# Invites applications from eligible candidates for selection of personnel to the following posts in IBPS

| Post Code | Post Name | No. of Vacancies (Tentative) |
|-----------|-----------|------------------------------|
| 01 | **Analyst Programmer -- Windows** | 1 |
| 02 | **Analyst Programmer -- Frontend** | 2 |
| 03 | **IT Systems Support Engineer** | 1 |
| 04 | **IT Engineer (Data Centre)** | 2 |

Any eligible candidate, who aspires to join IBPS as Analyst Programmer – Windows, Analyst Programmer – Frontend, IT Systems Support Engineer and IT Engineer (Data Centre) is required to register Online for the Selection Process.

**The tentative schedule of events is as follows:**

| Event | | Tentative Dates |
|-------|--|-----------------|
| Online Registration | : | **16.01.2021 to 08.02.2021** |
| Online Examination (Tentative) | : | February / March 2021 |
| Interviews (Tentative) | : | March 2021 |

## A. REMUNERATION:

| Post | Grade | Basic Pay in Rs. | Total emolument at the beginning of the scale per Month (approximately) in Rs. |
|------|-------|------------------|-------------------------------------------------------------------------------|
| Analyst Programmer -- Windows | D | 35,400 | 54,126.00 |
| Analyst Programmer -- Frontend | D | 35,400 | 54,126.00 |
| IT Systems Support Engineer | D | 35,400 | 54,126.00 |
| IT Engineer (Data Centre) | D | 35,400 | 54,126.00 |

In addition, other benefits such as PF Employer's contribution, medical benefits, mediclaim, LTC, Telephone and newspaper reimbursement, canteen subsidy, gratuity, superannuation, interest subsidy on housing loan, etc. are admissible as per rules.

## B. ELIGIBILITY CRITERIA

**I.** Candidates, intending to apply for the above posts should ensure that they fulfill the minimum eligibility criteria specified by IBPS in this advertisement:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to age, educational qualifications, work experience etc. as indicated in the online application form. Merely applying for the above post, appearing for and being shortlisted in online examination and/or in the subsequent interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS. The candidates selected will be on a probation period of one year from the date of joining. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is mandatory.

**II.     AGE (AS ON 01.01.2021):**

**Minimum: 21 years , Maximum: 35 years**

**i.e. a candidate must have been born not earlier than 02.01.1986 and not later than 01.01.2000 (both dates inclusive)**

**III.   EDUCATIONAL QUALIFICATION & POST QUALIFICATION MINIMUM WORK EXPERIENCE (AS ON 01.01.2021):**

**Post : Analyst Programmer- Windows     No. of vacancies : 01**

| Educational Qualification | Post Qualification Minimum Work Experience | | | | | |
|---|---|---|---|---|---|---|
| | Compulsory Skill set (Minimum 5 years' Overall Experience) | | | Added Advantage skill set | | |
| | Client end | Server end | Database | Client end | Server end | Database |
| Full Time B.E./ B. Tech/ MCA/ M.Sc. (IT)/ M.Sc. (Comp. Science) from a recognised University / Institute | HTML, CSS, JavaScript | ASP.Net, c# | MS-SQL | Node.JS, Ajax, jQuery, Bootstrap, Angular JS, - sound understanding of web applications including security, session management, and best development practices | VB -Familiarity with Web Application Development frameworks Web Application Firewall (WAF) | Oracle, Postgres, Mongo DB Sybase |

**Post : Analyst Programmer- Frontend     No. of vacancies : 02**

| Educational Qualification | Post Qualification Minimum Work Experience | | | | | |
|---|---|---|---|---|---|---|
| | Compulsory Skill set (Minimum 5 years' Overall Experience) | | | Added Advantage skill set | | |
| | Client end | Server end | Database | Client end | Server end | Database |
| Full Time B.E / B.Tech / MCA / M.SC(IT) / M.SC (Comp.Sc.) from a recognised University / Institute | HTML, CSS, JavaScript, Node.JS, Ajax, jQuery, Bootstrap, Angular JS, UI development Framework, etc. | | | sound understanding of web applications including security, session management, and best development practices | C#, PHP, Python, Application Frameworks like Angular, Django, Struts, etc -Familiarity with Web Application Development frameworks Web Application Firewall (WAF) | MS-SQL, MySQL, Oracle, Postgres, Mongo DB |

**Post : IT Systems Support Engineer       No. of vacancies : 01**

| Educational Qualification | Post Qualification Minimum Work Experience | | | | | |
|---|---|---|---|---|---|---|
| | Compulsory Skill set (Minimum 5 years' Overall Experience) | | | Added Advantage skill set | | |
| | Desktop /Laptop | Server end | Communication and Networking | Desktop/ Laptop | Server end | Communication and Networking |
| Full Time B.E./B.Tech. Degree, preferably in Computer science/IT from a recognized Institution / University is essential. | --MS Windows with different features. --Thin Client - Trouble-shooting and maintenance | Basic System Administration of Windows Server and Linux Server. | Switches, Routers, WLAN, VLAN, VPN. Mail-Messaging Network Security including Firewall, IDS, IPS etc. | FTP/SFTP Desktop Virtualisation (VDI) | Active Directory, Zimbra/MS-Exchange, Server Virtualisation, Terrminal Server Backup and Restore Management | Leased Line maintenance, Load balancing, Fault tolerance, Redundancy and HA Proxy, Reverse proxy , Load balancing, Data leak protection |

**Post : IT Engineer (Data Centre)       No. of vacancies : 02**

| Educational Qualification | Post Qualification Minimum Work Experience | |
|---|---|---|
| | Compulsory Skill set (Minimum 5 years' Overall Experience) | Added Advantage skill set |
| Full Time B.E./B.Tech. Degree, preferably in Computer science/IT from a recognized Institution / University is essential. | -Management and monitoring of Data Centre performance parameters (Electrical/UPS, HVAC/PAC etc.) -Day to day DC operations using tools and Preventive checks, Temp, Cooling, Safety / Security -Maintenance of DC Hygiene -Maintaining of DC operation logs -Monitoring and alerting backup system -Installation, upgradation, configuration and maintenance of DC network equipment, servers and OS -Troubleshooting and resolving hardware, software, and Layer 1 and 2 connectivity problems -Experience in IT areas including IT architecture, infrastructure and Integration | -ISO Audit for Data Centre -Inspection / Audit of power/cooling systems -Maintaining data center documentation including Access Control -Co-ordination with service providers for the installation and activation of new services |

Candidates should ensure that the educational qualification possessed by them are as per the prescribed educational qualification mentioned in the advertisement and they fulfil the above eligibility criteria. No equivalent educational qualification shall be considered as eligible by IBPS. **The degrees obtained through correspondence/distance education/open university system are not acceptable.**

**Note:**
(1) **All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.01.2021. Proper document from Board / University for having declared the result on or before 01.01.2021 has to be submitted at the time of further process of selection including interview.**

The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then 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.

(2) Candidate should indicate the percentage obtained in examinations calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for further process of selection including interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) **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 semester(s)/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 on basis of 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%.

(4) **Candidates can apply for only one post. Multiple applications will be summarily rejected.**

III . **OTHER ELIGIBILITY CRITERIA:**
   **(i)** His/ her integrity should not have been doubtful during his/her Service/career.
   **(ii)** No punishment/penalty should have been inflicted on him/her during his/her service/career.
   **(iii)** Cases of CBI or other law enforcement agencies should not be pending against him/her.

C. **EXAMINATION CENTRES**
   **(i)** The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres for the Online exam is available in Annexure I.
   **(ii)** No request for change of centre for Examination shall be entertained.
   **(iii)** IBPS, 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.
   **(iv)** IBPS also reserves the right to allot the candidate to any examination centre other than the one he/she has opted for.
   **(v)** Candidates will appear for the examinations at an Examination Centre at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
   **(vi)** Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by IBPS.

**D.    SELECTION PROCESS**

**I.    The selection of candidates will be on the basis of performance in Online test, Skill test and Interview.**

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

**For Analyst Programmer- Windows and Analyst Programmer - Frontend**

| Test No. | Name of the Test | No. of Qs. | Max. Marks | Duration | Version |
|---|---|---|---|---|---|
| | Handwriting Sample Display | | | 5 minutes | |
| I | Aptitude | 50 | 50 | Composite time of 90 minutes | English |
| II | Professional Knowledge | 50 | 50 | | |
| | Total | 100 | 100 | | |
| III | Skill Test | 02 | | **45 minutes** | **English** |

**For IT Systems Support Engineer and IT Engineer (Data Centre)**

| Test No. | Name of the Test | No. of Qs. | Max. Marks | Duration | Version |
|---|---|---|---|---|---|
| | Handwriting Sample Display | | | 5 minutes | |
| I | Aptitude | 50 | 50 | Composite time of 90 minutes | English |
| II | Professional Knowledge | 50 | 50 | | |
| | Total | 100 | 100 | | |
| III | Skill Test | 05 | | **45 minutes** | **English** |

IBPS reserves the right to modify the structure of the examination which will be intimated through its website. 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 authorised IBPS website **www.ibps.in**

**II**.    Please note that candidates will not be permitted to appear for the Online Examination without the following documents:
    (1) Valid Call Letter for the respective date and session of Examination
    (2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
    (3) Photocopy of photo-identity proof (as mentioned in (2) above).

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Candidates may be required to be at the venue for about 2 and half hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

**III. Penalty for Wrong Answers**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the Candidate, there will be no penalty for that question.

**E.    CUTOFF SCORE**

Each candidate will be required to obtain a minimum score in the test of Online examination and also secure sufficiently high scores to be considered to be shortlisted for further process of Selection including interview. Cutoff scores will be decided by IBPS Authorities and candidates will be shortlisted for further process of selection including Interview.

Candidates who have been shortlisted in the Online Examination will subsequently be called for further process of selection including Interview to be conducted by IBPS. Please note that any request regarding change in date, venue etc. of interview will not be entertained. However IBPS reserve the right to change the date / venue/ time etc. of interview or hold supplementary process for particular date / session / set of candidates at its discretion, under unforeseen circumstances, if any.

**Selection will be made by a committee and such selection will be Final.**

**F.  JOB DESCRIPTION & RESPONSIBILITIES**

(1)  **For the post of Analyst Programmer-Windows**

- System Study, requirement gathering for application development and SRS preparation
- Application development and maintenance in Windows/DOT Net/C#/MS SQL/Web application
- Trouble shooting run time errors and training application users to efficiently execute programs for large size data processing
- Work with System Administrators for enhancement of latest software or patch upgrade for IS Audit

(2)  **For the post of Analyst Programmer-Frontend**

- Designing, developing, testing, and debugging responsive web applications for the Institute. Using JavaScript, HTML, and CSS, reactjs ,redux and nodejs this candidate will be able to translate user and business needs into functional frontend design.
- Accurately translate user and business needs into functional frontend code.
- Integrating and writing the JavaScript that powers the design. Candidate should be proficient at building web pages from scratch.
- A deep expertise in JavaScript/JQuery/Ajax.
- Work closely with back-end engineers to implement frontend solutions.
- Create a test code to validate the application against client requirements
- Troubleshooting web application with a fast and accurate resolution.

(3) **For the post of IT Systems Support Engineer**

To keep up-to-date Systems information for all IT Servers, Applications, network internet leased lines, PCL/Laptop/Printers etc. and to maintain a 100% uptime of all IT facilities in IBPS with the FMS Service provider. To manage IT Helpdesk along with FMS Engineer.

- Responding to technical support calls from end users of computers and software applications
- Setting up and installing new computers, networks and software
- Installing updates, known as patches, to software applications
- Installing and configuring operating systems, anti-virus software and other applications such as Microsoft Office, SFTP, configuration of email setup in outlook.
- Diagnosing and fixing network problems and hardware or software faults
- Maintaining inventories of hardware and software
- Managing backups of servers, in case of data loss

(4) **For the post of IT Engineer (Data Centre)**

- Monitor, diagnose, and resolve complex network and computer system issues
- Manage and administer servers, networks, and applications such as DNS, SFTP
- Maintain internal network structure of a data center by managing routers and keeping them running
- Install, configure, and maintain switches, servers, firewalls, and hard drives
- Troubleshoot network systems to identify and fix performance issues
- Provide solutions to complex problems on the integration of various technologies
- Design plans as well as lead initiatives for the optimization and restructuring of network architecture
- Maintain an up-to-date knowledge of network administration and firmware integration
- Monitor the environmental conditions of a data center to ensure they are optimum for servers, routers, and other devices
- Perform system repairs and update software/operating systems
- Calibrate and monitor data center servers to ensure efficient performance
- Conduct inspections on power and cooling systems to ensure they are operational and efficient
- Resolve operational, infrastructure or hardware incidents in a data center.

## G. IDENTITY VERIFICATION

### (i) DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of further process of selection including interview, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar/ E-aadhar card with a photograph/ Employee ID/ Bar Council ID card should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ further process of selection including interview.

- Ration Card and Learner's Driving License will not be accepted as valid id proof for this project.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

**Note:** 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 Further process of selection including interview Call Letter while attending the examination/ further process of selection including skill test and interview respectively, without which they will not be allowed to take up the examination/ further process of selection including  interview. To avoid any dispute, name recorded at the time of registration should be similar and identical to authorized identity proof.

### ii. SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

1. Candidate must report much before the Reporting time to avoid crowding.
2. Candidate is required to report at the exam venue strictly as per the time slot mentioned in the Call Letter card AND/OR informed via SMS/Mail on their registered mobile number/mail prior to exam date. It is expected that candidate strictly adhere to this time slot – as entry into the exam venue will be provided based upon the individual's time slot ONLY. Candidates should report atleast 15 minutes before the Reporting time indicated on the call Letter.
3. Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue and post their Admit Card/ Call Letter and ID verification.
4. Items permitted into the venue for Candidates
     Candidates will be permitted to carry only certain items with them into the venue.
     a.   Mask (WEARING A MASK is COMPULSORY)
     b.   Gloves
     c.   Personal transparent water bottle**
     d.   Personal hand sanitizer (50 ml)
     e.   A simple pen
     f.   Exam related documents (Call Letter/Admit Card, ID card in Original, Photocopy of ID Card, etc)
     g.   Call Letter should be brought with the Photocopy of the Photo ID stapled with it. Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter should be exactly the same.
   **No other Items are permitted inside the venue.**
     *Candidates are advised to bring their own water bottle.
5. Candidate should not share any of their personal belonging/material with anyone
6. Candidate should maintain safe social distance with one another.
7. Candidate should stand in the row as per the instructions provided at venue.
8. A Candidate must have Aarogya Setu App installed on his mobile phone. The Aarogya Setu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration form provided in Annexure- III) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on Aarogya Setu will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue.
9. After Aarogya Setu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.

10. All candidates will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature (> 99.14° F) or displaying any symptoms of the virus, they will not be allowed entry into the venue

11. Candidate registration:
    a. Candidate registration will be done through photo capture.
    b. Photograph will be taken while candidate is standing.
    c. Seat number will be given to the candidate.

12. Rough sheet call letter and ID proof management
    a. Rough sheet(s) kept at each candidate desk will be used by candidate.
    b. Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place.
    c. Candidate must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving. The drop box for the roughsheets will be different from that of Call Letter box. Specific instructions will be displayed at the Venue.

13. Post Examination Controls
    On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

14. **IRIS Scan**

IBPS, at various stages, may capture IRIS scan for verification of the genuineness of the candidate. Accordingly IRIS will be scanned at the examination venue. (IRIS scan is introduced in lieu of Biometric thumb impression due to covid-19 situation to avoid circulation of infection with multiple thumb impressions). Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:
    (a) 'LEFT EYE (IRIS)' will be captured for all the candidates.
    (b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
    (c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

(Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam)

H. **HOW TO APPLY**

Candidates can apply online only from **16.01.2021 to 08.02.2021** and no other mode of application will be accepted.

**Pre-Requisites for Applying Online**
Before applying online, candidates should—

(i) scan their :
    - photograph (4.5cm × 3.5cm)
    - signature
    - left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb.

    If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

- a hand written declaration (text given below). The hand written declaration has to be in the candidate's hand writing and in English only. 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.) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

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

(iii) The left thumb impression should be properly scanned and not smudged

(iv) The text for the hand written declaration is as follows –

**"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."**

(v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) have a valid personal email ID, which should be kept active till the declaration of results of this round of CRP. IBPS may send intimation to download call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

**Application Fees/ Intimation Charges [Payable from 16.01.2021 to 08.02.2021 (only Online payment) shall be as follows**

- **Rs. 1000/-** for all candidates.

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

**Procedure for applying online**

(1) Candidates are first required to go to the IBPS's website www.ibps.in and click on the Home Page to open the link and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.

(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. Use of special characters while filling the form will not be allowed. 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 hand written declaration as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure II).

(4)     Candidates are advised to carefully fill in the online application form themselves as no change in any of the data filled in the online application form will be possible/ entertained. Prior to submission of the online application form 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 FINAL SUBMIT 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 have the option of making the payment of requisite fees/ intimation charges through ONLINE mode only:

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

   In case the candidate is unable to fill in the online application 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 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. Once the application is filled in completely, candidate should submit the data.

2. The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

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

4. After Final Submit, an additional page of the online application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

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

6. On successful completion of the transaction, **an e-receipt** will be generated.

7. 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 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 IBPS.

- ❖ Please note that all the particulars mentioned in the online application form including Name of the Candidate, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IBPS 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 online application form.

- ❖ An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

- ❖ An online application which is incomplete in any respect such as without proper passport size photograph, signature, and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.

- ❖ Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee/ intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the authorised IBPS website on account of heavy load on internet/website jam.

- ❖ IBPS does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.

- ❖ Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

- ❖ Any information submitted by an applicant in his/ her online application form shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

## I. GENERAL INSTRUCTIONS

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examination and further process of selection including interview.

2. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.

3. A Candidate's admission to the examination/ shortlisting for further process of selection including interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS. IBPS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage 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).

4. If any of these shortcomings is/are detected after appointment in IBPS, his/her services are liable to be summarily terminated.

5. Adequate Social Distancing measures will be implemented as per Government of India guidelines in current scenario of COVID-19 to ensure health & safety of the candidates without compromising the high standards, sanctity, and fairness in conduct of the examination. Candidates are also required to adhere to guidelines and new process for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates.

6. IBPS, at various stages, may capture IRIS scan for verification of the genuineness of the candidate. Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature.

7. Decision of IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, further process of selection including interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS in this behalf.

8. Online applications once registered will not be allowed to be withdrawn.

9. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

10. Canvassing in any form will be a disqualification.

11. Any request for change of address, details mentioned in the online application form will not be entertained.

12. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS in future should be identical and there should be no variation of any kind.

13. A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

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

15. IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

16. IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc. Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form.

17. IBPS shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IBPS and candidates are advised to keep a close watch on the authorised IBPS website www.ibps.in for latest updates.

18. IBPS would be analyzing 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 IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates.

19. Internal candidate, if eligible, may also apply.

20. IBPS can cancel the selection process at any point of time without giving any reason.

21. All the above positions require full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.

22. For regular appointment, there would be a probation period of 1 year and will be confirmed subject to satisfactory completion of the probation and other requirements as per IBPS staff rule.

23. **Those candidates who applied and attended in earlier selection process need not apply.**

24. **<u>SERVICE BOND:</u>**

    At the time of joining the services of IBPS, the selected candidate is/are required to execute a Service Bond for serving for a minimum of 2 years in IBPS w.e.f. date of joining IBPS or else shall pay an amount of Rs.1 lakh (Rupees One lakh).

25. ANY ADDENDUM/CORRIGENDUM/ NOTICE SHALL BE POSTED ONLY ON INSTITUTE'S WEBSITE.

26. Mere fulfilling the eligibility criteria will not guarantee shortlisting for further process.

**Please Note:**

❖ The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI. However, Institute will provide necessary support.

**13.01.2021**                                                                 Division Head (Administration)
IBPS, Mumbai

**EXAMINATION CENTRES (Tentative List)**

The examination may be held at the following centres and the address of the venue will be advised in the call letters. IBPS, 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. IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

| Centre code | Centre |
|---|---|
| 01 | Hyderabad |
| 02 | Guwahati |
| 03 | Patna |
| 04 | Chandigarh |
| 05 | Raipur |
| 06 | New Delhi |
| 07 | Ahmedabad |
| 08 | Jammu |
| 09 | Ranchi |
| 10 | Bengaluru |
| 11 | Thiruvananthapuram |
| 12 | Bhopal |
| 13 | Mumbai |
| 14 | Bhubaneshwar |
| 15 | Jaipur |
| 16 | Chennai |
| 17 | Lucknow |
| 18 | Kolkata |

**Guidelines for scanning and Upload of Documents**

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

**Photograph Image: (4.5cm × 3.5cm)**

- *Photograph must be a recent passport style colour picture.*
- *Make sure that the picture is in* colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Photo uploaded should be of appropriate size and visible.

**Signature, left thumb impression and hand-written declaration Image:**

- 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 uploaded should be of appropriate size and clearly visible
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**

**Ensure that Photo, Signature, thumb impression and hand-written declaration are uploaded at the specified spaces only in the online application form.**

**Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg /.jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression /hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression /hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

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

**Note:**

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration 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 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, prior to submitting the form.
3. 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.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible
7. After registering online candidates are advised to take a printout of their system generated online application forms.

**\*\*\*\*\*\*\*\***

## Self-Declaration

We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a √ (Yes, I have) or ✕ (No, I do not have).

| | |
|---|---|
| Cough | |
| Fever | |
| Sore Throat / Runny Nose | |
| Breathing Problem | |
| Body Ache | |

- I have NOT been in closed contact with a person suffering from Covid 19 and am NOT under mandatory quarantine

- I may be subject to legal provision/ action as applicable for hiding any facts on Covid 19 infections related to me and causing health hazard to others.

- I am aware IBPS has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.

- I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

- I'm certifying that I've NOT tested Positive for the Coronavirus or identified as a potential carrier of the COVID19 virus.


Candidate Name : _____

Candidate Roll No : _____

Date of the Exam : _____

Exam Center Name : _____

Signature of Candidate _____