



इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

Advertisement Number: IBPS/2025-26/03

IBPS invites on-line applications for appointment in the following posts on Fixed term Contract basis. Candidates are required to apply on-line through the link given in IBPS website www.ibps.in.

A. DETAILS OF POST/ VACANCY / SELECTION PROCESS / PLACE OF POSTING

Sr. No.	Post Name	No. of Vacancies	Nature of engagement	Selection Process	Place of Posting
01.	Division Head (Financial & Allied Services) & CFO	01	On Fixed Term Contract Basis	Shortlisting & Interview	IBPS, Mumbai
02.	Division Head (Technology Support Services)	01			
03.	Banker Faculty	01			
04.	Banker Faculty-Technical	01			

Successful candidates will be appointed against the existing vacancies. However, a wait list would also be maintained to fill up need-based requirements, which will remain valid for a period of six months.

B. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

<u>Event</u>	<u>Tentative Dates</u>
Online Registration	: 01.07.2025 to 15.07.2025
Personal Interview	: July / August 2025

C. ELIGIBILITY CRITERIA

Candidates, intending to apply for the above posts should ensure that they fulfill the minimum eligibility criteria regarding educational/ professional qualifications, length of experience, required experience, Age Limit etc., as 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 upload the relevant documents such as self-attested photocopies of certificates and documents in support of educational qualification, work experience, date of birth etc., and other documents in support of information submitted in the application form. In the absence of valid documents uploaded, candidature of the candidates shall not be considered. IBPS takes no responsibility to receive/ collect any certificate/ document sent separately. Candidates must necessarily produce the relevant documents in original in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc. as indicated in the online application form at the time of further process of selection including Interview. Merely applying for the above post, appearing for and being shortlisted in the interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is to be submitted mandatorily by the selected candidate at the time of joining.

C.1 AGE, EDUCATIONAL QUALIFICATIONS & MINIMUM WORK EXPERIENCE :

Post Name	Age as on 01.07.2025	Educational Qualifications	Minimum Work Experience
<p>Division Head (Financial & Allied Services) & CFO (on contract)</p>	<p>Minimum: 50 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02.07.1964 and not later than 01.07.1975 (both dates inclusive)</p>	<p>Candidate should be Graduate or Post Graduate in Commerce from any recognised Institution or University and preferably with CAIIB OR A qualified Chartered Accountant</p>	<p>The incumbent should be an officer retired on attaining superannuation/voluntary retired, retired under SBP VRS, released under Exit Option scheme, or who have left the Scheduled Commercial Bank or the Central/State Government or a Public Sector Undertaking otherwise before superannuation, with 20 to 25 years of experience in handling Finance, Accounts, Taxation, Internal Audit, Budget preparation, Recovery, Investment, purchases, etc. <u>Preferable:</u> Retired GM of a Public Sector Bank OR equivalent Organization having worked as CFO OR worked in Accounts Department as DGM/GM for at least 3 years prior to retirement.</p>
<p>Division Head (Technology Support Services) (On Contract)</p>	<p>Minimum: 50 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02.07.1964 and not later than 01.07.1975 (both dates inclusive)</p>	<p>Bachelor/ Master's Degree in Electronics/ Electronics & Tele communication / Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology / Computer Applications and/ or equivalent. (From a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies)</p>	<p>The incumbent should be an officer with core IT competencies. He may be in service or who has retired on attaining superannuation / voluntary retired, retired under SBP VRS, released under Exit Option scheme or left the service otherwise before superannuation, of the Scheduled Commercial Bank or the Central/State Government or a Public Sector Undertaking or Autonomous/ regulatory body, with minimum twenty (20) years' work experience in the IT Dept. of which at least Five (05) years as DGM-IT OR GM-IT in a Scheduled Commercial Bank OR equivalent position in Central Government / State Government / Public Sector Undertaking/ Autonomous body/ regulatory body.</p>

Post Name	Age as on 01.07.2025	Educational Qualifications	Minimum Work Experience
Banker Faculty (On Contract)	Minimum: 50 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02.07.1964 and not later than 01.07.1975 (both dates inclusive)	Candidate should be Graduate or Post Graduate in any discipline from any recognised Institution or University and preferably with CAIIB	The incumbent should be an officer retired on attaining superannuation / voluntary retired, retired under SBP VRS, released under Exit Option scheme or who have left the Bank /Organisation otherwise before superannuation, from the services of any Public Sector Bank having worked as Chief Manager and above Preferable : Experience as faculty in the Training Institute and/or experience of writing tests(question papers) for Recruitment/promotion examinations of banks or Public Sector Organisations.
Banker Faculty- Technical (on contract)	Minimum: 50 years Maximum: 61 years i.e. a candidate must have been born not earlier than 02.07.1964 and not later than 01.07.1975 (both dates inclusive)	B.Tech. or B.E or AMIE as a full time course from a recognized university/Institute in Electrical or Mechanical or Civil or Electronic & Telecommunication or Instrumentation or Chemical or Information Technology or Computer science AND / OR Banker with exposure to Finance / Forex / Insurance / Treasury/ Risk Management / Credit , Cyber Security / Artificial Intelligence / Machine Learning etc.	The incumbent should be an officer (Scale IV and above) retired on attaining superannuation /voluntarily retired, retired under SBP VRS, released under Exit Option Scheme or who have left the Bank/ Institution otherwise before superannuation, from the services of any Public Sector Bank/financial organization /Public sector organizations with Minimum 15 years' experience preferably as Technical Officer / SSI Officer in a bank /Financial Institutions / Public sector organizations in Senior Management cadre OR Banker with exposure to Finance / Forex / Insurance / Treasury/ Risk Management / Credit / Cyber Security / Artificial Intelligence / Machine Learning etc. OR Minimum 15 years' experience of teaching one (Or more) of the above subjects in a reputed Institute / College.

Important: The Institute reserves the right to relax/modify the eligibility criteria in educational qualification and minimum work experience for the deserving and suitable candidate and also to raise/ modify the eligibility criteria to restrict the number of candidates to be called for Interview, commensurate with the number of post.

C.2 OTHER ELIGIBILITY CRITERIA:

- (i) His/ her integrity should not have been doubtful during his/her Service/career.
- (ii) No punishment/penalty should have been imposed on him/her during his/her service/ career.
- (iii) He/she should not be convicted by any court in India or Cases of CBI or other law enforcement agencies should not be pending against him/her.
- (iv) Good knowledge of operating computers is necessary, especially MS Office.

D. TERMS OF APPOINTMENT & REMUNERATION:

Post	CTC* (as per extant policies)	Duration of the contract
Division Head (Financial & Allied Services) & CFO (On Contract)	Approximately Rs.28.15 lakhs p. a.	The candidate shall be appointed on a fixed contractual term of three (03) years initially, subject to yearly review and extendable at the discretion of Institute subject to his / her continued good performance, physical fitness, requirement of Institute and prevailing guidelines at that point of time.
Division Head (Technology Support Services) (On Contract)	Approximately Rs.28.15 lakhs p. a.	
Banker Faculty (On Contract)	Approximately Rs.17.90 lakhs p. a.	
Banker Faculty -Technical (On Contract)	Approximately Rs.17.90 lakhs p. a.	

* A consolidated monthly remuneration will be paid as per the IBPS salary structure for contractual employees. No other allowances & benefits such as TA, DA, HRA, LTC etc. will be admissible. The Cost to Company (CTC) of officers includes other benefits such as Medical Benefits, Medi-Claim, Leave encashment, Telephone bill and Newspaper bill Reimbursement, Canteen Subsidy, Performance Linked incentive (as per the criteria defined by the Institute), as per the Institute's Rules and extant policies as modified/amended/revised from time to time.

E. JOB DESCRIPTION / ROLE AND RESPONSIBILITIES

(1) For the post of Division Head (Financial & Allied Services) & CFO (On Contract)

He / She will handle the matters related to Finance, Taxation, Accounts, Internal Audit, Budget Preparation, Recovery, Investment, purchase etc. of the Institute. He / She will also look after the Help desk section of the Institute.

(2) For the post of Division Head (Technology Support Services) (On Contract)

He /She will be head of the Technology Support Services Division of the Institute. He / She will be responsible for a comprehensive ICT (Information and Communication Technology) related activities and Data including result processing, Process automation, Data Centre/ Disaster Recovery centre management, IT initiatives and support for on-line application processing, conduct of on-line examinations, monitoring the systems and procedures associated with conduct of high volume selection tests, IT Assets procurements, enterprise wise automation etc. and any matter related to the above broad functions. The incumbent shall have exposure in selection/appointment of Service Providers through RFP Processes for conducting technology driven tests and AMC related matters. Have knowledge about use of latest technological gadgets, operational platforms, programmes and cyber security/ IT security norms. He / She should also be in position to lead the IT team of IBPS in digitisation and innovation.

(3) For the post of Banker Faculty (On Contract)

He / She will be required to write questions (multiple choice or short answer type questions) designed to assess banking knowledge and financial / general awareness and research in the areas of Banking, Financial Awareness, etc. and related analysis and co-ordination work

(4) For the post of Banker Faculty-Technical (On Contract)

Writing, sourcing and reviewing questions (multiple choice or short answer type questions) in various areas of specializations and/or other related areas such as Electrical, Mechanical, Civil, Electronics, Telecom, Instrumentation, Metallurgy, Food Science/Technology, Marketing, HR, Systems, Computer, SSI, Agriculture and Allied fields, Banking, Financial Awareness, etc. and related analysis and co-ordination work.

The above mentioned job responsibilities are only indicative and not exhaustive. Roles/ Job / KRAs in addition to the above mentioned may be assigned by the Institute from time to time for the above posts.

F. SELECTION PROCESS:

1. The Selection Process will comprise of screening of applications by the Institute's internal committee followed by personal interview of shortlisted candidates. A preliminary screening of applications may be carried out by the Institute to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc. on the basis of the information provided by the candidate in application and documents uploaded. While short listing the candidates, the Institute may consider additional qualifications, greater experience and level of responsibilities handled.
2. The Institute reserves the right to modify the manpower requirement at its own discretion. Institute's decision in this respect shall be final.
3. Final Selection will be on the basis of marks secured by the candidate in personal interview.
4. Institute may change the mode of selection depending upon the number of candidates. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview. Institute reserves the right to change the modalities / criteria of selection / recruitment process etc.
5. Mere eligibility / admission to interview does not imply that the Institute is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection.
6. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview and at any subsequent stage of the recruitment process as required by IBPS. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
7. The Institute would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts.

G. HOW TO APPLY: -

Candidates can apply online only from **01.07.2025 to 15.07.2025** and no other mode of application will be accepted. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained.

Pre-Requisites for Applying Online

Before applying online, candidates should—

1. **Scan all the required documents, photograph and signature** ensuring that all the documents, photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in **Annexure** to this Advertisement.
2. **Signature in CAPITAL LETTERS will NOT be accepted.**
3. Have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. IBPS may send call letter for the selection process 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 online and must maintain that email account.

Procedure for applying online

- * 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.
- * Candidates will have to 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.
- * Candidates are required to upload their **documents, photograph and signature** as per the specifications given in the Guidelines for Scanning and Upload of documents, Photograph and Signature (**refer Annexure**).
- * Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on COMPLETE REGISTRATION.

- * After completing the procedure of applying on-line, the candidate should take printouts of the system generated on-line application form, ensure that the particulars filled in are accurate and retain the printout along with Registration Number and Password for future reference.
- * 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 all the required documents, photograph and signature uploaded in the online application form will not be considered as valid.**
- * **IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date for any 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 application 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 is found to be false at a later stage.

H. GENERAL INSTRUCTIONS

- (1) The services will be purely on contractual basis. The persons engaged shall have no claim either implicit or explicit, for his/her absorption or regularisation in IBPS.
- (2) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility criteria for the post as on the date of 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) 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 further process of selection including Interview.
- (4) Decision of IBPS in all matters regarding eligibility of the candidate, the selection process, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced for the selection process, assessment, verification etc., prescribing minimum qualifying standards in the selection process, number of vacancies, qualifications and other eligibility norms, 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 from any ineligible and non-selected candidate in this behalf .
- (5) Online applications once registered will not be allowed to be withdrawn.

- (6) Canvassing in any form may lead to disqualification of candidature.
- (7) IBPS reserves the right to change (cancel/ modify/ add/relax) any of the criteria, method of selection etc. or hold supplementary process, if necessary.
- (8) Only external candidates with relevant experience are invited to apply for this position.
- (9) The candidate should ensure that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that the candidate does not fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information and/ or has suppressed any material fact(s), his/ her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without any notice and compensation
- (10) The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Based on the recommendation of the screening committee, Institute may restrict the number of candidates to be considered for the selection process to a reasonable limit after taking into consideration their qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of candidates to mention all the qualifications and experience in the application and to upload all the supporting documents.
- (11) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be called for further process.
- (12) The terms & conditions of contract are whole and simply governed by the provisions of the contract and the engagement shall not be construed as an regular employment in the Institute and the provisions of PF/ Gratuity etc. shall not apply in this case.
- (13) The amount of remuneration shall remain unchanged for the entire term of the contract. There will be no annual increment/percentage increase during the contract period. The Income tax and any other taxes liable to be deducted, as per prevailing rates; will be deducted at source before effecting the payment of monthly remuneration.
- (14) The contractual engagement is on full time basis. He/she shall be required to observe the normal office timings. In exigencies, he/she may also be called upon to work beyond office hours and/or on weekend off days and / or holidays for which no extra allowance or remuneration or other benefits or leave is admissible. He/she shall not accept any other professional appointment, paid or otherwise in government or private sector or in any other organization of any kind during the term of engagement with IBPS.
- (15) Unless the Institute extends the contract for further period, on completion of the contractual period , an engagement shall automatically come to an end. There will not be a need for issuance of communication by the Institute for termination of the contract after the above said period.
- (16) The 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.

- (17) 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.
- (18) Intimations will be sent by E-mail and/ or SMS only to the email ID and mobile number registered in the online application form. 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.
- (19) No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process.
- (20) 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.
- (21) IBPS reserves the right to cancel the whole process of recruitment at any stage through this Advertisement fully or partly on any grounds, without assigning any reason thereof and such decision of the Institute will not be notified or intimated to the candidates.
- (22) Candidates against whom there is / are adverse report regarding character & antecedents, moral turpitude are not eligible to apply for the post. Candidates who have been found guilty in any departmental investigation are ineligible for the position.
- (23) Candidates who had applied for the above mentioned posts against the earlier advertisements need not apply again.
- (24) The above position requires full 24 x 7 commitment to the Institute. Therefore, only those candidates willing to dedicate themselves fully to the Institute are expected to apply.
- (25) Appointment of selected candidates is subject to declared medically fit as per the requirement of the Institute
- (26) **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.**

Announcements: Any further announcements/ addendum or corrigendum / errata, if any/ Notice/ details pertaining to this process will only be published / provided on Institute's website www.ibps.in. No separate press advertisement will be issued in this regard.

Disclaimer: Decisions of IBPS in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by IBPS in this regard. IBPS reserves all rights pertaining to this recruitment.

01.07.2025

Division Head (Administration)
IBPS, Mumbai

Guidelines for Scanning and Upload of Documents, Photograph & Signature

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

(a) Details of Document to be uploaded:

- ❖ Brief Resume (PDF)
- ❖ ID Proof (PDF) such as PAN Card/ Passport/Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhaar /E-Aadhaar card with a photograph/ Employee ID
- ❖ Proof of Date of Birth (PDF) (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)
- ❖ Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF)
- ❖ Experience certificates (PDF)

(b) Photograph Image: (4.5 cm × 3.5 cm)

- ❖ Photograph must be a recent passport style/size 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.

(c) Signature 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
- ❖ If the Applicant's signature on the attendance sheet or Call letter, does not match with the signature uploaded, the applicant will be disqualified.
- ❖ Signature in CAPITAL LETTERS shall NOT be accepted.

(d) Document file type/ size:

- ❖ All Documents must be in PDF format.
- ❖ Page size of the document to be A4.
- ❖ Size of the file should not be exceeding 500 KB.
- ❖ In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

(e) Scanning the photograph / signature / 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/Documents, 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/Microsoft Office can easily obtain documents in .jpeg format by using MS Paint or Microsoft Office 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.
- ❖ While filling in the Online application form the candidate will be provided with a link to upload his / her photograph and signature.

(f) Photograph Capture :

- ❖ 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.

(g) Procedure for Uploading Document / Image :

- ❖ There will be separate links for uploading each document.
- ❖ Click on the respective link "Upload".
- ❖ Browse & select the location where the JPG or JPEG or PDF file has been saved.
- ❖ Select the file by clicking on it and Click the 'Upload' button.
- ❖ Click Preview to confirm that 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
- ❖ Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.

Note:

- (i) In case the face in the photograph or signature is unclear / smudged the candidate's application may be rejected.
- (ii) After uploading the Photograph / signature / documents candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or document is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or documents, prior to submitting the form.
- (iii) After registering online candidates are advised to take a printout of their system generated online application forms.