*NaBFID welcomes professionals to fill in **Senior Analyst** positions on Full Term (Regular Basis)*

If you have a strong passion for continuous learning and aspire to excel in a merit-based environment that fosters innovation and excellence, Visit: https://nabfid.org/careers

Candidates are advised to regularly check the careers section of the Bank's website www.nabfid.org for details and updates.

Online Application Link will be live from	13.01.2024
Last date for applying	02.02.2024

Please read the detailed advertisement carefully and ensure your eligibility before applying

NaBFID | **National Bank for Financing Infrastructure and Development**

RECRUITMENT OF OFFICERS (SENIOR ANALYST GRADE) IN NaBFID ON FULL TERM (REGULAR BASIS)
ADVERTISEMENT NO: NaBFID/REC/SNA/2023-24/02

National Bank for Financing Infrastructure and Development (NaBFID) (hereinafter referred to as Bank), set up under the NaBFID Act, 2021, and is amongst the principal entities for Infrastructure Financing in the country. The entity is regulated and supervised as an All-India Financial Institution (AIFI) by the Reserve Bank of India (RBI). NaBFID is poised to play an extremely crucial role in supporting infrastructure funding in the nation.

Online Applications are invited from Indian Citizens for appointment in **Senior Analyst Grade** at NaBFID on Full Term (Regular Basis).

Candidates can apply Online through the link given on the Bank's website under the tab **https://nabfid.org/careers**

Any other means/mode of application will not be entertained. HARD COPY OF APPLICATION AND OTHER DOCUMENTS ARE NOT TO BE SENT TO THIS OFFICE.

The Advertisement should be read thoroughly and carefully to understand online registration process, ensure eligibility criteria etc., and the prescribed process should be followed for applying for the post.

Online Registration of Application: **From 13.01.2024 to 02.02.2024**
Important Instructions:

a) The process of Registration of Application will be complete only when application is submitted through On-line mode on or before the last date 02.02.2024.

b) Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post applied for, as on date of Eligibility.

c) Candidates are required to upload all required documents (Brief resume, ID proof, age proof, educational qualification, experience, caste certificate etc.) failing which their candidature will not be considered for Shortlisting/ Interview.

e) **Candidates are advised to regularly check the Bank's website https://nabfid.org/careers for details and latest updates. Any other information, where required, will be updated on the banks website/ sent by email only. (No hard copy will be sent)**

f) **No separate intimation will be issued in case of any change/ update. All changes/ updates/ Corrigendum will be hosted only on the Banks website https://nabfid.org/careers**

g) Interviews will be held at **Mumbai** only.

h) Candidature will be subject to verification of all details/ documents with the original at any stage after Shortlisting for interview.

i) All candidates called for Interview will be reimbursed actual expenses, upto a maximum of IInd AC rail fare. A copy of tickets will be required to be submitted as proof of travel.

j) 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.

k) Selected candidates may be posted in Bank's establishment in Mumbai/New Delhi/ Anywhere in India, as per its discretion and requirement. Therefore, only candidates willing to serve anywhere in India should apply.

l) The offer to join the Bank shall be subject to verification of original documents (with the details in the application/ uploaded documents at the time of application) at any stage after Shortlisting of candidate for the interview. The date mentioned on their degree/final marksheet shall be reckoned for arriving at their eligibility as on 01.01.2024.

m) **No candidate is permitted to apply for more than one post**. If a candidate applies for more than one post, only the latest valid (completed) application/registration (higher registration number) will be retained.

A. **NO. OF VACANCIES**

SR. NO.	STREAM	SC	ST	OBC*	EWS@	GEN	TOTAL	Selection Procedure
1	Human Resources	-	-	-	-	1	1	Selection will be based on Shortlisting -cum- Interview.
2	Administration	-	-	-	-	1	1	
3	Information Technology & Operations	-	-	-	-	1	1	
4	Risk Management	-	-	1	-	3	4	However, if large number of applications are received for any stream, Bank may decide to change Selection process to Online exam – cum – Interview, for that stream
5	Legal	-	-	-	-	1	1	
6	Compliance	-	-	-	-	1	1	
7	Accounts	-	-	-	-	1	1	
8	Company Secretariat	-	-	-	-	1	1	
9	Economist	-	-	-	-	1	1	

Abbreviations: SC- Scheduled Castes, ST- Scheduled Tribes, OBC- Other Backward Classes, EWS- Economically Weaker Section, GEN-General

The number of vacancies mentioned above are provisional and can be modified/ cancelled, without any intimation, which will be at the sole discretion of the Bank.

- SC/ ST candidates will have to submit the Caste certificate issued by Competent Authority on the format prescribed by the Government of India, whenever required by the bank.

 * Reservation for OBC in recruitment is governed by office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993 as amended from time to time by department of Personnel & Training, Ministry of Personnel Public Grievances & Pensions, Government of India.

 Vacancies reserved for OBC category are available to only those OBC candidates belonging to 'Non-Creamy Layer' OBC candidates.

 'Creamy layer' OBC candidates are not entitled to OBC reservation, hence, they should indicate their category as 'General'/ 'General PwBD', as applicable.

 OBC category candidates should submit the OBC certificate on format prescribed by Govt. of India containing the 'Non-creamy layer' clause, valid for the year 2023-24/ current year i.e. issued during the period 01.04.2023 to date of interview, should be submitted by such candidates, if called for interview.

 The candidate should be able to submit the requisite OBC certificate in the prescribed format during document verification, whenever required by the bank.

 @ Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

- 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 fulfill all the eligibility conditions applicable to General category.
- There is no reservation for Ex-servicemen in Officers' Cadre.
- The reservation under various categories will be as per prevailing GOI Guidelines.

B. ELIGIBILITY

The cut-off date for all the eligibility criteria i.e. Age, Educational Qualification will be as on 01.01.2024

C. AGE AS ON 01.01.2024:

Minimum: 21 years, Maximum: 40 years
i.e. A candidate must have been born not earlier than 02.01.1984 and not later than 01.01.2003 (both days inclusive)

Relaxation in upper age limit will be as under:

Sr.	Category		Age relaxation (in years)
1	Scheduled Caste/ Scheduled Tribe		5
2	Other Backward Classes (Non-Creamy Layer)		3
3	Persons with Benchmark Disabilities (PwBD)	PwBD (SC/ST)	15
		PwBD (OBC)	13
		PwBD (GEN/EWS)	10
4	Ex Servicemen, Commissioned officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months 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, subject to ceiling as per Government guidelines.		5

Note: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

a) Maximum age indicated is for General/EWS category candidates. Reservation for candidates belonging to reserved category will be in accordance with the prevailing Govt. of India guidelines.

b) PwBD candidate should produce a certificate issued by a competent authority as per the Govt of India guidelines.

c) For persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing.

d) Candidates must state their reservation status clearly in the application.

e) Applicants seeking age relaxation are required to submit copies of necessary certificate(s), at the time of interview/ joining the Bank, if qualified.

f) No change in category of any candidate is permitted after registration of online application and No correspondence/ email/ phone will be entertained in this regard.

D. EDUCATIONAL QUALIFICATION FOR THE POST OF SENIOR ANALYST AS ON 01.01.2024

S No	Stream	Functional area	Educational Qualification	Post Qualification Experience	Job Profile / Desired Skills
1	**Human Resources**	**Human Resources**	Post-Graduate Degree / Diploma with Specialization in Human Resources / Industrial Relations from recognized	Minimum 4 years of experience in HR functions in financial/corporate sector.	Responsible to manage various aspects of employee management and support, managing and implementing the performance management, recruitment & selection, compensation and benefits, learning and development, employee relations and other HR operations, systems in line with NaBFID's growth aspirations and business plan.

			University / Institution		Sound understanding of employment laws and statutory regulations. Knowledge of regulations pertaining to reservation policy.
2	**Administration**	**Procurement**	Postgraduate degree in any discipline from a recognized University / Institution.	Minimum 4 years of experience in financial / corporate sector; out of which 2 years in administration department/ function	Responsible for providing administrative support, facility management, procurement, maintaining, organizing, and analysing records, creating reports, assisting with day-to-day operations. Liaison with various departments and other stakeholders.Ability to work in cross functional teams
		Liaison			
		Administration			
3	**Information Technology & Operations**	**Business Support & Project Management**	Postgraduate degree / MCA / MTech / M. E. / in Computer Science, AI & ML, Software Engg., IT, Cyber Security from recognized University / Institution	Minimum 4 years of experience in Project Management / Application Maintenance / Business Support & Development / data governance / cloud infrastructure. Preferred: Experience in Financial/Fintech Sector	Responsible for effective planning, establishing, and managing information technology (IT) projects. Ability to work on a cluster of technology platforms, continuously evaluate technology solutions, and induct cutting edge technology stack to drive business excellence at NaBFID. Ability to work in cross functional teams. Strong business, technical and analytical acumen
		Technical Support			
4	**Risk Management**	**Market, Liquidity & Interest Rate Risk**	Post-Graduate Degree/ Diploma in Management with Specialization in Finance / Specialization in Banking & Finance / MBA (Finance/ Banking & Finance) / CA / ICWA/ CFA from recognized University / Institution Preferred: FRM or equivalent Risk Management Certification	Minimum 4 years of experience in financial / corporate sector; out of which 2 years in risk management / ALM function /operational risk/credit risk/Market Risk/ credit monitoring	Responsible for conducting stress tests, credit risk portfolio analytics, Internal Capital Adequacy Assessment Process. To ensure appropriate mechanisms to measure risk, structure risk mitigation into the business operations. Assist in design and implementation of Enterprise Risk Management Framework. Review and updation of risk related policies/manuals/ framework. Strong technical and analytical acumen. Good understanding of industry and risk management
		Enterprise Risk Management			
		Credit Risk & Policy			
		Credit Monitoring			
		Operational Risk			
5	**Legal**	**Legal**	Masters in law from a recognized University / Institution in India	Minimum 4 years of relevant experience Preferred: Experience as a law officer handling corporate / project finance related matters	Responsible for providing legal services as required by NaBFID. S/he will also assist in the design of operations, vetting, drafting and negotiation of legal agreements/documents. Good understanding of legal framework operating in the BFSI domain

6	**Internal Audit & Compliance**	**Compliance**	Post-Graduate Degree / Diploma in Management with Specialization in Finance / Specialization in Banking & Finance / MBA (Finance/ Banking & Finance) / CA / ICWA from a recognized University / Institution Preferred: CIA, Certified Accounting & Audit Professional from IIBF	Minimum 4 years of experience in financial sector Preferred: 2 years Audit/Compliance experience in areas like Banking / Accounting / Credit (in RBI regulated entity)	Contribute towards implementing the Bank's compliance framework and policy as per the applicable regulatory guidelines and statues. Good understanding of legal framework in the Banking and Financial Services domain The incumbent will also assist in reviewing the policies at the Bank in line with new regulations, statutes and guidelines issued by regulators and authorities
7	**Accounts**	**Accounts**	Post-Graduate Degree in Accounts / MBA (Finance/ Banking & Finance) / CA / ICWA/ CMA from a recognized University / Institution Preferred: CPA, CFA	Minimum 4 years of experience in financial / corporate sector; out of which 2 years in accounts and taxation	Responsible for implementing NaBFID's accounting and taxation policies, budgetary controls, preparation of financial statements, and compliance to tax guidelines and statutes. Well versed with accounting transactions in Accounting/ LMS packages. Ability to independently exercise judgement and stature to interact with varied internal and external stakeholders
8	**Company Secretariat**	**Company Secretariat**	Member of the Institute of Company Secretaries of India (ICSI)	Minimum 4 years of experience in financial / corporate sector; out of which 2 years after obtaining membership of ICSI in a listed entity	Responsible for timely and smooth conduct of board/committee/shareholders' meetings and ensure complete adherence to all regulations as applicable. S/he will also be responsible for writing and distribution of meeting minutes as well as the handling of investor complaints and correspondence. Conversant with SEBI Loan disclosure/ MCA related policies Ability to liaise with senior leadership.

9	**Economist**	**Economist**	Master's degree in economics with specialization in monetary economics or Econometrics or mathematical economics or equivalent from a recognized University / Institution **Preferred:** PhD in Economics/ Banking/ Finance/ Statistics/ Mathematics	Minimum 4 years of experience in financial / corporate sector; out of which 2 years working as economist in BFSI	Assist in providing leadership and visibility to NaBFID on economic, financial, and socio-economic development issues. Contribute/ assist on delivering the research strategy, ensuring that individual programs and projects are consistent with overall strategy, are suitably creative and rigorous, have tangible impact and influence etc. Strengthening research and database management capabilities and thereby perpetuating a research and data driven culture in the organization. Undertaking collection, compilation, analysis, and interpretation of data from various sources and performing statistical analysis involving statistical/Econometric models, empirical testing of data etc. Undertaking conceptual and methodological studies on various types of statistics relating to money and banking, prices, saving and investment, national accounts, index numbers etc. Designing and organising of large-scale sample surveys etc and analysing it. Macro-econometric Model Building for Forecasting Economic and banking indicators etc. Contributing to Research Publications

Experience: Post-qualification experience of 4 years for all the above positions in Senior Analyst grade is mandatory.

- Candidates should possess excellent communication skills and should be proficient in the use of computers and information technology.
- Wherever MBA/ Post-Graduation degree/diploma is mentioned as criteria for educational qualification, the course should be 2 years full time and MCA should be 3 years full time. The University/Institute should be recognized/approved by Government/AICTE/UGC.
- The annual fixed compensation for Senior Analyst grade, appointed in the service of the Bank will be Rs 24.81 lakh (approximately). Apart from this, variable pay (performance bonus) of upto 20% on fixed compensation may be paid on the basis of performance, as decided by the Bank from time to time.
- Compensation may be revised at suitable intervals, as approved by the Board.
- Group Insurance (Medical, Accidental & Term Life) will be provided by the Bank, which will be over and above the compensation mentioned above.
- **All the educational qualifications mentioned above should be full time from a University / Institution / Board recognized by Govt. of India / approved by Govt. Regulatory Bodies and the final result should have been declared on or before 01.01.2024.** In case the date of passing is not properly mentioned in the mark- sheet or provisional certificate, a proper document from Board / University indicating the date of declaration of results must be submitted at the time of interview. In case the result of a particular examination is posted on the website of the University / Institute and web-based certificate is issued, then proper document / certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing that examination properly mentioned thereon will be reckoned for verification and further process.
- Only those candidates who satisfy the required age and qualification criteria should apply. Applications that do not meet the requirements will be rejected and no correspondence in this regard will be entertained.
- Interested candidates must fill in the Online Application Form latest by **02.02.2024** at https://nabfid.org/careers. The link to the online Application Form will be available on the Bank's website under 'Careers' section. Canvassing in any form will be a disqualification.
- **The Selection Process will comprise of Shortlisting and Personal Interview.**

- **In case the bank decides to conduct the Online Exam, the selection process shall stand changed to Online exam and Personal Interview. The corrigendum for details of the exam etc. will be updated on the bank's website and eligible candidates will be informed by email/ SMS.**
- Candidates who are shortlisted will be called for Interview numbering 5-10 times of the vacancies, as decided by the bank later.
- Bank may decide to conduct the Psychometric test (which will not be of qualifying nature) for personality profiling, of those candidates who will be shortlisted for Interview. Finding of the test may be placed before the Interview panel for having a thorough perspective on the candidates.
- Bank may decide to conduct Group Discussion, if required, as an additional tool to assess the suitability of the candidates.
- Depending upon the requirement and suitability of the candidates, the Bank reserves the right to cancel / restrict / curtail / enlarge the recruitment process including the number of vacancies, if need so arises, without any further notice and without assigning any reason therefor.
- No correspondence will be entertained by any ineligible and non-selected candidate.
- In all matters regarding eligibility, the selection process, the stages at which the scrutiny of 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, communication of results, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- Selected candidates, who are already in service, must produce a proper relieving letter / discharge certificate in original from their present employer at the time of joining, failing which they shall not be allowed to join the Bank.
- Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised 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.
- Appointment of the selected candidate is subject to his / her being declared medically fit as per the requirement of the Bank.
- In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that s/he 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 an appointment, his /her services are liable to be terminated without notice.
- Any legal proceedings in respect of any matter of claim / 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 clause / dispute.
- The Bank reserves the right to cancel the recruitment process entirely/ partly at any stage.

E.   GENERAL INSTRUCTIONS TO CANDIDATES:

IDENTITY VERIFICATION

At the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card / Passport / Permanent Driving License / Voter's Card / Bank Passbook with photograph / Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issuedby a recognized College / University / Aadhar card / E-Aadhar Card with a photograph / Employee ID / Bar Council Identity Card with photograph should be submitted to the invigilatorfor verification. The candidate's identity will be verified with respect to his / her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Interview.

Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates must produce in original, the photo identity proof and submit photocopy of the photo identity proof along with Interview Call Letter while attending the interview, without which they will not be allowed to appear for the interview. Candidates must note that the name appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first / last / middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the Interview. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

F. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application. At the time of interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of any one of the below:

  a. Using unfair means
  b. Impersonating or procuring impersonation by any person,
  c. Misbehaving in the interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose,
  d. Resorting to any irregular or improper means in connection with his / her candidature,
  e. Obtaining support for his/ her candidature by unfair means,
  f. Carrying mobile phones or similar electronic devices of communication in the interview hall.
  g. Such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, shall be liable;
  h. to be disqualified from the selection process for which s/he is a candidate:
  i. to be debarred either permanently or for a specified period from any selection process conducted by the Bank.
  j. for termination of service, if s/he has already joined the Bank.

G. OTHER IMPORTANT INFORMATION (FOR ALL VACANCIES)

  a) The decision of the Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Bank in this behalf.
  b) The final list for interviews will be drawn based on the shortlisting of candidates calling 5 to 10 times (approx.) of the respective category vacancies as per the cut-off decided by the bank at a later stage.
  c) The total marks allotted for Interview are 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PwBD candidates).
  d) Final list shall be drawn based on overall performance of the candidate in the Interview.
  e) The final selection or offer of employment would be made based on marks obtained in the Selection Processes, being found medically fit and subject to fulfillment of all other eligibility criteria as stipulated in the advertisement.
  f) 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 s/he will not be allowed to appear in any recruitment process of Bank 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.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

    A. APPLICATION REGISTRATION

    B. DOCUMENT SCAN AND UPLOAD

<u>Candidates need to apply online only from 13.01.2024 to 02.02.2024.</u>
<u>No other mode of application will be accepted.</u>

<u>IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION</u>

Before applying online, candidates should

  a) **Scan their:**

- Photograph (4.5cm × 3.5cm)
- Signature (with black ink)
- Left thumb impression (on white paper with black or blue ink)
- A handwritten declaration (on white paper with black ink) (text given below)
- All applicable documents (separately scanned in PDF formats).

    Ensuring that all these scanned documents adhere to the required specifications as given in this Advertisement.

  b) Signature in CAPITAL LETTERS will NOT be accepted.

  c) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, s/he may use his / her right thumb for applying.)

  d) The text for the handwritten declaration is as follows –

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

  e) The above-mentioned handwritten declaration must be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.

  f) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank will send intimation to download callletters for the Interview etc. through the mentioned e-mail ID and / or SMS. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

A. <u>APPLICATION REGISTRATION</u>

  a) Candidates to go https://www.nabfid.org/careers click on the option "APPLY ONLINE" which will open a new screen.

  b) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. 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.

  c) In case the candidate is unable to complete the application form in one go, the data already entered can be saved by choosing "SAVE AND NEXT" tab. 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. Visually Impaired candidates should fill the application formcarefully and verify / get the details verified to ensure that the same are correct

prior to final submission.

d) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible / entertained after clicking the COMPLETE REGISTRATION BUTTON.

e) The Name of the candidate or his / her father / Husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets / identity proof. Any change / alteration found may disqualify the candidature.

f) Validate your details and save your application by clicking the VALIDATE YOUR DETAILS and SAVE & NEXT button.

g) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

h) Candidates can proceed to fill other details of the Application Form.

i) Click on the Preview Tab to preview and verify the entire application form beforeCOMPLETE REGISTRATION.

j) Modify details, if required, and click on COMPLETE REGISTRATION, only after verifying and ensuring that the photograph, signature uploaded, and other details filled in by you are correct.

k) Click on 'Submit' button.

l) **There is a facility to print application form after submitting the application**.

B. DOCUMENT SCAN AND UPLOAD

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

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport size colour picture.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- 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 eyescan be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the size keeping the aspect ratio intact.

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

- Signature: The applicant has to sign on white paper with Black Ink pen.
  - o File type: jpg / jpeg
  - o File Size: 10kb – 20kb
  - o Dimensions 140 x 60 pixels (preferred)
- Thumb Impression: The applicant has to put his/her left thumb impression on a white paper with black or blue ink.
  - o File type: jpg / jpeg
  - o File Size: 20kb – 50kb
  - o Dimensions: 240x240 pixels in 200 DPI (Preferred for required quality) i.e., 3x3cm

(Width x Height)

- Declaration: The applicant must write the declaration in English clearly on a white paper with black ink.
    - File type: jpg / jpeg
    - File Size: 50kb – 100kb
    - Dimensions: 800x400 pixels in 200 DPI (Preferred for requiredquality) i.e. 10x5cm (Width x Height)
- The signature left thumb impression and the handwritten declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the Interview, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Handwritten declaration in CAPITAL LETTERS shall NOT beaccepted.
Illegible, unclear, smudged declaration will be rejected. Candidates must ensure that the declaration is clear and readable.

Details of other Documents to be uploaded:
i. Brief Resume (PDF).

ii. ID Proof (PDF).

iii. Proof of Date of Birth (PDF)

iv. Educational Certificates: Relevant Mark-Sheets/ Degree / Post Graduation Degree Certificate (PDF)

v. Experience certificates (PDF)

vi. Caste Certificate/ OBC Certificate/ EWS Certificate, if applicable (PDF)

vii. PwBD Certificate, if applicable (PDF)

Document File type/ size:
i. All Documents must be in PDF format.

ii. Page size of the document to be A4.

iii. Size of the file should not be exceeding 500 KB.

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 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.

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

Procedure for Uploading the documents
- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression, handwritten declaration and all the

documents.

- Click on the respective link "Upload Photograph / Signature / Upload leftthumb impression / Handwritten declaration/ Brief Resume / ID Proof / Proof of Date of Birth / Educational Certificates / Experience certificates / Caste Certificate- OBC Certificate- EWS Certificate, if applicable / PwBD Certificate, if applicable."
- Browse and select the location where the Scanned Photograph / Signature / Left thumb impression / Handwritten declaration/ Brief Resume / ID Proof / Proof of Date of Birth / Educational Certificates / Experience certificates / Caste Certificate- OBC Certificate- EWS Certificate, if applicable / PwBD Certificate, if applicable, file has been saved.
- Select the file by clicking on it
- Click the 'Open / Upload'.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. Incase of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph,signature, left thumb impression and handwritten declaration and all the relevant documents as specified.

Note:

a) In case the face in the photograph, signature, left thumb impression or the handwritten declaration is unclear / smudged the candidate's application may be rejected.

b) After uploading the photograph / signature / left thumb impression / handwritten declaration in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the images in photograph, signature, left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his / her application and re-upload his / her thumb impression / handwritten declaration, prior to submitting the form.

c) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

d) Candidates should ensure that the signature uploaded is clearly visible.

After registering online, candidates are advised to take a printout of their system generated online application forms.

Date: 13.01.2024   **Executive Vice President (HR)**