



State Bank of India

Central Recruitment & Promotion Department

Corporate Centre, Mumbai

Email: crpd@sbi.co.in



**SBI RECOGNISED AS “BEST BANK IN INDIA”
FOR THE YEAR 2024 BY “GLOBAL FINANCE”**



Celebrating Excellence!



SBI recognised as Best Bank in India for the year 2024 by Global Finance.
Award presented to our Chairman C.S. Setty in Washington, D.C.

RECRUITMENT OF SPECIALIST CADRE OFFICERS ON CONTRACTUAL BASIS
(ADVERTISEMENT NO: CRPD/SCO/2024-25/29)
ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 01.02.2025 TO 24.02.2025

State Bank of India invites Online application from Indian citizen for appointment to the following Specialist Cadre Officers post. Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers>

1. 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.
2. **Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.**
3. Candidates are required to upload all required documents (brief resume, ID proof, age proof, caste certificate (if applicable), educational qualification, experience etc.) failing which their application/candidature will not be considered for shortlisting/ interview.
4. 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).
5. 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.
6. Candidates are advised to check Bank's website <https://bank.sbi/careers> 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).
7. ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.
8. Hard copy of application & other documents not to be sent to this office.

A: DETAILS OF POSTS/VACANCIES/ELIGIBILITY CRITERIA/SUGGESTED PLACE OF POSTING:

Sl. No.	Name of Post	Vacancy		Age as on 31/12/2024 (Years)		Suggested place of posting ++
		Unreserved	Total	Min	Max	
1	Chief Officer (Security)	1	1	Not Applicable	57	Mumbai

++ The Bank reserves the right to transfer the services of such OECs (Officers Engaged on Contract) 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. Request for posting/transfer to a specific place/office may not be entertained.

IMPORTANT POINTS

- i. The vacancy mentioned above is **provisional and may vary** according to the actual requirement of the Bank.
- ii. Candidate belonging to reserved category including Person with Benchmark Disabilities (PwBD) for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided they fulfil all the eligibility criteria applicable to General category.
- iii. The relevant experience certificate from the employer must contain specifically that the candidate has experience in that related field as required. **Without the production of proper experience certificate, Bank has right to cancel the candidature at any point of time.**
- iv. Bank reserves the right to cancel the recruitment process entirely at any stage.
- v. **TRANSFER POLICY:** The bank reserves the right to transfer the services of such officers engaged on contract (OECs) 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. **Any request for posting/transfer to a specific place/office may not be entertained.**
- vi. **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 score 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.
- vii. Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for 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 and called 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.**

B. REMUNERATION & CONTRACT PERIOD:

Sl. No.	Name of Post	CTC Upper Range^	Additional Perquisites	Contract Period \$	Performance Based Annual Increment
1	Chief Officer (Security)	Rs. 31,20,000/-	Apart from CTC, the official will be eligible for the following: i. Residential accommodation to be provided by the Bank. & ii. Conveyance facility to be provided by the Bank.	03 Years + 02 Years* (Renewable after 3 years at the sole discretion of the Bank subject to fulfillment of any such conditions as may be stipulated by the Bank)	After completion of 1 st year – 6% of Annual CTC After completion of 2 nd year – 6.5% of previous year's Annual CTC After completion of 3 rd year (if contract is renewed further) – 7% of previous year's Annual CTC Eligibility: Performance appraisal Score of at least 90% required to be eligible for performance based annual increment.

^ Annual CTC will include Fixed and Variable Pay to be in the ratio 70:30 (Fixed & Variable pay ratio is negotiable).

\$ The contract period is of 3 Years. The contract can be terminated at any time, without prejudice, by giving three(3) months' notice from either side or on payment/surrender of three(3) months' compensation amount in lieu thereof.

C. DETAILS OF BASIC REQUIREMENTS / POST-QUALIFICATION EXPERIENCES / SPECIFIC SKILLS / JOB PROFILE / KEY RESPONSIBILITY AREA ETC:

Basic requirement (As on 31.12.2024)	An officer served in the Rank of Brigadier or above in Indian Army. Or An officer served in the Rank of Commodore or above in Indian Navy. Or An officer served in the Rank of Air Commodore or above in Indian Air Force. Or An officer served in the Rank of Inspector General or above in Indian Police Service or Para-Military Services.
Preferred experience (if any)	❖ Proven leadership and management skills ❖ Excellent communication and interpersonal skills ❖ Familiarity with Indian security regulations and laws ❖ Knowledge of security technologies (e.g. CCTV, Access control etc.)
Job profile	❖ Drawing up security policies of the Bank and arranging for their review. ❖ Ensuring maintenance of the security systems in the Bank in a state of high efficiency – as the Head of Bank's security function. ❖ Providing specialised and professional support to the Top Management in all security related matters for ensuring security and safety of Bank's property, customers and staff, always. ❖ Vetting Disaster Recovery Plan for Corporate Centre Departments/ Establishments, from security angle. ❖ Ensure adequate training of all security officers and Bank Guards. ❖ Provide support to the Top Management in ensuring a proper promotion and posting profile of all security officials. ❖ Enhancing security consciousness in the Bank. ❖ Ensure security audit of all Local Head Office Premises and Corporate Centre establishments.
Key Responsibility Areas	❖ Keeping abreast of trends in the field of Security, provide suitable inputs / advise to the top management. ❖ Identifying areas for improvement in security domain and suggest strategies for implementing the same. ❖ Co-ordination of security issues with Circle Security Officers posted in Circles through regular visits. ❖ Monitoring of Online Security Audit & Risk Assessment Matrix review. ❖ Conduct of Annual CSOs conference. ❖ Planning & conduct of quarterly Security Quiz for Security Officers. ❖ Planning and overseeing of Security & Safety Week in the Bank and conduct of Annual Security Quiz for all Bank Staffs. ❖ Overseeing up-dation of the Security Manuals. ❖ Quarterly publication of Security Newsletter.

	❖ Recruitment & training of Security Officers, Bank Armourers, CROs and Bank Guards. ❖ Monitoring of all reports and returns. ❖ Co-ordination & procurement of pump Action Shot guns (PASG). ❖ Monitoring installation & maintenance of Health Monitoring Systems in all Circles. ❖ Liaison with Top Officials in RBI in all Circles. ❖ Overseeing steps to reduce RBI penalties in security related areas. ❖ Review of all SOPs and Circulars. ❖ Visit locations/Branches where major incidents of Burglary / Robbery / Dacoity / Fraud have occurred for security review. ❖ Any other need based tasks related to the Role.
--	---

Remarks: KRA's: KRAs shall be assigned on joining. 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.

D. NOTICE PERIOD: The contract can be terminated at any time, without prejudice, by giving three(3) months' notice from either side or on payment/surrender of three(3) months' compensation amount in lieu thereof.

E. 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.

F. SELECTION PROCESS: The selection will be based on shortlisting, Interview & CTC related negotiations.

- ❖ **Shortlisting:** Mere fulfilling minimum experience will not vest any right in candidate for being called for 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.
- ❖ **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.
- ❖ **CTC Negotiation:** CTC related Negotiation will be done one-by-one, with the candidates in order of the merit list drawn on the basis of marks obtained in the interview.

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.

G. 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
i. Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/careers/current-openings and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc. 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 Document'). 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. Candidate should note down the registration number and password. 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	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. 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. 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. 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. v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.

application is filled completely, candidate should submit the same and proceed for online payment of fee. iv. After registering online, the candidates are advised to take a printout of the system generated online application forms.	vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage. vii. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.
--	---

H. HOW TO UPLOAD DOCUMENTS:

a. Details of Document to be uploaded: - Recent Photograph & Signature - Detail Resume (PDF) - ID Proof (PDF) - Proof of Date of Birth (PDF) - Highest Educational Certificates: Relevant Mark-Sheets/ Degree Certificate (PDF) - Experience certificates/Discharge book (all pages) (PDF) - Form-16/Offer Letter/Latest Salary slip from current employer (PDF) - Salary account statement for last 3 months (PDF) - No Objection Certificate (If applicable) (PDF) - Bio-data (in Bank's format) & CTC Negotiation Form (In PDF)	d. Document file type/ size: - All Documents must be in PDF (except Photograph & Signature) - 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 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.
b. Photograph file type/ size: - Photograph must be a recent passport style colour picture. - Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred) - 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. - 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: - Set the scanner resolution to a minimum of 200 dpi (dots per inch) - Set Color to True Color - 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). - The photo/ signature file should be JPG or JPEG format (i.e. file name should appear as: 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 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. - 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: - The applicant has to sign on white paper with Black Ink pen. - The signature must be signed only by the applicant and not by any other person. - The signature will be used to put on the Call Letter and wherever necessary. - Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred). - Ensure that the size of the scanned image is not more than 20 kb. - Signature in CAPITAL LETTERS shall NOT be accepted.	f. Procedure for Uploading Document: - There will be separate links for uploading each document. - Click on the respective link "Upload" - Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved. - Select the file by clicking on it and click the 'Upload' button. - 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 - Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed. 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.
--	---

I. GENERAL INFORMATION:

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. II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for Unreserved category provided they must fulfil all the eligibility conditions applicable to General category. 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. IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly filled. 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. VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advices etc. VII. The Bank takes no responsibility for any delay in receipt or loss of any communication. 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. 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. 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.	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. 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. 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. 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. 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. XVI. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travelling by Air (Economy Class) fare for the shortest route in India OR the actual travel cost in India (whichever is lower) on the basis of actual journey. Local conveyance like taxi/cab/personal vehicle expenses/fares will not be payable. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare. XVII. Bank reserves the Right to cancel the recruitment process entirely at any stage. XVIII. At the time of interview, the candidate will be required to provide details regarding criminal cases pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of Police Records, etc. The Bank reserves the right to deny the engagement depending upon such disclosure and/or independent verification.
--	--

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>)

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

Mumbai
01.02.2025

GENERAL MANAGER
(RP&PM)

HOW TO APPLY

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



Scroll down and click on the respective advertisement



Download advertisement no. CRPD/SCO/2024-25/29
(Carefully read the detailed advertisement)



Apply Online

(Before final submission, please go through your application.
Corrections will not be allowed after final submission)



We Are Among The Top 5
Most Trustworthy
Banks Globally

Source - Newsweek & Statista Survey, 2024