



## State Bank of India

Central Recruitment & Promotion Department  
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**SBI RECOGNISED AS “BEST BANK IN INDIA”  
FOR THE YEAR 2024 BY “GLOBAL FINANCE”**



**RECRUITMENT OF SPECIALIST CADRE OFFICER ON CONTRACTUAL BASIS  
(ADVERTISEMENT NO: CRPD/SCO/2024-25/31)**

**ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 08.02.2025 TO 02.03.2025**

State Bank of India invites Online application from eligible Indian citizens for appointment to the following Specialist Cadre Officer Post on Contractual Basis. Candidates are requested to apply online through the link given on Bank's official website <https://bank.sbi/web/careers>.

- The process of Registration is complete only when fee is deposited with the Bank through online mode on or before the last date for payment of fee.
- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- Candidates are required to upload all required documents (resume, ID proof, age proof, PwBD Certificate (if applicable), educational qualification, experience certificate etc.) failing which their application/candidature will not be considered for shortlisting/ interview.
- Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the original when a candidate reports for interview (if called).
- In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
- Candidates are advised to check Bank's official website <https://bank.sbi/web/careers/current-openings> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only (**No hard copy will be sent**).
- ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.**
- In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
- Hard copy of application & other documents need not to be sent to this office.**

**A. DETAILS OF POST/VACANCY/ AGE/ PLACE OF POSTING/EXPERIENCE/NATURE OF ENGAGEMENT/SELECTION PROCESS:**

Sl. No.	Name of Post	Vacancies		Age (As on 30.11.2024)	Suggested Place of posting <sup>#</sup>	Contract Period <sup>\$</sup>	Experience (as on cut-off date 30.11.2024)	Nature of Engagement	Selection Process
		UR	Total						
1.	Circle Defence Banking Advisor (CDBA) - Bengaluru	01	01	Maximum - 60 yrs	Bengaluru (Area of operation: Bengaluru and Thiruvananthapuram Circle. States of Karnataka, Kerela and UT of Lakshadweep)	2 Years	Retired in the rank of Major General from Indian Army	Contractual Engagement	Shortlisting & Interaction

**ABBREVIATION:** UR – Unreserved

<sup>#</sup> Suggested place of posting is indicative, Bank reserves the right to post or transfer the services to any of the offices of State Bank of India in India or to depute to any of its associates/subsidiaries or any other organization depending upon the exigencies of service.

<sup>\$</sup> **The contract period is of 2 Years**, on completion of the contract period, renewal can be considered for a maximum period of 2 years, but within the outer limit of 65 years of age for engagement at Bank's discretion. The contract can be terminated from either side by giving 30 days' notice or by paying an amount equal to 1 month's compensation without assigning any reasons whatsoever.

- NOTE:**
- The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
  - In cases where experience in a specific field is required, the relevant experience certificate from employer must contain specifically that the candidate has experience in that specific field as required.
  - Candidate belonging to reserved category for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category, provided they fulfil all the eligibility criteria applicable to Unreserved category.
  - Bank reserves the right to cancel the recruitment process entirely at any stage.

**B. DETAILS OF EDUCATIONAL QUALIFICATION, EXPERIENCE, BRIEF JOB PROFILE / ROLE & RESPONSIBILITIES & KEY RESPONSIBILITY AREA:**

<b>EDUCATIONAL QUALIFICATION</b>	Not applicable
<b>EXPERIENCE (As on 30.11.2024)</b>	Retired in the rank of Major General from Indian Army.
<b>JOB PROFILE / ROLE &amp; RESPONSIBILITIES</b>	<p>1. Liaising with local Divisions/ Regimental Centres/ Regiments/ Brigade Head Quarters/ Medical Units etc. as well as local units of other Defence Forces/ Central Armed Police Forces for expanding the relationship between Army/ Navy/ Air Force/ Central Armed Police Forces and SBI at the institutional level and also increasing the spread of our DSP with their personnel including officers. In addition, the job will include the following:</p> <ul style="list-style-type: none"> <li>a) Dealing with any localized issues</li> <li>b) Conducting mass account opening/ loan campaigns in large cantonments, participating in their monthly Darbars/ Sainik Sammelans etc.</li> <li>c) Ensuring that the accounts of all new PBOR recruits in Regimental Centers are tapped including pension accounts and terminal benefits of Pensioners.</li> <li>d) Arranging of Account opening for Officer Cadets at various Academies, Training Institutions and other places where they report.</li> <li>e) Arranging to conduct awareness programs for pensioners on investment opportunities for investing their terminal benefits.</li> <li>f) Coordination for installation of PoS machines in CSD Canteens/URCs.</li> <li>g) Overall Supervision of redesign and re-designation of Defence Banking Branches.</li> <li>h) Active marketing for migrating of salary / pension accounts from other banks to SBI.</li> <li>i) Active marketing for special tie-ups and schemes for DSP account holders.</li> </ul> <p>2. Arranging for meetings with Commanding Officers of the above formations when senior functionaries have to call on them.</p> <p>3. Acting as a single point of contact (SPOC) for Army/ Navy/ Air Force and Central Armed Police Force (CAPF) establishments in his area for complaints redressal. Follow up of Complaints until final resolution. Complaints position tracking and advising to DBAs for meeting with Army/ Navy/ Air Force HQ.</p> <p>4. Assisting SBI in identifying locations for Branch expansion and also for setting up of ATMs and e-Lobby (Multi-functional Kiosks).</p> <p>5. Identifying training needs of Captive Branches.</p> <p>6. Arranging presentations at Command HQ/ Regimental Centres/ Defence/ CAPF Units.</p> <p>7. Generating and following up of business leads and also furnishing the Bank with the contact particulars of various units/ regiments for communicating with them locally by our Circles/Networks/Zone/RBOs</p>

	<p>whenever required.</p> <p>8. Assisting SBI in placing advertisements and news reports in the in-house Magazines of Defence/ Central Armed Police Force as and when they are published.</p> <p>9. Coordinating with DBAs at Corporate level for marketing DSP, other asset and liability products of the Bank, other institutional Business and handling of complaints.</p> <p>10. Any other task assigned from time to time.</p> <p>11. <b><u>Circle Defence Banking Advisor (CDBA) will report to the General Manager (Network) as decided by the Chief General Manager (Circle). However, they will have dotted relationship with Defence Banking Advisors. For day to day working, he / she will work in co-ordination with DGM (RCWM).</u></b></p> <p>12. The Circle Defence Banking Advisor (CDBA) should not represent the Bank directly in any negotiation nor exercise any administrative, financial or disciplinary powers.</p>
<p><b>KRA</b></p>	<ol style="list-style-type: none"> <li>1. Growth in Number of new DSP / CAPSP/ ICGSP accounts / CASA related Assets and Liabilities / Cross Selling.</li> <li>2. Negotiating with Defence canteens for installation of POS machines. No. of POS machines installed in Canteens with direct intervention of DBA / CDBA.</li> <li>3. Participation during Durbars/Sainik Sammelans and Conferences.</li> <li>4. Instrumental in getting Regimental Funds and other deposit accounts.</li> <li>5. Liaising / Networking with Defence and CAPF HQs / Units. Organizing meetings with our CMC members.</li> <li>6. Recommendation for       <ol style="list-style-type: none"> <li>a) New ATMs</li> <li>b) Relocation of ATMs</li> <li>c) E-corners</li> <li>d) Opening of new branches etc.</li> </ol> </li> <li>7. Steps taken to ensure conversion of existing Savings accounts of Defence / Central Armed Police Force personnel to DSP / CAPSP/ ICGSP.</li> <li>8. Actions / corrective actions initiated by the DBA / CDBA to promote DSP / CAPSP / ICGSP accounts.</li> <li>9. Number of Civil Defence Establishments &amp; Employees covered under CGSP.</li> <li>10. Facilitation of setting up of Help Desks for salary account opening at Regimental / Recruitment centres and for cross selling purpose – Cross Selling activities particularly to officer rank.</li> <li>11. Facilitation in the claim lodging process of PAI by the claimants of deceased personnel of Defence and Central Armed Police Force. This includes providing necessary guidelines to the claimants. Driving the awareness about PAI (covering claim process) at Defence and Central Armed Police Force units to reduce claim rejection.</li> <li>12. Others like negotiating with Defence Authority for other Business/services viz. e-procurement, e-auction, school fee collection.</li> <li>13. Timely Submission of Visit Reports / Follow up of Action Points to the reporting Authority.</li> </ol>
<p><b>Remarks: Job Profile mentioned above are illustrative. Role/Jobs in addition to the above mentioned may be assigned by the Bank from time to time for the above posts.</b></p>	

**C. REMUNERATION:** CTC of Rs. 26.95 lakh per annum {Fixed Rs 24.50 lakh p.a., Variable\* (10% of Fixed Pay) – Rs 2.45 lakh p.a.}

\*Variable Pay will be released by Circles based on 95% & above score achieved by the Advisors in their appraisal report, which is done on half yearly basis.

- **Increment from 2<sup>nd</sup> year:** NA
- **Any other Perks –** Actual Mobile calling Bill within entitlement prescribed by Bank.

**D. Contract Period and Other Terms & Conditions:** Selected candidate will be recruited for a period of 2 Years initially. On completion of the contract period, renewal can be considered for a maximum period of 2 years, but within the outer limit of 65 years of age for engagement at Bank's discretion.

**E. Leave:** The proposed Officer engaged on Contract (OEC) shall be entitled to leave of 30 days during the financial year which will be granted by Bank for genuine and appropriate reasons. For the purpose of computation of leave, intervening Sundays/ Holidays shall not be included. Other terms and conditions of leave may be as applicable to other contractual officers.

**F. Notice Period/Termination of Contract:** The contract can be terminated from either side by giving 30 days' notice or by paying an amount equal to 1 month's compensation without assigning any reasons whatsoever.

**G. CALL LETTER FOR INTERVIEW:** Intimation /call letter for interview will be sent by email or will be uploaded on bank's website. **No hard copy will be sent.**

**H. SELECTION PROCESS:** The selection will be based on **Shortlisting and Interaction.**

- **Shortlisting: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interaction/interview.** The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank, will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. **No correspondence will be entertained in this regard.** The shortlisted candidates will be called for interview.
- **Interaction / Interview:** Interview will carry 100 marks. The qualifying marks in interview will be decided by the Bank. No correspondence will be entertained in this regard.
- **Merit list:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit list.

**I. HOW TO APPLY:** Candidates should have **valid email ID** which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advice etc. by email.

GUIDELINES FOR FILLING ONLINE APPLICATION	GUIDELINES FOR PAYMENT OF FEES
<p>i. Candidates will be required to register themselves online through the link available on SBI website <a href="https://bank.sbi/web/careers/current-openings">https://bank.sbi/web/careers/current-openings</a> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.</p> <p>ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Documents').</p> <p>iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. <b>Candidate should note down the registration number and password.</b> They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.</p> <p>iv. <b>After registering online, the candidates are advised to take a printout of the system generated online application forms.</b></p>	<p>i. Application fees and Intimation Charges (Non-refundable) is ₹ 750/- (₹Seven Hundred Fifty only) for General/EWS /OBC candidates and no fees/intimation charges for SC/ ST/ PwBD candidates.</p> <p>ii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.</p> <p>iii. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.</p> <p>iv. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.</p> <p>v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.</p> <p>vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.</p> <p>vii. <b>Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.</b></p>

**J. HOW TO UPLOAD DOCUMENTS:**

<p><b>a. Details of Document to be uploaded:</b></p> <p>i. Recent Photograph</p> <p>ii. Signature</p> <p>iii. Brief Resume (PDF)</p> <p>iv. ID Proof (PDF)</p> <p>v. Proof of Date of Birth (PDF)</p> <p>vi. Experience certificates / Discharge Certificate (PDF)</p> <p>vii. Form-16/PPO/Latest Salary/Pension slip (PDF)</p> <p>viii. Biodata Form (Duly filled, Signed &amp; Scanned in PDF- Available at the bank's career website under the advertisement)</p> <p>ix. Gallantry awards / Medals (if any)</p>	<p><b>d. Document file type/ size:</b></p> <p>i. All Documents must be in PDF (except Photograph &amp; Signature)</p> <p>ii. Page size of the document to be A4</p> <p>iii. Size of the file should not be exceeding 500 kb.</p> <p>iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 kb as PDF. If the size of the file is more than 500 kb, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.</p>
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**b. Photograph file type/ size:**

- i. Photograph must be a recent passport style colour picture.
- ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)
- iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iv. Look straight at the camera with a relaxed face
- v. 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
- vi. If you have to use flash, ensure there's no "red-eye"
- vii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ix. 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 colour etc., during the process of scanning.

**e. Guidelines for scanning of photograph/ signature/ documents:**

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- ii. Set Color to True Color
- iii. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
- iv. The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).
- v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.
- vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu. The file size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.
- vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

**c. Signature file type/ size:**

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The signature will be used to put on the Call Letter and wherever necessary.
- iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).
- v. Ensure that the size of the scanned image is not more than 20 kb.
- vi. Signature in CAPITAL LETTERS shall NOT be accepted.

**f. Procedure for Uploading Document:**

- i. There will be separate links for uploading each document.
- ii. Click on the respective link "Upload".
- iii. Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.
- iv. Select the file by clicking on it and click the 'Upload' button.
- v. Click Preview to confirm the document 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.
- vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vii. **After uploading the photograph/ 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. **IF THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR THE CANDIDATE'S APPLICATION MAY BE REJECTED.**

**K. GENERAL INFORMATION:**

<p>I. Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.</p> <p>II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for General category provided they must fulfil all the eligibility conditions applicable to General category.</p> <p>III. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ ARE DETECTED EVEN AFTER ENGAGEMENT, HIS/ HER CONTRACTS ARE LIABLE TO BE TERMINATED FORTHWITH.</p> <p>IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly filled.</p> <p>V. Engagement of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such engagement will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.</p> <p>VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advice etc.</p> <p>VII. The Bank takes no responsibility for any delay in receipt or loss of any communication whatsoever.</p> <p>VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</p> <p>IX. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.</p> <p>X. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last 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. SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.</p>	<p>XI. DECISION OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.</p> <p>XII. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.</p> <p>XIII. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.</p> <p>XIV. In case of multiple application, only the last valid (completed) application will be retained, the application fee/ intimation charge paid for other registration will stand forfeited.</p> <p>XV. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.</p> <p>XVI. Outstation candidates, who may be called for interview after shortlisting, will be reimbursed 'to &amp; fro' travelling expenses by Air (economy class) by the shortest route in India from their residence / place of work or actual expenses incurred (whichever is lower) on the basis of actual journey. Local transportation will not be reimbursed. A candidate, if found ineligible for the post, will not be permitted to appear for the interview and will not be reimbursed any fare.</p> <p>XVII. <b>BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE WITHOUT ASSIGNING ANY REASONS THEREOF, WHATSOEVER.</b></p> <p>XVIII. <b>At the time of interview, the candidate will be required to provide details regarding criminal cases pending against him/her, if any. <u>Suppression of material facts will result in cancellation/ termination of candidature at any point, even if the candidate is selected, his/her selection will be canceled in such circumstances.</u> The Bank may also conduct independent verification, inter alia, including verification of Police Records, etc. The Bank reserves the right to deny the engagement depending upon such disclosure and/or independent verification.</b></p>
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For any query, please write to us through link "CONTACT US/ Post Your Query" which is available on Bank's website

<https://bank.sbi/web/careers/current-openings>

The Bank is not liable for printing errors, if any.

Mumbai  
08.02.2025

GENERAL MANAGER  
(RP&PM)



## HOW TO APPLY

Login to <https://bank.sbi/web/careers/current-openings>



Scroll down and click on the respective advertisement



**Download advertisement no. CRPD/SCO/2024-25/31**  
(Carefully read the detailed advertisement)



**Apply Online**

(Before final submission, please go through your application.)

Corrections will not be allowed after final submission)

