Bank of India. On successful completion of the course, the candidate will

be awarded Post- Graduate Diploma in Banking & Finance and inducted into the Central Bank of India as a Credit Officer (on Probation) in Junior Management Grade Scale I.

Emoluments/Stipend during Course Period: During the classroom training period of 9 months, the candidates shall be paid a stipend of Rs 2,500/- per month. During the On-Job Training, the monthly stipend shall be Rs 10,000/-. The candidates shall be absorbed in Junior Management Grade Scale-I (JMGS-I) after the successful completion of their training program. The candidate will be on probation for a period of two years.

Disciplinary Norms: Candidates are expected to maintain the decorum, discipline, integrity and ethical code of conduct during the course and after absorption into the bank. Candidates will have to comply with the attendance norms and learning hours for course completion. Non –compliance may lead to disciplinary actions and forfeiture of the course fees paid.

EXAMINATION CENTRES:

- The examination will be conducted online in venues across many centres in India. The tentative list of centres is available in the notification.
- Candidates shall be entered in the examination hall.
- The authorities shall have the right to cancel any of the Examination centres.
- Upon the response, administrative authorities may allow the candidate to any centre.
- The examination at the Examination Centre shall be conducted in accordance with the rules and regulations.
- The authorities shall be responsible for any injury or loss of any nature.
- The behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ exclusion from this exam and also from the exams conducted by the bank.

While appearing for the Interview, the candidate shall produce the valid prescribed documents as follows.

In the case of invalid documents candidature of candidates shall be cancelled. The candidate shall not be responsible to collect any certificate/remittance document sent separately.

List of documents to be produced at the time of interview (as applicable)

The following documents shall be produced at the time of interview along with self-attested photocopies in support of the same. The documents shall be submitted to the authorities at the time of interview.

Non-compliance with the above conditions shall result in the cancellation of candidature/ exclusion from participation in the examination.

- (i) Valid system generated printout of the online application form registered for the examination
- (ii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- (iii) Photo Identify Proof as indicated in clause (i) of the Point Identity verification of this notification.
- (iv) Mark-sheets or certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 30.11.2024 has to be submitted.
- (v) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- (vi) Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.

Economically Weaker Section:

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

For Persons with Benchmark Disabilities:

Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at

PwBD certificates are to be submitted from authorised certifying authority. Candidates are to submit the certificates strictly as per the format provided.

IDENTIFICATION

(i) Documents

In the call letter as well as at the time of interview, the candidate must carry the call letter along with a photograph of the candidate's current identity (bearing exactly the same name as it appears on the call letter). The documents to be submitted are: Aadhaar Card/ Passport/ Driving License/ Voter's Card/ Photograph/ Bank Passbook/ any other official photograph. The photograph should be submitted to the certifying authority for verification. The candidate's details will be verified against his/her details on the call letter, in the Attendance List and registration documents submitted by the candidate. **In doubt the candidate may not be allowed to appear for the Exam.**

- Candidates who are driving license holders will not be accepted for the exam.
- Candidates who have changed their name will not be accepted for the exam.
- Candidates who have a marriage certificate will not be accepted for the exam.
- Candidates who are not in the list will not be accepted for the exam.

(ii) Biometric Verification.

At different stages of the selection process: Photograph and Biometric data (Right thumb impression or otherwise) may be captured/ verified. The photo captured will be matched with the photo uploaded by the candidate in the application. Candidate must NOT change his/her appearance from the photo uploaded in the application. Refusal to participate in the process of Biometric Thumb Impression capture/verification on any occasion may lead to cancellation of candidature.

With regards to the biometric data capture, please note the following:

- a) If fingers are coated (stamped ink/mehndi/coloured. etc.), ensure to thoroughly wash them so that coating is completely removed before the exam day.
- b) If fingers are dirty or dusty, ensure to wash them and dry them before the fingerprint (biometric) is captured.
- c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

- d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.
- In such cases impression of other fingers, toes etc. may be captured.
- Decision of the Biometric verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

(iii) Bank may also conduct Online Aadhaar verification of the candidates/scribes at different stages of the selection process.

Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. To avoid any dispute, name recorded at the time of application should be identical to authorised valid identity proof.

CONFIRMATION

Bank may require confirmation of candidates to confirm their details and to confirm the accuracy of the information provided in the application form. The confirmation shall be subject to the terms and conditions of the examination.

PROVISIONAL SELECTION

A candidate belonging to reserved category, selected on the basis of normal merit, shall be treated at par with a General category candidate. Such candidate shall be eligible to be considered for the reserved post. However, the candidate shall be required to provide the same as a condition for the selection under unreserved category. If the candidate fails to provide the same, the selection process shall be void.

In the case of candidates having obtained the same score, merit order is decided on the basis of birth date (the candidate born earlier shall be given preference), as per the rules of the bank.

Non-compliance with the above conditions shall make the candidate ineligible for the selection. Verification of eligibility criteria will be carried out at the time of the examination. It is the responsibility of the candidate to ensure that the candidate is eligible for the selection. If the candidate is found ineligible, the candidate's candidature shall stand forfeited.

Issuance of call letter is subject to the terms and conditions of the examination. The call letter is final and binding. Any candidate who fails to appear for the examination shall be disqualified.

This is an All-India cadre and provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of the bank.

INSTRUCTIONS FOR CANDIDATES AT THE EXAM VENUE:

Call Letter for Online Examination:

- Candidates need to bring the call letter and other requisite documents as per information provided in the "Information Handout" and call letter
- Candidates need to bring one additional photograph (same as pasted by the candidate on call letter) along with the call letter and other requisite documents as per information provided in the "Information Handout" and call letter.

- Candidates reporting without photograph pasted on the call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the exam.
- It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process.
- Rough sheets kept at each candidate desk will be used by the candidates. After the end of examination, candidates need to submit the rough sheets before leaving, as instructed at the venue.
- On completion of a shift, the candidates are advised to move out in an orderly manner without crowding as instructed by the venue staff. (Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam)

CREDIT HISTORY:

- The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum **CIBIL score of 650 or above** at the time of joining of the Central Bank of India.
- The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum credit score of 650 or above at the time of joining of the Central Bank of India, and shall not be required to provide any credit score report.

HOW TO APPLY

APPLICATION CHARGES

Application Charges Payable from 30.01.2025-20.02.2025 (Only dates included) as follows:

- 50/- (exclusive of GST) for Non-WBD candidates
- 50/- (exclusive of GST) for WBD candidates

Bank of India for Online Payment of application/intimation charges will have the facility to pay the charges by the candidates.

Payment of Application Charges Online: Refer Annexure II

Procedure

1. Candidates are required to go to the authorised website <https://centralbankofindia.co.in/en> and click on the "Registration" Page <https://centralbankofindia.co.in/en/recruitments>. In the "Registration" Page, click on the "NEW REGISTRATION" button. In the "NEW REGISTRATION" Form having the following details: <https://ibpsonline.ibps.in/cbicojan25>
2. Candidates will have click on "CLICK HERE FOR NEW REGISTRATION" to register their application by 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. 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
 - Signature
 - Left thumb impression
 - A handwritten declaration
 - Certificate as mentioned in Clause (ix) of Examination Centres (if applicable)

- Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during the registration process as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure II).
 - **Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.**
4. 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.

Mode of Payment Candidates can make the payment of requisite fees/ intimation charges through the ONLINE mode only. Candidates must have the scanned detail documents ready to upload. Online Payment of the requisite application fee.

Payment can be made through the following MODE

- (i) Candidates are advised to verify the details in the Online Application form and click on the “COMPLETE REGISTRATION” button. After clicking on the “COMPLETE REGISTRATION” button, the system will verify the details in the online application form. The name of the candidate or his/her photograph should be correctly in the application form as it appears in the candidate's photograph. Any discrepancy found may disqualify the candidate.
 - (ii) If a candidate is unable to fill in the online form in one go, he/she can save the data already entered. When the data is saved, a provisional registration number and password will be generated and displayed on the screen. Candidates will receive the Provisional registration number and password via Email & SMS indicating the provisional registration number and Password. Candidates can also be able to open the saved data using the provisional registration number and password to edit the details. Once the application is filled in completely, candidate should submit the application. The application form is integrated with the payment gateway and the payment can be made through the following instructions.
 - (iii) Candidates can pay the application fee by using Debit Cards (RuPay/Msa/Maestro), Credit Cards, Net Banking, Prepaid Cards/ Mobile Wallets/ UPI by clicking on the “Pay Now” button.
 - (iv) After clicking on the “Pay Now” button, the candidate will be redirected to the payment gateway to follow the instructions to complete the payment.
 - (v) After successful completion of the transaction, an e-receipt will be generated. Candidates should take a printout of the e-receipt and online application form containing fee payment details. Please note that if the same cannot be generated then online transaction may not have been successful.
- With their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

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

- vi) Candidates are required to take a printout of the e-receipt and online application form containing fee payment details. Please note that if the same cannot be generated then 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 prices 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 / intimation charges, 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. They should not send this printout to the Bank.

Please note that all the particulars mentioned in the online application form including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for Participating Banks etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised 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 online application form 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 candidate will be sent to the candidate's Mobile Number and Email ID. Candidates do not receive any intimation at the time of registration. They may consider the registration successful only if they receive the intimation.

An online application form submitted in any respect such as with missing photograph, signature, or handwritten declaration and certificate (Annexure 1) of the candidate (or any other person) uploaded in the online application form for registration will not be considered as valid.

Candidates are advised in their own interest to apply online much before the closing date to avoid the possibility of disconnection/ failure in depositing the fee / intimation charges. Bank will not be responsible for any consequences arising out of failure to apply online on time account of heavy load on the website.

Bank will not be responsible for the candidate not being able to submit their online application form due to any reason other than the aforesaid reasons or for any other reason beyond the control of Bank.

Please note that online application is the only valid procedure for applying for the examination. Offline applications would be rejected.

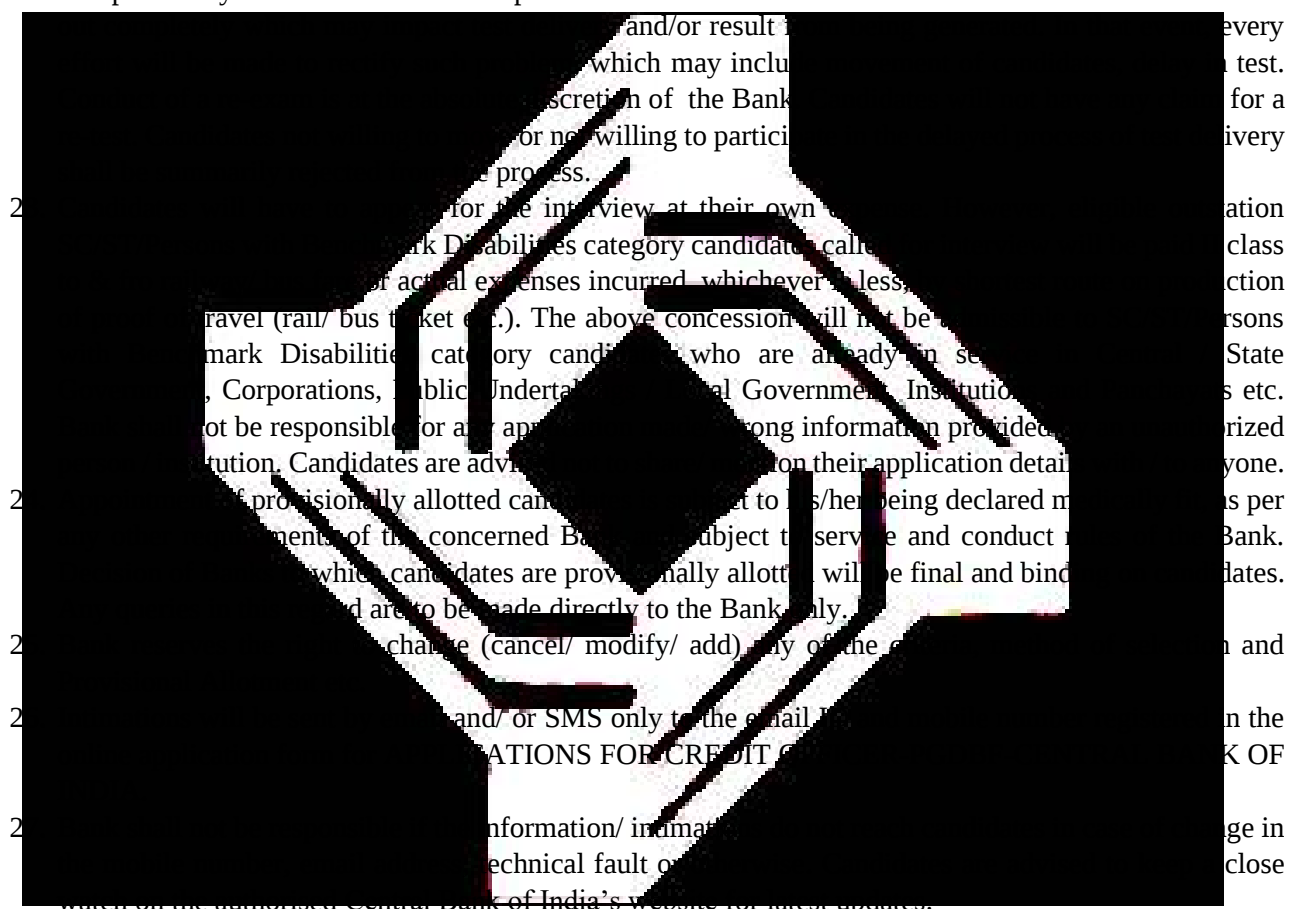
Any candidate who provides false information in his/ her online application form will be liable for disciplinary/ action/ civil consequences as decided by the Bank.

GEN

1. Candidates will have to invariably produce the requisite documents such as valid call letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of online examinations and interview respectively. No document shall be directly sent to the Bank by the candidates before or after online examinations and interview.
2. Candidates who do not bring the authenticated/ stamped call letter of online examination and authenticated/ stamped photocopy of ID proof at the time of online main examination will not be allowed to appear for the examination.
3. Candidates need to bring one additional photograph (same as pasted on call letter) along with the call letter and other requisite documents as per information provided in the information handout and call letter. Candidates reporting without photograph pasted on call letter or without one additional photograph (same as pasted on call letter) will not be allowed to appear for the examination.

or doubt about identity at any stage could lead to disqualification. Photo uploaded should be of appropriate size and clearly visible. Candidates will also be required to capture and upload their live photograph through webcam or mobile phone during registration process.

20. The photograph/ signature/ left thumb impression/ handwritten declaration/certificate as mentioned in Clause (ix) of Examination Centres which is scanned and uploaded in the online application form should not be smudged or blurred. In case the face in the photograph or signature or left thumb impression or handwritten declaration or certificate as mentioned in Clause (ix) of Examination Centres is unclear/ smudged, the candidate's application form shall be rejected.
21. The handwritten declaration has to be in the candidate's handwriting and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications.)
22. The possibility of occurrence of some problem in the administration of the examination cannot be ruled



28. If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.
29. Bank reserves the right to share the list of debarred candidates/ scribes to other recruiting agencies for their information.

ITEMS NOT ALLOWED INSIDE THE EXAMINATION CENTRE

Following items are NOT allowed inside the examination centre:

- (i) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- (ii) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

- (iii) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- (iv) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- (v) Any watch/Wrist Watch, Camera, devices with screen freeze or storage facilities etc.
- (vi) Any metallic item
- (vii) Any eatable item opened or packed, water bottle etc.
- (viii) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Bank or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidate.

ACTS CONSTITUTING GUILTY OF MISCONDUCT DURING EXAMINATION

1. Candidates shall not be allowed to enter the examination hall or in a subsequent interview or in a subsequent stage of the examination if (or)
 - (a) He/ she is found to be using impersonation by any person or
 - (b) He/ she is found to be using impersonation by any person or
 - (c) He/ she is found to be using impersonation by any person or
 - (d) He/ she is found to be using impersonation by any person or
 - (e) He/ she is found to be using impersonation by any person or
 - (f) He/ she is found to be using impersonation by any person or
 - (g) He/ she is found to be using impersonation by any person or
 - (h) He/ she is found to be using impersonation by any person or
 - (i) He/ she is found to be using impersonation by any person or
 - (j) He/ she is found to be using impersonation by any person or
 - (k) He/ she is found to be using impersonation by any person or
 - (l) He/ she is found to be using impersonation by any person or
 - (m) He/ she is found to be using impersonation by any person or
 - (n) He/ she is found to be using impersonation by any person or
 - (o) He/ she is found to be using impersonation by any person or
 - (p) He/ she is found to be using impersonation by any person or
 - (q) He/ she is found to be using impersonation by any person or
 - (r) He/ she is found to be using impersonation by any person or
 - (s) He/ she is found to be using impersonation by any person or
 - (t) He/ she is found to be using impersonation by any person or
 - (u) He/ she is found to be using impersonation by any person or
 - (v) He/ she is found to be using impersonation by any person or
 - (w) He/ she is found to be using impersonation by any person or
 - (x) He/ she is found to be using impersonation by any person or
 - (y) He/ she is found to be using impersonation by any person or
 - (z) He/ she is found to be using impersonation by any person or
2. Candidates using the services of Scribe and their scribes shall be guided by **Guidelines for Persons with Benchmark Disabilities/Specified Disabilities using a Scribe**
3. Bank reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.
4. **Important: Bank would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates without any notice.**

THE PUBLIC EXAMINATIONS (PREVENTION OF UNFAIR MEANS) ACT, 2024' AND RULES FRAME THEREIN

THE PUBLIC EXAMINATIONS (PREVENTION OF UNFAIR MEANS) ACT, 2024 is aimed at effectively and legally deterring persons, organized groups or institutions that indulge in various unfair means and adversely impact the public examination systems for monetary or wrongful gains. The provisions as per the Act will be applicable to persons involved in use of unfair means.

All offences under the Act shall be cognizable, non-bailable and non-compoundable. Candidate as defined in the Act shall continue to be covered under the extant administrative provisions of the concerned public examination authority.

Unfair Means:

The unfair means relating to the conduct of a public examination shall include any act or omission done or caused to be done by any person, whether or not a candidate, in connection with the examination, and in particular, any act or omission of the following kind:

- [illegible]

Insofar as unfair means by PwBD candidates/Scribes are concerned, Clause **Guidelines for Persons with Benchmark Disabilities/Specified Disabilities using a Scribe** of this notification may be referred.

CALL LETTERS:

The Centre, venue address, date and time for Online Preliminary examinations and interview shall be intimated in the respective Call Letter. An eligible candidate should download his/her call letter from the authorised Bank website by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

The candidates who have opted for the services of a scribe in the online application form will be required to fill in the details of the scribe at the time of downloading examination call letter. The scribe declaration form containing the filled in details has to be downloaded (separately) along with the call letter. The candidate will

be required to bring the call letter as well as the filled in scribe declaration form at the time of examination along with other requisite documents.

Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for RECRUITMENT OF CREDIT OFFICERS- Post – Graduate Diploma in Banking & Finance (PGDBF). Central Bank of India. Banks will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Banks. Candidates are hence advised to regularly visit the authorised Bank website www.ibps.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on the Central Bank of India website <https://centralbankofindia.co.in/en>

DISQUALIFICATION:

In case of any violation of the examination and/or process violation, the candidature of the candidate will be disqualified from the recruitment process. The Bank Recruitment Process in the future will be conducted on a merit basis. However, if a candidate is detected during the recruitment process but is detected during such disqualification, the candidate will be disqualified. Clarification: Decisions given / to be given by the by the Bank Recruitment Process for Credit Officers- Post Graduate Diploma in Banking & Finance (PGDBF) Central Bank of India. All and sundry candidates are hereby notified that, merely applying for the exam, and getting a call letter for the examination does not ensure that candidates will necessarily get employment in the Bank. In case of any violation, the Bank reserves the right to reject the candidature of any particular candidate.

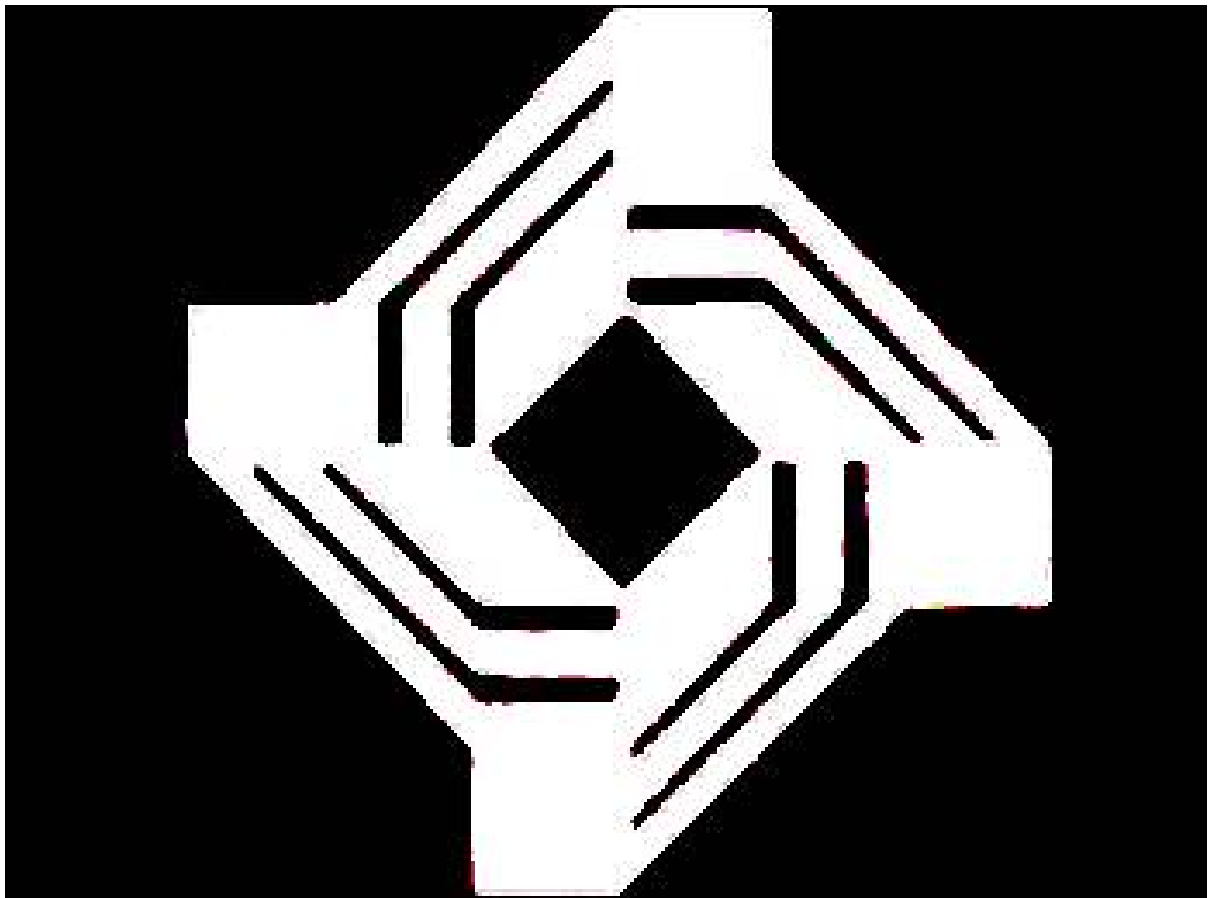
Candidates are advised to regularly visit the Bank's website for updates/ notices/ intimations. All announcements/ intimations/ correspondence/ details pertaining to this process will be only published/ provided on the Bank's website www.centralbankofindia.co.in from time to time. All and sundry candidates are hereby notified that, merely applying for the exam, and getting a call letter for the examination does not ensure that candidates will necessarily get employment in the Bank. In case of any violation, the Bank reserves the right to reject the candidature of any particular candidate.

Candidates are advised to check if they are fulfilling the eligibility criteria in all respects. The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of examination or to cancel the engagement process entirely at any stage without assigning any reason.

The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of examination or to cancel the engagement process entirely at any stage without assigning any reason.

Mumbai
Date: 30.01.2025

-----SD-----
General Manager-HCM



ANNEXURE-I

EXAMINATION CENTRES- Online Examination (Tentative List)

The examination may be held at the following centres and the address of the venue will be advised in the call letters. Bank, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, 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.

State /UT / NCR	Examination Centre
Andhra Pradesh	Vijaywada/Guntur, Vishakhapatnam
Bihar	Bhagalpur, Darbhanga, Munger, Patna
Chhattisgarh	Bilaspur, Raipur, Bilaspur
Delhi	Delhi/New Delhi/Delhi
Goa	Panaji
Gujarat	Ahmedabad, Gandhinagar, Bhavnagar
Haryana	Faridkot, Gurgaon, Kurukshetra
Himachal Pradesh	Bilaspur, Shimla
Jammu & Kashmir	Srinagar, Jammu
Jharkhand	Dhanbad, Ranchi, Hazratnagar, Bokaro
Karnataka	Bangalore, Hubballi (Hubli), Mangalore
Kerala	Kozhikode, Thiruvananthapuram, Ernakulam
Madhya Pradesh	Bhopal, Gwalior, Jabalpur
Maharashtra	Chhatrapati Sambhaji Nagar (Nagpur), Mumbai/ MMR, Nagpur, Pune
Odisa	Bhubaneswar, Sambalpur
Punjab	Amritsar, Ludhiana
Rajasthan	Jaipur, Jodhpur, Udaipur
Tamil Nadu	Chennai, Madurai, Tiruchirappalli
Telangana	Hyderabad, Warangal
Uttar Pradesh	Ghaziabad, Noida, Prayagraj (Allahabad)
Uttarakhand	Dehradun
West Bengal	Durgapur, Kolkata/Greater Kolkata, Kalyani, Siliguri
Northeast (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura)	Silchar, Guwahati, Dibrugarh

Annexure II: 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
- handwritten declaration and
- Certificate as mentioned in Clause (ix) of Examination Centres, - if applicable, as per the specifications given below.

Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

Photograph Specifications (4.7 cm x 3.5 cm)

- It should be a recent colour picture.
- It should be taken against a light-coloured background. Look
- It should be taken in a neutral place.
- On a bright day, have the sun behind you, or at least so that you
- There should be no harsh shadows
- Ensure there's no "red eye"
- If you wear glasses make sure that there are no reflections, and your eyes can
- Contact and dark glasses are not acceptable. Religious headwear is allowed. your
- The image should be 200 x 230 pixels (preferred)
- The file size should be between 20kb–50kb
- The size of the scanned image must not be over 50kb. If the size of the file is over 50 kb,
- The settings of the scanner such as resolution, no. of colours etc., should be adjusted to process
- The image should be of a proper size and clearly visible.

Photograph Upload

- During the application process, candidates will also be required to upload their live
- photograph for mobile phone verification.
- After successful verification, candidates' webcams will be used to capture their
- photograph and upload it in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Do's:

Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.

- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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
- Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

Left

The applicant has to provide a thumb impression on a white paper with

- 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
 - Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.
- The candidate does not have left thumb impression, he may use his/her right thumb impression of one of the fingers of the right hand starting from the forefinger to the ring finger. If no finger is available, the impression of left toe may be taken. In all cases, the candidate should specify the finger and the specific part of the hand/ toe.

Handwritten Declaration:

The applicant has to provide a handwritten declaration in English clearly on a white paper with

- 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
- Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get that text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).

- The text for handwritten 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.”

Certificate as mentioned in Clause (ix) of Examination Centres for eligible candidates:

- Document must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.

- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

The signature left thumb impression, and the handwritten 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.

Signature / Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

Ensure that the photo, signature, left thumb impression, handwritten declaration and certificate as mentioned in Clause (ix) of Examination Centres – if applicable, are uploaded at the specified spaces only in the online application.

Ensure that the documents are uploaded in the required space.

Scan

- Scan the document at a minimum of 200 dpi (dots per inch)
- Do not scan the document if the File Size is specified
- Place the document in the scanner to the edge of the photograph/signature/ left thumb impression and then use the upload editor to crop the image to the final size (as specified)
- The file should be JPG or JPEG format. Sample file names: image01.jpg, image02.jpg, etc.
- Dimensions can be checked by clicking on the image icon or moving the mouse over the image icon.
- Scanning MS Windows/Microsoft Office documents in .jpeg format is not recommended. Paint or Signature Manager. Scanned documents in any format can be saved in .jpg format by clicking on the Save option in the File menu. Size can be adjusted by using crop and then save.

Process of uploading documents

- The candidate will upload the documents for the application as specified in the application form.
- The candidate will upload the photograph/signature/ left thumb impression and handwritten declaration and certificate as mentioned in Clause (ix) of Examination Centres – if applicable.
- The candidate will upload the Photograph / signature / left thumb impression / handwritten declaration / certificate as mentioned in Clause (ix) of Examination Centres – if applicable.
- The candidate will upload the Scanned document as mentioned in Clause (ix) of Examination Centres – if applicable.

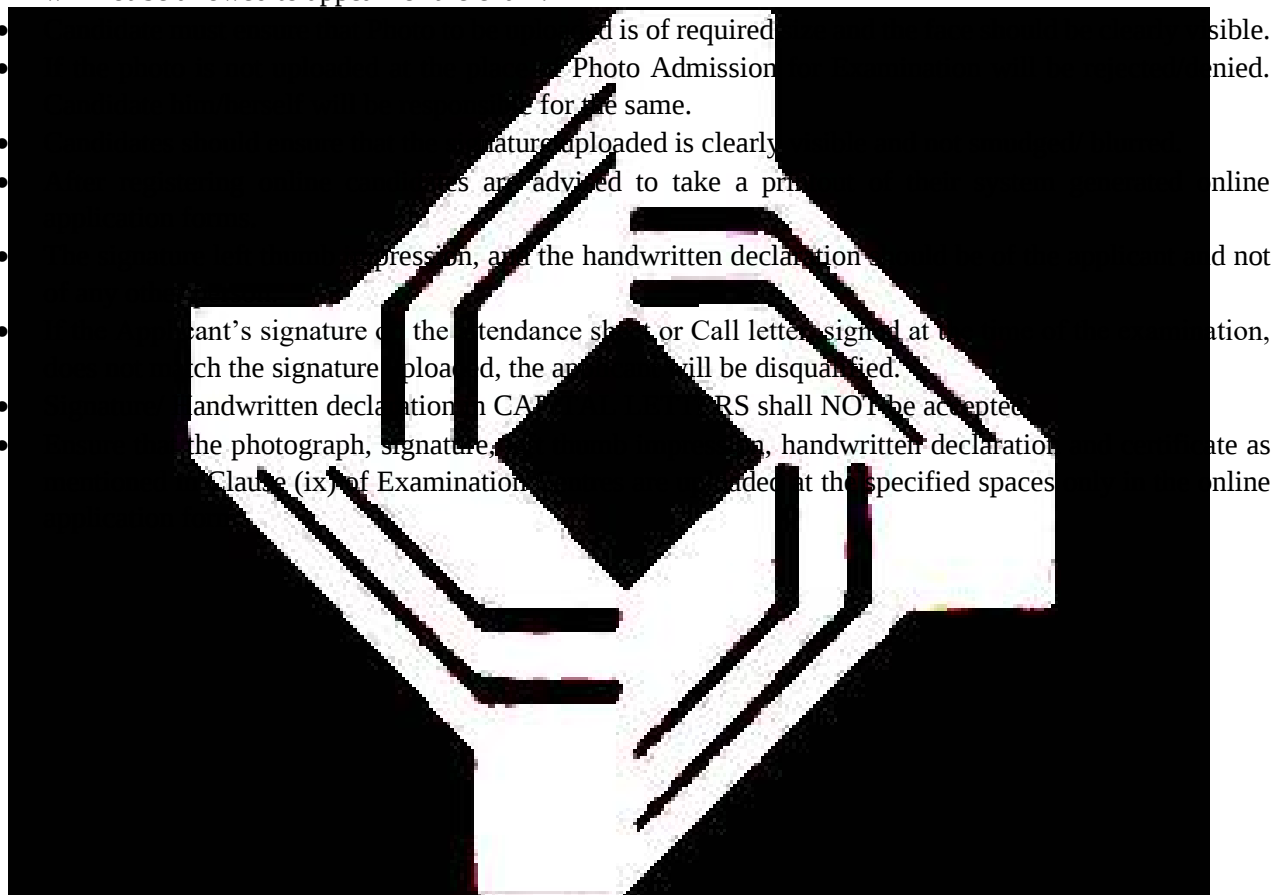
handwritten declaration/certificate as mentioned in Clause (ix) of Examination Centres – if applicable, file has been saved.

- 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, handwritten declaration and certificate as mentioned in Clause (ix) of Examination Centres – if applicable, as specified.

Note: -

- In case the face in the photograph or signature or left thumb impression or the handwritten declaration/certificate as mentioned in Clause (ix) of Examination Centres – if applicable, is unclear / smudged the candidate's application may be rejected.
- After uploading the Photograph / signature / left thumb impression / handwritten declaration/certificate as mentioned in Clause (ix) of Examination Centres – if applicable, in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration or certificate as mentioned in Clause (ix) of Examination Centres – if applicable, is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration or certificate as mentioned in Clause (ix) of Examination Centres – if applicable,, prior to submitting the form.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.



FORM- SC/ST
FORM OF CERTIFICATE TO BE PRODUCED BY A
CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE
IN SUPPORT OF HIS / HER CLAIM.

1. This is to certify that Sri / Smt / Kum*_____ son
 /daughter* of _____ of village / town*
 _____ in District / Division* _____ of the State / Union
 Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a
 Scheduled Caste/ Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950;
- * The Constitution (Scheduled Tribes) Order, 1950;
- * The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;
- * The _____ (Scheduled Tribes) Order, 195

[as a _____ Scheduled Tribes lists _____ mbay
 Reorg _____ Organisation Act 1966, the S _____ 0, the
 North _____ 1971, the Constitution (Sche _____ Order
 (Am _____ 1986, the State of Ar _____ Goa,
 Dam _____ 1987].

- * The _____ (Jammu and Kashmir) Scheduled Castes Order, 1955;
- * The _____ (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959;
- * The _____ (the Scheduled Castes and _____
- * The _____ (Scheduled Tribes) Order (Amendment) Act, 1976;
- * The _____ (Dadra and Nagar Haveli) S _____, 1962;
- * The _____ (Dadra and Nagar Haveli) S _____, 1962;
- * The _____ (Chernya) Scheduled Castes Order, _____;
- * The _____ (_____), Scheduled Tribes Order, 1967;
- * The _____ (_____ and Diu) Scheduled Castes Order, 1968;
- * The _____ (_____ and Diu) Scheduled Tribes Order, 1968;
- * The _____ (_____), Scheduled Tribes Order, 1970;
- * The _____ (_____), Scheduled Castes Order, 1978;
- * The _____ (_____), Scheduled Tribes Order, 1978;
- * The _____ (_____), Scheduled Tribes Order, _____;
- * The _____ (_____), Scheduled Tribes (Amendment) Act, _____;
- * The _____ (_____), Ordinance, 199 _____;
- * The _____ (_____), (Amendment) Act, _____;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt
 / Kumari* _____ Father /Mother* of Sri / Smt /
 Kumari* _____ of _____ village /
 town _____ in District/Division* _____ of the State/Union

Territory* _____ who belong to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____ [Name of the authority] vide their order No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District / Division* of the State / Union Territory* of _____

Signature _____
Designation _____

Place:
Date:

[With seal of Office]
State/Union Territory

Note: _____ the same mean _____ ation
of the _____

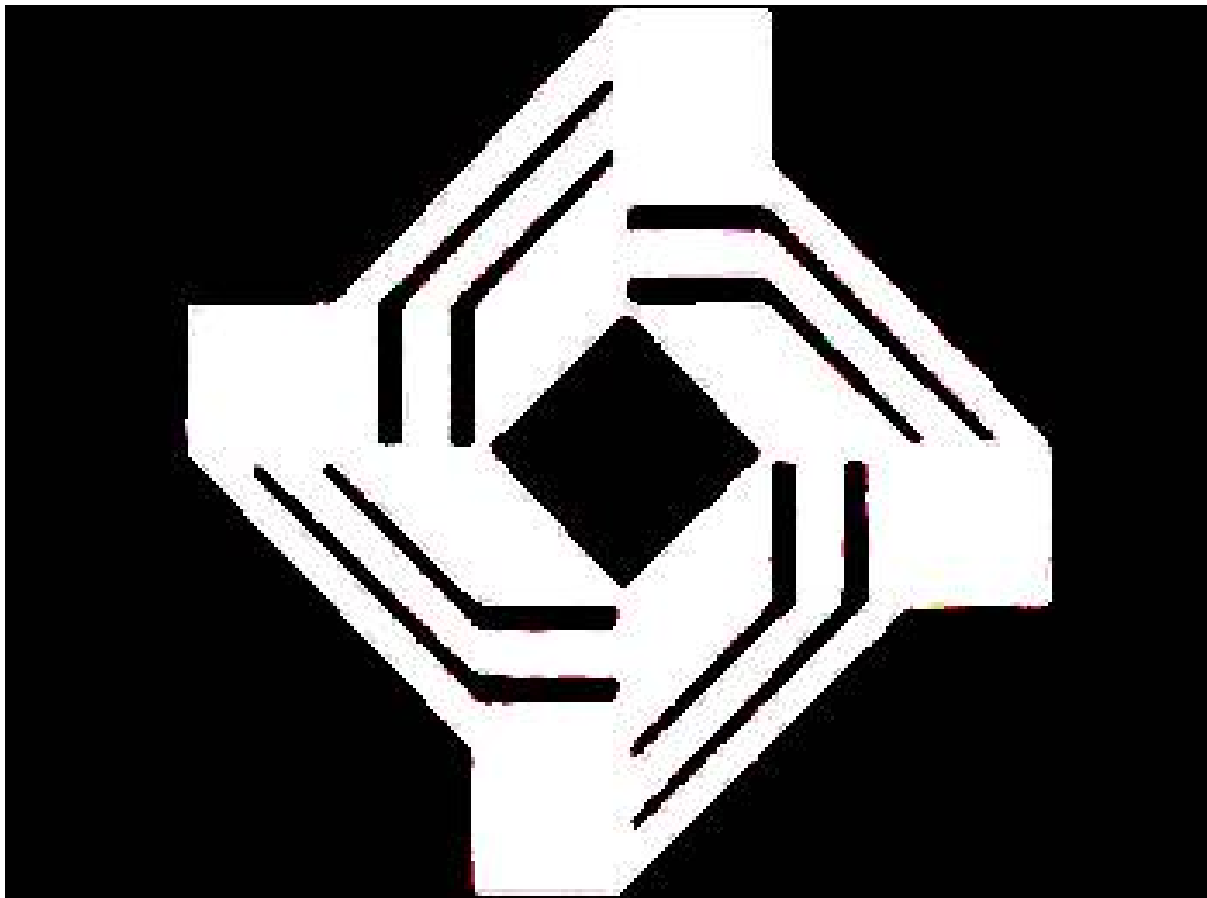
* Please _____ able.
Del _____ able.

List of _____ Cast / Tribe Certificates:

1. _____ District Magistrate / Collector / Deputy District Magistrate / Deputy Collector / I Class Subordinate Magistrate / _____
Commissioner / Taluka Magistrate / Executive Magistrate.
2. _____ Agency Magistrate / Additional Chief Magistrate / _____
3. _____ officer not below the rank of _____
4. _____ Officers of the area who _____ / or his family normally r

Note: _____ subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists
from _____

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.
- (i) Note: The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines



FORM-EWS

Government of

(Name & Address of the authority issuing the certificate

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS

(Prescribed proforma subject to amendment from time to time)

Certificate No.

Date :

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari son/daughter/wife of
permanent resident of Village/Street Post Office.....
District..... in the State/Union Territory Pin Code whose photograph
is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her
family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or
posse

(
(
(
(
above in notified municipal
and above in areas other than the
2. Shri/Smt./Kumari belongs to the caste a
Schedule Caste and other Backward Classes (Social Life)
Signature with
Name Designation

Recent Passport
size attested
photograph of
the applicant

*Not ry, agriculture, business

**No include the person

his/her 18 years as also

of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been
clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

**The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed
format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -**

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional
Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/
Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii)Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

FORM-I
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport
size attested
photograph
(showing face
only)
of the person
with disability

Certi

This
son/v

of

and a
(

(Plea

(B) T

(A) I

locor

(.....

2. Th

Name	Date of Issue

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

FORM - II
Certificate of Disability
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size
 Attested
 Photograph

 (Showing face
 only) of the
 person
 with disability

Certificate No. :

Date:

This

Shri/
 Date

son/wife/daughter
 Age _____ years, male/female
 Presently resident of House No. _____ Street
 Post Office _____ State
 I, _____, being duly sworn, depose and say that I am a duly qualified medical officer as affirmed above, and am satisfied that:
 (A) _____ has been afflicted with Disability. His/her extent of physical/mental disability is as per guideline (.....number and date of issue of the guideline). The disabilities ticked below and is shown against the relevant disability below :

Sr.	Disability	Affected part of body	Permanent impairment/mental disability (%)	Medical Officer's Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:-
In figures: - _____ percent
In words: - _____ percent
2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e

- e.

£ - e.

4. The following document _____ of res.

Nat	Date of Issue	Det	ing
		Certifi	

5. _____ and Seal of the Medical Aut

Nat	Name and Seal of Member	Nat	n

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued

FORM - III Certificate of Disability
 (In cases other than those mentioned in Form I and II)
 (Prescribed proforma subject to amendment from time to time)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport size Attested Photograph (Showing face only) of the persons with disability

Certi

This

Age

Hous

Post

photo

His/h

(.....

disab

Shri/Smt./Kum

Date of

Registration

Ward/Village/Street

Dist

State

I above, and am satisfied that he/she is a Case of

percentage physical impairment/disability has been evaluated as per guidelines

and date of issue of the guidelines (specified) and is shown against

below:

Sr.	Affected part of Body	Permanent impairment/mental disability (%)
1	@	
2		
3		
4		
5	Victim	
6	Low vision	#
7	Deaf	€
8	Hard of Hearing	€
9	Speech and Language Disability	
10	Intellectual Disability	

11	Specific Learning Disability			
12	Autism Spectrum disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			
17				
18				
19				

(Please tick the appropriate box)

2. The condition is progressive/non-progressive

3. Reason for disability is:

(i) no

(ii) i

after _____ years _____, and therefore this certificate is valid

till (Date) _____

@ - e

- e

£ - e

5

the following documents as proof of residence:

Nat

Date

(Name and Seal)
 Countersigned
 { Countersignature and seal of the
 CMO/Medical Superintendent/Head
 of Government Hospital, in case the
 certificate is issued by a medical
 authority who is not a government
 servant (with seal)

Signature/Thumb
 impression of the
 person in whose
 favour disability
 certificate is
 issued.

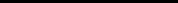
APPENDIX- I

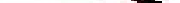
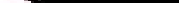
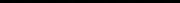
Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs (Name of the candidate), S/o / D/o, a resident of (Vill/PO/PS/District/State), aged yrs., a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition, He / She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be supplied) and _____ to appear at the _____ tribe.

3 _____ of appearing in writ _____ ment
a _____ is valid upto _____ period
o _____ by the medical authority).



	(Signature & Name)	(Signature & Name)	(Signature & Name)	&
MR	Clinical Psychologist/ Rehabilitation Psychologist/Psych Special Educator	(Signature & Name) (Occupation applicable)	(Signature & Name) Occupational Therapist (if available)	ert ted on
	(Signature & Name)			
	eer/Civil Surgeon/Chief			

Name of Government Hospital/Health Care Centre with seal

Place:

Date: