

GENERAL INSTRUCTIONS FOR APPLICANTS BEFORE ONLINE SUBMISSION OF APPLICATION

- ❖ All items in the Application Form are to be filled in by the applicant online. No other form of application will be accepted. **A candidate is NOT allowed to apply for more than 1(one) post.**
- ❖ SC/ST/OBC-A/OBC-B candidates belonging to States other than West Bengal will be treated as UR Candidates only.
- ❖ Application Fee is to be paid through State Bank of India e-Collect System either Online or by way of cash payment by downloading customised e-challan only from the concerned website. The details of application fee is already mentioned above. Bank Charges will be additionally levied upon application fee as per rates specified by State Bank of India.
- ❖ Scanned **passport size recent colour photograph** of the applicant (Image format will ONLY be .jpg and of size between 30KB and 50 KB and preferred dimension 150 X 250 pixels) is to be uploaded in the specified space in the website. Image of more than 50KB will not be accepted by the website. Further unclear/hazy/doctored / morphed images if uploaded by the applicant and detected at any later stages of this recruitment process will result in summarily rejection of the applicant. **The applicant has to retain 6 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for.**
- ❖ Scanned full signature of the candidate is to be uploaded in the space specified and the image should be in .jpg format and **will be of maximum size 20 KB** and preferred dimension is 200X 100 pixels. Scanned signature exceeding the maximum size will not be accepted by the website.
- ❖ The ONLINE APPLICATION will be of 2(two) parts(both parts will have to be completed):

Part-I : The applicant will have to fill in his/her basic information. After submission of the information, the applicant will be asked to verify the information submitted and to rectify if any. After verification, the applicant will have to press "**I agree**" button that will appear on the screen ensuring that the information supplied by him/her are in order and no further rectification is required. No further rectification /modification will be allowed to the applicant after he/she presses the "**I agree**" button. **Now, a 8(eight) numeric code as Application ID will appear on the screen which the applicant will have to remember throughout this recruitment exercise. It is suggested that the applicant notes down this Application ID and 8 digit password as entered by him/her while filling up the application form.** Now the applicant has to upload the scanned images of recent passport sized photograph and full signature respectively as per specifications mentioned earlier. Any application without valid scanned photograph and /or full signature will be summarily rejected without assigning any reason to the candidate thereof.

Part-II : This part relates to payment of application fees.

The applicant will have to log-in as registered candidate with 8 digit application id and 8 digit password. Once a candidate clicks on button of making the payment, the Site will redirect them to SBI Payment Site. There are various options available for payment on SBI site viz. SBI Internet Banking, other major bank's Internet Banking, SBI Debit/Credit Cards, other bank Debit/Credit Cards, Cash Payment through e-challan at branches of SBI.

Candidates may please note that unless the Application Fees is received by the Bank, the application will be treated as INCOMPLETE. Usually Bank provides the status of successful receipt of the payment within 72 hours of the transaction i.e. if fees is paid on 26th December 2019, bank will update its status to us within 29th December 2019 . Candidates are advised to log-in after 72 hours of their payment and download filled -in-form (which will be generated as soon as Bank receives the payment) and thereby the process for Registration gets completed. Candidates should retain the payment confirmation receipt generated online by State Bank of India and keep a print out of the same for future reference. Last date and time of receiving online payment by State Bank of India will be 10.02.2020 (11.45 pm).

In-case the Bank does not receive the payment within 72 hours of transaction, the corresponding application will be treated as incomplete. In such a scenario, it is advised to initiate fresh payment of Application Fee by logging in to the portal.

Candidates who opt to pay the Application Fee through Bank e-Challan mode only: A challan will be Generated by the SBI website itself(**last date and time for e-challan payment at bank is 10.02.2020 normal banking hours**) . After making the Payment, a candidate will get a Candidate's copy of Challan duly stamped along with Journal Number. Candidates are advised to keep this Candidate's copy of Challan in safe custody for future use.

Candidate should visit this website and check for the Registered Application after payment, a minimum gap of 72 hours (in case of e-Challan) Candidate opting for SBI E-Challan mode should pay within the banking hours and if on the last date of submission of online application he/she has to ensure the payment with banking hours.

No delay in terms of payment will be considered whatsoever.

If the Payment status is updated successfully, a filled-in-application form will be generated having unique Application ID. If Payment status is not updated successfully and if a candidate has already submitted Application Fee by Bank e-Challan mode, then he needs to check with bank with his payment details as it might not be updated in Bank.

After filling all the two parts viz from Part-I to Part-II; the online application will be deemed complete and the applicant is to download a filled-in form containing all information as submitted by the applicant and preserve the same for future reference. Kindly note , the candidates will have to complete both Part I and Part II of application process. Partial completion of any stage viz. Part I only or Part II only will be treated as ineligible application. No further communication will be made to candidates whose application are considered ineligible . Applicants are advised to enter correct/valid data in respect of various information as seeked by the website. Incorrect details if entered by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.