



**Advertisement No. 8/ 2025-26**  
**Recruitment of Specialist Officers – 2026-27**

IDBI Bank Ltd. is a full service Universal Bank, which offers a wide array of banking products and services. IDBI Bank has inherited a rich legacy from its predecessor i.e. Industrial Development Bank of India, which was an apex Development Financial Institution (DFI) in the realm of industry from July 1, 1964 to September 30, 2004. The Bank has played a pivotal nation building role since 1964 and now, as a full-service commercial bank, we are committed to providing value to all stakeholders. IDBI Bank is strongly committed to work towards emerging as 'most preferred and trusted bank enhancing value for all stakeholders'. Over the years, Bank has been providing opportunities to potential candidates to exceed and enhance their capabilities through hiring across various facets of banking.

IDBI Bank Ltd. invites online applications from eligible candidates for various positions. Candidates fulfilling required eligibility criteria may apply on-line through the link given on Bank's website <https://www.idbi.bank.in/idbi-bank-careers-current-openings.aspx>.

Start Date of Online Registration & Payment of Application Fee/ Intimation Charges - Online :	March 25, 2026
Last Date of Online Registration & Payment of Application Fee/ Intimation Charges - Online :	April 8, 2026

**NOTE:**

- Cut-off date for eligibility criteria i.e. age, qualification and experience for the advertised posts is **March 01, 2026**.
- Candidates are strictly advised to **apply only for one of the notified position**, after ensuring their eligibility as per the criteria for the respective post. Please note that multiple applications by the same candidate (for one/all/any position) will be rejected out rightly, without assigning any reason and fees/charges, if paid would be non-refundable.
- Shortlisting of the application will be provisional and based on the information furnished/declared in the online application form. Candidature shall be subject to verification of all details / documents with the original, if called for further selection process.
- The process of Registration of application is complete only when fee is deposited/received with the Bank through On-line mode on or before the last date for fee payment.

- (e) Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Participation to selection process will be purely provisional. Final selection of the candidate will be subject to positive verification of information/documents mentioned/submitted by the candidate at the time of application or during selection process.
- (f) Training / Internship/ Apprenticeship/ Teaching/ Graduate Trainee/ Retainership experience shall not be considered against any of the advertised role.
- (g) Candidates are advised to check Bank's website for all further announcements/information. Any revision/corrigenda will be hosted on the Bank's website only and no separate communication will be sent to applicant separately.

**1. Details of Post:**

Sr. No	Post Code/Functional Area	Position				Total
		Deputy General Manager	Assistant General Manager	Manager	Junior Assistant Manager	
1	Audit – Information System (IS)	-	2	-	-	<b>2</b>
2	Risk Management – Information Security	-	2	2	-	<b>4</b>
3	Information Technology & MIS (IT & MIS)*	5	7	7	-	<b>19</b>
4	Security Officer	-	-	-	8	<b>8</b>
<b>Total</b>		<b>5</b>	<b>11</b>	<b>9</b>	<b>8</b>	<b>33</b>

*\*Functional domain – positions in Finacle Core Group, Network, Data Analytics, Data Science, IT Infrastructure Management, Full Stack Developer, Vendor Management, IT Solution, Digital Lending, Digital Solution, Work flow Solution, Artificial Intelligence & Machine Learning, Cloud Management, Financial Inclusion, Trade Finance and other IT Functions.*

**Note** - The selection of candidate will be at the sole discretion of the Bank considering the overall experience of the applicant. Bank may select an applicant in a lower grade (than the one applied) at its discretion in any of the listed domains, depending on the overall vacancies in the Bank. The decision of the Bank shall be binding and final in this regard.

## 2. Details of Reservation:-

Post	Reserved for								
	Unreserved (UR)	SC	ST	OBC	EWS	PwBD			
						VH	HH	OH	MD/ID
Deputy General Manager (DGM) - Grade D	3	0	1	1	0	0	0	0	0
Assistant General Manager (AGM) - Grade C	5	1	2	2	1	0	0	0	0
Manager - Grade B	5	1	1	2	0	1	0	0	0
Junior Assistant Manager – Grade O	4	1	1	2	0	0	0	0	0

**Note** - The number of vacancies/ reserved vacancies is provisional and may vary according to actual requirement of the Bank.

## 3. Age, Educational qualification and Experience (as on Cut-off date March 01, 2026):

Sr. No.	Post Code	Vacancy	Grade	Age (In years)	Educational Qualification	Experience*
1	Audit - Information System (IS)	2	Grade C	Min – 28 Max – 40	B.Tech. / BE in Information Technology (IT) /Electronics & Communications/ Software Engineering/ Electronics & Electrical/ Electronics/ Computer Science/Digital Banking/ BCA/ B.Sc. (Computer Science/ IT) from any University recognized by Govt. of India or its regulatory bodies.  <b>OR</b>  Graduates in any stream with valid Certified Information Systems Auditor (CISA) certification	Minimum 7 years as an officer or equivalent in BFSI/ IT/ Information Security consultancy of which 4 years should be in the functional area of IS Audit /Cyber Security Audit / Information Security Consultancy, as per the notified job description.

Sr. No.	Post Code	Vacancy	Grade	Age (In years)	Educational Qualification	Experience*
					<p style="text-align: center;"><b>OR</b></p> <p>M.Sc. (IT/ Computer Science)/ MCA or equivalent/ M Tech/ M.E - Information Technology (IT) /Electronics &amp; Communications/ Electronics &amp; Electrical/ Electronics/Software Engineering/ Digital Banking/ Computer Science from the University recognized by Govt. of India or its regulatory bodies.</p> <p>Qualifications/Certifications viz. CISSP (Certified Information Systems Security Professional from ISC2)/ CISM (Certified Information Security Manager from ISACA USA)/ CISA [Certified Information Systems Auditor] from ISACA USA/ DISA (Diploma in Information Systems Audit from ICAI)/ ISO 27001 Lead Auditor from NABCB/ CEH (Certified Ethical Hacker) from EC-Council USA/ GIAC (Global Information Assurance Certification from SANS Institute) will be preferred.</p>	

Sr. No.	Post Code	Vacancy	Grade	Age (In years)	Educational Qualification	Experience*
2.	Risk Management - Information Security	2	Grade C	Min – 28 Max – 40	<p>B.E. / B. Tech. (in Computer Science &amp; Engineering / Computer Science / Information Technology / Information and Communication Technology/ Electronics &amp; Communications / Electrical/ Electronics &amp; Electrical Engineering)/ BCA/ BSc (Computer Science/ IT) from the University recognized by Govt. of India or its regulatory bodies.</p> <p align="center"><b>OR</b></p> <p>MCA or equivalent / MSc (Computer Science) / MSc (IT) from the University recognized by Govt. of India or its regulatory bodies.</p>	<p>Minimum 7 years of experience as an officer or equivalent in IT/ BFSI Sector / Financial Technology (FinTech) or any Corporate entity having department/ division/ subsidiary of Information Technology / Information Security / Cyber Security.</p> <p>Out of above, 4 years' experience should be in the area of Information Security / Cyber Security and related/akin areas.</p>
		2	Grade B	Min – 25 Max – 35	<p>Professional Certifications viz. Certified Information Systems Auditor (CISA) / Certified Information Security Manager (CISM) / Certified Information Systems Security Professional (CISSP) / Offensive Security Certified Professional (OSCP) / Certified Ethical Hacker (CEH) / Certified Information Security Professional (CISP), Diploma in Information System Audit (DISA) shall be preferred.</p>	<p>Minimum 4 years of experience as an officer or equivalent in IT/ BFSI Sector / Financial Technology (FinTech) or any Corporate entity having department/ division/ subsidiary of Information Technology / Information Security / Cyber Security.</p> <p>Out of above, 2 years' experience should be in the area of Information Security / Cyber Security and related/akin areas.</p>

Sr. No.	Post Code	Vacancy	Grade	Age (In years)	Educational Qualification	Experience*
3	IT & MIS	5	Grade D	Min – 35 Max – 45	Graduate in Computer Science/Information Technology (IT) /Electronics/ Electronics & Communications/ Electronics and Telecommunications/ Artificial Intelligence/Machine Learning/ Cloud computing/ Data Science/Data Engineering or akin. Candidates having post-graduation in any of the above streams shall be preferred. <b>OR</b> MCA or equivalent from any University recognized by Govt. of India or its regulatory bodies.  Preference shall be given to the candidates having minimum of 60% marks or CGPA 6.5 or above (55% marks/ CGPA 6 or above for SC/ST/PWD).  Desirable – Oracle Certified Professional (OCP) / Certification in Data Analytics/ SAS/Python/ Project Management / Other IT Domains viz., Digital Banking and/or channels and/or IT Security and /or Network(CCNP/CCNA, etc.) and/or any other industry recognized certification pertaining to the listed functional domains.	Minimum 10 years' experience at middle level management position in BFSI/Fin-Tech/ Large Information Technology Services Organizations. Out of which 7 years relevant work experience must be in the related functional area as indicated in Job description.
		7	Grade C	Min – 28 Max – 40		Minimum 7 years' experience as Officer position in BFSI/ Fin-Tech/ Large Information Technology Services Organizations. Out of which 4 years' relevant work experience must be in the related functional area as indicated in Job description.
		7	Grade B	Min – 25 Max – 35		Minimum 4 years' experience as Officer position in BFSI/Fin-Tech/ Large Information Technology Services Organizations. Out of which 2 years' relevant work experience must be in the related functional area as indicated in Job description.

Sr No	Post Code	Vacancy	Grade	Age (In years)	Educational Qualification	Experience*
4	Security Officer	8	Grade O	Max – 50 <b>(Inclusive of all relaxations)</b>	XII/Diploma Pass or equivalent from recognized Colleges/ Institutes of Government of India or its regulatory bodies. Basic computer proficiency certificate would be desirable.	Retired Junior Commissioned Officer from the Indian Army/ Indian Navy/ Indian Air Force with minimum 15 years of regular service.  At the time of retirement from service, the employee's character should be certified as <i>Exemplary</i> , which should be explicitly entered in the discharge book.

\*The experience mentioned / claimed should be supported by/with a suitable certificate issued by the concerned employer.

- **Roles and Job Description (JD) are appended as [Appendix](#).** (Please click on Appendix for details).
- Preferable/ Compulsory experience should be in the appended Job roles against the notified vacancy.

**Note**

- a) Applications shall be shortlisted basis the information declared by the candidates at the time of applying. Please note that the details declared in the application form should match with the documents produced at the time of selection process. In case candidates fail to produce even any one of the declared documents, they shall not be allowed to appear for further selection process without any recourse to them. Candidates are responsible for ensuring the accuracy and completeness of the information submitted in the online application. Any requests for corrections, amendments, or resubmissions after the application has been submitted will not be entertained under any circumstances.
- b) The Bank reserves the right to change /modify the name of post/designation at any time without notice and may also assign such other related jobs/assignments, as may be decided from time to time. Irrespective of the position applied for, the Bank reserves the right to place a selected candidate in any of the functional areas of the Bank other than those advertised or place a selected candidate within any of the advertised positions, as above, if found suitable for the same.

- c) The number of vacancies are provisional and may vary depending upon the future requirements. The Bank reserves the right to draw a waitlist and consider waitlisted candidate(s) for future requirements, if any. Offers could be issued in phases, as per the Bank's requirement. The Bank also reserve the right to not issue offer to waitlisted candidates, without assigning any reason.
- d) IDBI Bank, at its discretion, reserves the right to make an offer for a post, one grade lower, even though the candidate applies/ fulfills the eligibility criteria for the higher grade position.
- e) Graduation /post-graduation Degrees obtained from the recognized Universities or Institutes recognized by Government of India/ UGC/ AICTE only will be considered and the applicants should be in possession of valid degree certificate, issued by the concerned University. Apart from the indicated educational qualification, consideration of any other qualification (subject to having the minimum stipulated experience) shall be at the sole discretion of the Bank.
- f) Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the eligibility criteria. 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 issued and signed by the appropriate authority of the University / Institute, in original, indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- g) Candidate should ensure that details filled in the application is correct in all respect in regards to the stipulated eligibility criteria i.e. Age, Educational Qualification and work experience and shall match with the original documents, if shortlisted for selection process.
- h) Only full time experience as a permanent employee will be considered. Candidates having work experience as contractual employee are not eligible for the post.
- i) Experience through Staffing /Manpower agencies/ vendors/ companies for any of the entities listed for all the posts will not be considered. Experience below 6 months in any organization will not be reckoned.

- j) The Bank reserves the right to increase/ modify/amend any of the eligibility criteria as listed at S No. 3, pertaining to educational qualification and/or work experience and/or any criteria. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if required, without any further notice and without assigning any reason thereof.
- k) Inability to produce any of the supporting documents declared in the application form (both original and attested copy), if called for the selection process, will render the candidates ineligible for the selection. **Unless specifically asked for, no documents shall be directly sent to the Bank by candidates before or after the selection process.**

• **List of Documents to be submitted at the time of selection process:**

Document sought in respect of-	Documents
Age	10 <sup>th</sup> Standard Marks sheet or School Leaving Certificate or Birth Certificate
Educational Qualifications	<p><b>High School and Intermediate-</b> Marks sheets and Passing Certificates of Class 10<sup>th</sup> and Class 12<sup>th</sup></p> <p><b>Graduation</b> All semester/year-wise or consolidated marks sheets and Degree and/ or Provisional Degree certificate issued by the University.</p> <p><b>PG/Masters</b> All semester/year-wise or consolidated marks sheets and Degree and/ or Provisional Degree certificate issued by the University.</p> <p><b>Any other Professional Certifications</b> should be valid as on cut-off date.</p>
Caste or Tribe or Class Certificate for SC, ST, OBC (NCL) and EWS	<p>Latest Caste/ Tribe/Class certificate must be submitted in <u>Central Government format</u> only. The certificate must –</p> <ol style="list-style-type: none"> <li>1. the caste name mentioned in category certificate should tally letter by letter with Central Government list / notification</li> <li>2. be completely filled (including ordinarily resident clause)</li> <li>3. be stamped (round seal) and signed by issuing authority competent to issue such certificate as per the Central List</li> <li>4. satisfy all requirements for availing reservation benefits as per Government of India guidelines.</li> </ol>

Document sought in respect of-	Documents
Work Experience	<p>Experience Certificate from past and current employers (as declared in application form) or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the Date of Joining and Date of Relieving for each of the previous employment(s).</p> <p><b><u>(Experience on contract basis through rolls or third party shall not be counted/considered as relevant experience.)</u></b></p> <p>Detailed Background verification w.r.t work experience shall be conducted &amp; any anomaly in the declared experience, shall be considered as ground for disqualification/ termination (if selected).</p>
Person with Disability (PWD)	<p>If declared, Disability Certificate issued by the Competent Authority. Candidates must possess a <u>proper valid disability certificate</u> with correct details of disability, Percentage (%) of disability, validity period and sign and stamp of issuing authority as <u>on cutoff date</u>.</p>
Photo identity (Any 2 )	<p>PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Aadhar/ E-Aadhar card with a photograph.</p>

#### 4. Emoluments:

##### 4.1 Pay and allowances:

Post	Current Pay scale
Deputy General Manager, Grade 'D'	<p>₹102300-2980(4)- 114220-3360(2)- 120940 (7 years) Gross emolument for metro cities will be ₹197000/- per month (approx.)</p>
Assistant General Manager, Grade 'C'	<p>₹85920-2680(5)-99320-2980(2)-105280 (8 years) Gross emolument for metro cities will be ₹164000/- per month (approx.)</p>
Manager – Grade 'B'	<p>₹64820-2340(1)-67160-2680 (10)-93960 (12 years) Gross emolument for metro cities will be ₹124000/- per month (approx.)</p>
Junior Assistant Manager– Grade 'O'	<p>Cost to Company (CTC) basis would range between ₹6.14 lakh to ₹6.50 lakh (Class A city) at the time of joining. Annual increment shall be granted based on performance or any other parameters as decided by the Bank from time to time.</p>

In addition to the pay, the selected candidate will be eligible for allowances, perquisites and benefits as applicable to the respective Grade as per the Bank's rules, prevalent at the time of joining and thereafter. Further, fitment of pay for new recruits in the cadre will be governed by relevant guidelines and extant Bank's policies. In addition, candidates will also be eligible for Performance Linked Variable Pay as per the Bank's extant policy as modified/amended/revised from time to time.

The appointee would be covered under the IDBI Bank Ltd. New Pension Scheme (IBLNPS) rules, 2011, as amended/modified from time to time.

#### **4.2 Appointment & Posting:**

- a) Initial appointment for all posts will be on probation for a period of 1 year from the Date of Joining and will be ordinarily confirmed w.e.f. the succeeding quarter on completion of the first year of appointment. Confirmation would be subject to the extant policies of the Bank as amended from time to time.
- b) Candidate will be posted in any relevant role (advertised) at the Bank's discretion, to any offices/branches of the Bank or the departments/ offices/ business units/ the Bank's associate institutions. The candidate will also be liable to be transferred to any place in/outside India, as the Bank may decide from time to time in terms of the Bank's prevailing rules. Candidates joining the Bank shall be governed by Service, Conduct Rules & Policies of the Bank, as amended from time to time.

#### **5. Selection Procedure**

5.1 The selection process for aforesaid posts will comprise of preliminary screening of stipulated eligibility criteria of Age, Educational Qualifications and working experience, etc. as declared by the candidate in the application form. The Candidature after preliminary screening would be provisional for all Posts/ Grades and would be subject to verification with the originals.

5.2 Bank reserves the right to change (cancel/ modify/ add) any of the notified criteria, method of selection and provisional selection etc. Taking into account the number of vacancies proposed to be filled, Bank reserves the right to call limited number of candidates for selection process at its sole discretion and/or requirement. Number of candidates (as decided by the Bank) will be shortlisted based on their qualification, experience and overall suitability for the notified position. Most suitable

candidates will be called for the selection process i.e. Group Discussion and /or Personal Interview (PI). Merely applying/ being eligible for the post does not entitle any right to the candidate to be called for the selection process.

5.3 The venue, time and date for selection process will be informed to the shortlisted candidates through call letter on/ to Registered Email/SMS. Request for change of center/date/time, etc. shall not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, and venue for the selection process at its discretion. The changes, if any, would be suitably advised to the candidates by notification on Bank's website or as decided by the Bank.

5.4 The candidate should have a **valid personal email-id and mobile number**, which should be kept active till the completion of **Recruitment Process**. The Bank may send call letters for the selection process and/ or other information to the registered email-id/ mobile number. In case of non-receipt of the communication/information due to technical defect, error or failure, the Bank shall not be responsible for the same. Candidates are advised not to change their email-id/ mobile number, till the recruitment process is completed.

5.5 Mere fulfilling minimum qualification & experience will not vest any right in candidate for being called for Group Discussion and /or Personal Interview (PI). The decision of the Bank to call candidates vis-à-vis grade wise vacancies for Group Discussion and /or Personal Interview (PI) shall be final. No correspondence will be entertained in this regard.

5.6 The candidates who have not been selected in Group Discussion and /or Personal Interview (PI) will not be considered for subsequent selection process. Bank's decision would be binding on the candidates and no separate communication will be sent to the non-selected candidates.

5.7 The final selection of candidate is subject to fulfilling the stipulated eligibility criteria as on the cut-off date, qualifying in selection process, being declared medically fit as per the Bank's medical standards of fitness and subject to satisfactory Background check etc.

5.8 Mere eligibility, qualification/participation in selection process does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and it shall not vest any right for the candidate for selection/appointment. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, and /or before or after onboarding (if selected),

if he/she is found to be ineligible and/or furnished incorrect or false information/ certificates/ documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, candidate may be terminated from the services of the Bank.

5.9 The selection process shall comprise of Document Verification (DV), Group Discussion (GD) and / or Personal Interview (PI) and Pre Recruitment Medical Test (PRMT). Fitness of the candidates after PRMT would be based on the prevailing guidelines of the Bank.

5.10 The mentioned selection process is indicative and Bank is at liberty to modify the same at any time without assigning any reason whatsoever.

5.11 **Medical Fitness:**

- a) The final offer of employment would be issued to candidates who are found to be medically fit as per Bank's Medical Fitness Standards and/or by the Bank's Consultant Physician at Corporate Center, Mumbai or any other akin medical professional /agency assigned by the Bank, as deemed fit, at its own discretion, subject to fulfillment of all other eligibility criteria with regard to age, qualification, language etc. as stipulated in the advertisement. All the medical tests as mentioned on the medical authorization letter are compulsory. If any advised test is not done by the candidate, it may lead to cancellation of candidature.
- b) The medical fitness shall be as per the Bank's extant Medical Fitness Standards (MFS) and the final decision in an event of any anomaly / deviation from the current MFS shall rest with the Bank's Medical officer at Corporate Centre, Mumbai or any other akin officer if appointed by the Bank, at its sole discretion.
- c) The Medical reports of the finally shortlisted candidates (post culmination of the PI process) shall be strictly confidential and will not be shared in any manner whatsoever with the prospective candidate.
- d) **For Grade 'O' – Security Officer:** Applicants should have medical category of Shape-1 or equivalent at the time of the discharge from services. Applicant shall also be required to pass Bank's medical fitness test prior to joining and the final offer of employment would be issued to candidates who are found to be medically fit as per Bank's Medical Fitness Standards

and/or by the Bank's Consultant Physician at Corporate Center, Mumbai and as per terms mentioned in para 5.11 (a to c) above.

**6 Eligibility criteria:**

**6.1 Nationality/Citizenship:**

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The candidate, in whose case a certificate of eligibility is necessary, may be provisionally admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India (GOI) or consequent to an explicit go ahead by GOI, if required. The final hiring / on boarding of such candidate will be at the sole discretion of the Bank.

A candidate in whose case a certificate of eligibility is necessary may be allowed to appear in Group Discussion and /or Personal Interview conducted by the Bank, but on final selection, the offer of appointment will be given only after the necessary eligibility certificate issued to him by Government of India, is submitted to the Bank.

**6.2 Age (As on cut-off date March 01, 2026):**

Post	Age
Deputy General Manager, Grade 'D'	Minimum: 35 years Maximum: 45 years A candidate must have been born not earlier than 02-03-1981 and not later than 01.03. 1991 (both dates inclusive)

Post	Age
Assistant General Manager, Grade 'C'	Minimum: 28 years Maximum: 40 years A candidate must have been born not earlier than 02.03.1986 and not later than 01.03.1998 (both dates inclusive).
Manager – Grade 'B'	Minimum: 25 years Maximum: 35 years A candidate must have been born not earlier than 02.03.1991 and not later than 01.03.2001 (both dates inclusive).
Junior Assistant Manager – Grade 'O' (Security Officer)	Maximum: 50 years <b>(Inclusive of all relaxations)</b> A candidate must have been born not earlier than 02.03.1976.

**6.3 Relaxation in Upper age limit (only for vacancies in IS-Audit, IT & MIS & Risk Management – ISG) for the following categories:**

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	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
e	Persons affected by 1984 riots	5 years

**Note:**

a) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining Categories for which age relaxation is permitted as mentioned above at c to e.

- b) The maximum age limit specified is applicable to General Category candidates (as per para 6.2)
- c) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original / copies at the time of Interview and at any subsequent stage of the recruitment process.
- d) There is no reservation for Ex-servicemen in Officers' cadre.
- e) In case of an Ex-serviceman who has once joined in a Government job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases (applicable for all positions including JAM-Security)

## 7. **Reservations:**

A. Reservations/ Relaxations/ Concessions for SC/ST/OBC/EWS/PWD candidates would be extended as per rules / guidelines of Government of India.

B. Vacancies reserved for OBC category are available only to the candidate belonging to 'Non-Creamy Layer'. 'Creamy Layer' OBC candidates should indicate their category as 'General'.

### C. **Reservation for Physically Handicapped (PH) candidates or Person with Disabilities (PWD):**

The minimum disability in case of PWD a candidates is moderate i.e. 40%. The maximum disability would be as per extant guidelines of Government of India or as decided by the Bank. The PWD candidates should possess a latest certificate to the effect with sub-category of disability [Visually Impaired (VI), Orthopedically Handicapped (OH), Hearing Impairment (HI) and Multiple Disabilities (MD)/ Intellectual Disabilities (ID) only] issued by the Board or countersigned by the Medical Superintendent or Chief Medical Officer or Head of Hospital of Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.

### **Definitions of Categories of disabilities:**

(I) Visually Impaired (VI): Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation

of the field of vision subtending in angle of 20 degrees or worse. Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

(II) Orthopedically Handicapped (OH): Only those Orthopedically Challenged candidates who have loco-motor disability or cerebral palsy with loco-motor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

- a) BL - Both legs affected but not arms
- b) OA - One arm affected (R or L)
- c) Impaired reach;
- d) Weakness of grip;
- e) Ataxia OL – One leg affected (R or L) MW – Muscular weakness and limited physical endurance
- f) Acid attack victims- a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- g) Leprosy cured person means a person who has been cured of leprosy but is suffering from- (i) Loss of sensation in hands/ feet or fit as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity (ii) Manifest deformity and paresis but having sufficient mobility in their hands and fit to enable them to engage in normal economic activity (iii) extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression 'leprosy cured' shall be construed accordingly. Infective leprosy and infective dermatitis and weeping eczema will be treated as disqualification.
- h) Cerebral Palsy- means a group of non-progressive neurological conditions affecting body movements and muscle coordination , caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth.
- i) Dwarfism- means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 cms) or less.
- j) Muscular Dystrophy- means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissues.

(III) Hearing Impairment (HI): Means loss of 60 decibels or more in the better ear in the conversational range of frequencies.

(IV) **Multiple Disability (MD)/Intellectual Disability (ID):** "Multiple Disabilities" means multiple disabilities amongst VI, OH, HI, SLD, MI & ASD. Only those persons, who suffer from the following types of disabilities, are eligible to apply under this category:

1. "Specific Learning Disability" (SLD) means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.
2. "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, specially characterised by sub normality of intelligence.
3. "Autism Spectrum Disorder" (ASD) means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behavior.

Note: It may not be possible to employ PWD candidates in all offices/ branches of the Bank and in case of their selection they will have to work in the post identified as suitable for them by the Bank.

**D. Ex-Serviceman:** Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Govt. of India, Ministry of Home Affairs, Dept. of Personnel & Administrative Reforms Notification No.36034/ 5/85/Estt. (SCT) dated 27.10.1986 as amended from time to time.

**E. Reservation for Economically Weaker Sections (EWS):** Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below ₹8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWS for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. 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 EWS, 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.

F. Competent Authority for the issue of the certificate to SC/ ST/ OBC/ EWS/PWD is as under (as notified by Government of India from time to time):

- i) For Scheduled Castes/ Scheduled Tribes/ Other Backward Classes/ Economically Weaker Sections : (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluk 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 (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.
- ii) Disability Certificates: If declared, Medical Certificate issued by the Competent Authority in case of PWD candidates. Authorized Certifying Authority will be a Medical Board duly constituted by the Central/ State Government having at least 3 members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon or as the case maybe. Non submission of proper valid certificate at the time of DV and/or PI may lead to disqualification of candidature.
- iii) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil Post & Services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on cut-off date. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. 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.

**Note - Guidelines are subject to change in terms of Government of India guidelines/ clarifications, if any, from time to time.**

**8. Other Eligibility criteria:**

- a. Bank at its discretion shall not on-board (if selected), candidates with record of default in repayment of loans/ credit card dues and/or against whose name adverse report of CIBIL or other external rating agencies. **Completing the Online Application will be deemed as consent from the candidate to check his/her Credit history with the relevant agencies.**
- b. Candidature of candidates against whom there is/ are adverse report regarding character, antecedents, moral turpitude, removal/termination from service in any of the previous organization, any court case pending in any court of law (India/International) etc. is liable to be rejected at any stage of the recruitment process or termination of services, even post appointment, without any recourse. **Candidates who have been found guilty in any departmental investigation are ineligible for the notified position.**
- c. The examination of candidature of candidates against whom any Disciplinary Action is underway / initiated/ awarded minor / major penalty would be as per the discretion of the Bank. The candidature of such candidates if considered for further selection process/on-boarding is liable to be terminated at any stage of the hiring process without any explanation or recourse.
- d. Internal candidates if applying for any of the advertised post, should refer to the Bank's internal circular in the matter before applying.
- e. Medical Fitness, Character and Caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit as per Bank's Medical Fitness Standards and/or by the Bank's Medical Officer at Corporate Office, Mumbai. Appointment shall also be subject to satisfactory verification of their character, all antecedents (as required by the Bank) and caste certificates (wherever applicable). Till such time, the appointment of the selected candidates in the Bank will be provisional.

**9 Application Fee/ Intimation Charges (Non-Refundable):**

- 9.1 Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future Selection process. Candidates should ensure their eligibility before paying the fees/ applying online.

<b>Category of Applicant</b>	<b>Application Fee</b>
SC/ST/PWD	Rs.250/- (Intimation charges only) including GST
General, EWS & OBC	Rs.1050/- (Application fee + Intimation charges) including GST

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

9.2 In case of multiple applications, only the last valid (complete) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.

9.3 Online application once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded.

**10. Mode of Payment:**

10.1 Candidates have to make the payment of requisite fee/ intimation charges through ONLINE mode only.

10.2 Bank Transaction charges / convenience charges or any other charges applicable for Online Payment of Application fees/Intimation charges will have to be borne by the candidate.

10.3 The dates for payment of fee would be the same even for candidate's applying from far- flung areas. No mode other than online mode of payment would be acceptable.

10.4 Candidates are advised to go through the advertisement thoroughly and ensure that they fulfill all the eligibility criteria before making the payment, as fee once paid will not be refunded or adjusted under any circumstances.

10.5 The application form is integrated with the Payment Gateway and the payment process can be completed by following the instructions given below:

- i) Payment can be made using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking/ Wallets.
- ii) After submitting your payment information, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE/ PAYMENT FAILURES.
- iii) On successful completion of the transaction, an e-receipt would be generated.
- iv) Non-generation of "E-Receipt" indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- v) Candidates are required to take a print of the online application and e-receipt. Online payment receipt will have to be produced, at the time of selection process.

- vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again.' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- vii) Without call letter and online payment receipt, the candidates will not be allowed to appear for selection process.
- viii) Bank is not liable to refund the fees paid and/or any charges in event of non-selection of candidate at any stage or closure or filling of all vacancies or in any other circumstances/conditions.

**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 charges.
- ✓ For Credit Card users: All charges are listed in Indian Rupees. If non-Indian credit card is used, your bank will convert the transaction amount to local currency based on prevailing exchange rates. Any exchange charges/ fees or commission etc. shall be borne by the candidate.
- ✓ To ensure the security of your data, please close the browser window once your transaction is completed.
- ✓ Application once made will not be allowed to be withdrawn and fees once paid will NOT be refunded on any account nor can it be held in reserve for **any other recruitment or selection process.**
- ✓ In case of multiple debits, Bank will try to refund the excess credit subject to reconciliation however candidates will not have any right or claim for such refunds.

**11 How to apply:**

- 11.1 Candidates to visit the Bank's website <https://www.idbi.bank.in/idbi-bank-careers-current-openings.aspx>. **No other means/ mode of application will be accepted.**
- 11.2 **Candidates are required to have a valid personal Email ID and Mobile number.** It should be kept active till completion of this Recruitment process. Bank may notify through the registered Email ID. In case, a candidate does not have a valid personal email ID, he/ she should create his/ her new email ID before applying Online.
- 11.3 Use of special characters while filling the form will not be allowed. **In case the candidate is unable to fill in the 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. This facility will be **available for three times only**. Once the application is filled in completely, candidate should submit the data.

- 11.4 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 at later stage. 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 FINAL SUBMIT** button. Visually Impaired candidates will be responsible for carefully getting the details filled and verification of such details, in the online application form ensuring that the same are correct prior to submission as no change is possible after submission.
- 11.5 All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, etc. will be considered as final and no change/ modifications will be allowed after submission of the online application form.
- 11.6 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.**
- 11.7 An online application which is incomplete in any respect such as without photograph & signature. Instruction for uploading of Photograph and Signature are as per **Annexure II** and instruction for uploading of Brief Curriculum Vitae (CV), is as per **Annexure III**.
- 11.8 Any information submitted by a candidate in his/ her application shall be binding on the candidate personally and he/ she shall be liable for prosecution in case the information/ details furnished by him/ her are found to be false at a later stage.

## **12 Identity Verification**

- 12.1 At the time of selection process, the original call letter along with a photocopy of the candidate's photo identity (bearing the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card should be submitted to

the invigilator for verification.

12.2 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 selection process. Ration Card **will not be accepted as valid id proof.**

12.3 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, mentioning the changed name.

***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 same.***

### **13 General Instructions:**

13.1 Cut-off date: **March 01, 2026**

13.2 Before submitting the online application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, experience, etc. as stated in this advertisement. If the candidates are not eligible, their candidature will be cancelled at any stage of the recruitment. If the candidate qualifies in the selection process and subsequently it is found that he or she does not fulfill the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.

13.3 Applications should be submitted only by the on-line mode through IDBI Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.

13.4 Candidates are advised in their own interest to apply online much before the closing date to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam. The Bank does not assume any responsibility for the candidates not being able to submit their application within the last date on account of the above reasons or any other reason beyond the control of the Bank.

13.5 Bank reserves the right to cancel/ modify/ amend any or all of the provisions of the recruitment process including eligibility criteria.

- 13.6 Bank may at its sole discretion, re-hold the selection process if required, wherever necessary in respect of a center or venue or specific candidates(s) and/or all centers or all candidates.
- 13.7 The candidate's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD, EWS, and Ex-Serviceman category and other testimonials is false. IDBI Bank also reserves its right to take such further action against the candidates, as it may deem proper, for production of such false caste certificate/ testimonials.
- 13.8 Only SC/ ST candidates eligible for the selection process will be reimbursed, on production of tickets, the to and fro AC II tier railway fare (by ordinary trains) by the shortest route from the place of their residence to the place of selection process. **This concession will not be admissible to SC/ST candidates who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats.**
- 13.9 The Candidates, belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided they fulfill all the eligibility criteria applicable to unreserved category.
- 13.10 PWD candidates must possess proper and valid disability certificate valid as on the cut-off date, issued by the competent authority as per the Government of India guidelines.
- 13.11 Candidates already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of PI. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- 13.12 The Bank shall not furnish the marksheet/scorecard to any candidates pertaining to this selection process.

- 13.13 Bank shall not entertain requests from candidates seeking advice about their eligibility to apply nor from any eligible and not selected Candidates.
- 13.14 In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., IDBI Bank's decision shall be final and binding on the Candidates and no correspondence shall be entertained in this regard.
- 13.15 At the time of PI, the candidates may require to provide details regarding criminal cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records, past exp and /or e-court verification, if required. The Bank reserves the rights to deny the appointment depending upon such disclosure and/or independent verification. An event of any adverse antecedent remarks/ report w.r.t. any of the background verification checks, the service/candidature of such candidates shall be terminated/cancelled forthwith without any further recourse.
- 13.16 Candidates with suppression or concealment of any information and containing incorrect or misleading information will lead to the Candidates being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection any time after appointment.
- 13.17 The appointment of the Candidates is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.
- 13.18 Candidates are advised not to change their signature at any point of time during and after the recruitment process. Candidates are advised to keep their email ID and mobile number live for receiving advices like call letters, interview advices, etc.
- 13.19 Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

13.20 The Bank reserves the right to reject any application/ candidature at any stage or cancel the conduct of selection process without assigning any reason(s) thereof.

13.21 Canvassing in any form will be a disqualification.

**Disclaimer:** *Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/ she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Merely satisfying the eligibility criteria norms do not entitle the candidate to be called for selection process. The Bank reserves the right to call only the requisite number of candidates for selection process after preliminary screening/ short-listing with reference to the candidate's age, qualification, experience, essential requirements, suitability etc.*

General Manager  
Human Resource  
IDBI Bank Ltd.

Place: Mumbai

Date: March 25, 2026

**Annexure I**  
**Government of .....**  
**(Name and Address of the authority issuing the certificate)**  
**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

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 possess any of the following assets\*\*\*:

- I. 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.

2. Shri/Smt./ Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes(Central List).

**Recent Passport  
size attested  
photograph of the  
applicant**

Signature with seal of office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

\* Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\* Note 2: The term "Family" for this purpose includes the person who seek 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

\*\*\*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

**Annexure – II**  
**Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

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

**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.
- Same photo must be affixed on print out of the online call letter for the online test firmly pasted at the prescribed place duly signed across by the candidate.

**Important**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded 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 candidate 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

**Your Online Application will not be registered unless you upload your Photograph and signature as specified.**

#### **Note:**

- 1) In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.
- 2) After uploading the Photograph and signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, 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 your application 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.

**Annexure – III**

**GUIDELINES FOR SCANNING & UPLOADING OF CURRICULUM VITAE (CV)**

**Before applying online a candidate will be required to have CV as per the specifications given below.**

**Document file type/ size**

- CV must be in PDF format and Page size of the CV should be A4
- Size of the file should not be exceeding 500 KB
- In case of CV 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 colors etc., during the process of scanning. Please ensure that CV uploaded are clear and readable.

**Procedure for uploading Documents**

- There will be separate links for uploading CV.
- Click on the respective link "Upload"
- Browse & select the location where the PDF file has been saved.
- Select the file by clicking on it and Click the 'Upload' button.
- Click Preview to confirm the CV is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayed
- Once uploaded/ submitted, the CV uploaded cannot be edited/ changed.

\*\*\*\*\*