



## RECRUITMENT OF SPECIALIST CADRE OFFICERS ON CONTRACT BASIS

ADVERTISEMENT NO: CRPD/ SCO/ 2021-22/ 08

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 13.04.2021 TO 03.05.2021

State Bank of India invites Online application from Indian citizen for appointment to the following posts  
Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers>

- The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
- Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.
- Candidates must upload all required documents (brief resume, ID proof, age proof, educational qualification, experience etc.) failing which their application/ candidature will not be considered for shortlisting/ interview.
- Candidature/ Shortlisting of a candidate will be provisional and will be subject to satisfactory verification of all details/ documents with the originals when a candidate reports for interview (if called).
- In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
- Candidates are advised to check Bank's website <https://bank.sbi/careers> or <https://www.sbi.co.in/careers> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call Letter (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
- ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S "CAREERS" WEBSITE ONLY.
- In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
- Hard copy of application & other documents are not required to be sent to this office.

### A. DETAILS OF POSTS/ VACANCY/ AGE/ CONTRACT PERIOD/ REMUNERATIONS/ ANNUAL CTC/ PLACE OF POSTING/ SELECTION PROCESS:

Sl.	Post	Vacancy@				Age (in years)			Contract Period	Remunerations/ CTC	Place of Posting	Selection Process
		Unreserved	OBC	Total	LD	Min.	Max.	As on				
1.	Chief Ethics Officer	1	--	1	--	55	62	01.04.2021	3 Years (subject to review after 2 years)	₹45.00 lac p.a. and Car Facility. <sup>§</sup> (No other perks and perquisites are envisaged)	Mumbai or any other place (at Bank's discretion)	Shortlisting cum Interaction
2.	Advisor (Fraud Risk Management)	3	1	4	1 (OA/OL)	--	63	01.07.2021	2 Years <sup>#</sup>	Consolidated monthly fee of ₹50,000/- * and a monthly administrative expense of ₹25,000/-	Mumbai, Hyderabad, Chennai & Kolkata	

Abbreviations: (i) OBC - Other Backward Classes; (ii) LD - Locomotor Disability; (iii) OA - One Arm; (iv) OL - One Leg.

@ - Candidate belonging to reserved category (including PWD), for whom no reservation has been mentioned, are free to apply for if they fulfil all the eligibility criteria applicable to unreserved category.

# - Renewable at the discretion of Bank for a further period of 2 years or up to the age of 65 years, whichever is earlier. Contract can be terminated from either side by giving one months' notice or equivalent compensation.

§ - (i) Bank's Flat may be provided for accommodation, subject to availability. However, a sum of Rs. 6,62,400/- would be netted from the CTC in case the facility is availed/ provided.

(ii) Halting and lodging expenses and reimbursement of monthly mobile bill as applicable for TEGSS-I Officers of the Bank.

\* - Travelling expenses/ Halting Allowance and eligibility for stay in hotel, while on official duty, outside the Head Quarters will be as applicable to TEGS-VII Officer (General Manager rank) of the Bank.

### B. DETAILS OF QUALIFICATIONS/ EXPERIENCE/ SPECIFIC SKILLS REQUIRED:

Sl.	Post	Qualification/ Experience/ Specific Skills Required
1.	Chief Ethics Officer	<b>Experience:</b> Minimum 20 years of experience (as on 01.04.2021) in Banking or Financial Institution or Corporate Sector, as well as experience in the rank of General Manager or equivalent, preferably for 3 to 5 years. <b>Specific Skills Requires:</b> The candidate should possess proven leadership qualities and have wide experience in the field of Corporate Governance and association with propagation of Culture of Ethics in a large organization, preferably with Banking and/ or Financial Service Sector background.
2.	Advisor (Fraud Risk Management)	<b>Qualifications:</b> The Candidate should be a retired IPS/ State Police Officer not below the rank of Deputy Superintendent of Police at the time of retirement. Should have worked in/ handled Vigilance/ Economic Offences/ Cyber Crime Department(s). <b>Experience:</b> Minimum 5 years of experience in conduct of investigation/ supervision of investigation works during his/ her service.

### C. ROLE & RESPONSIBILITY:

Sl.	Post	Role & Responsibility
1.	Chief Ethics Officer	The primary responsibility of the Chief Ethics Officer would be to oversee the Ethics in the Bank and to conduct programme in the Bank with the objective of anchoring and promoting a positive ethical culture in the organisation leading to enhancement in brand equity and market reputation. <b>Role:</b> <ul style="list-style-type: none"> <li>Develop, maintain, periodically review and update standards of conduct and expected behaviour, operational policies and procedures on ethics programme and related activities to prevent illegal, unethical or improper conduct.</li> <li>Develop, streamline and oversee a system for a uniform and expeditious handling of lapses of non-vigilance nature.</li> <li>Reviewing policies and procedures of 'Non-Vigilance administration of the Bank' (but not involved in the operational issues) for uniform implementation across the Bank.</li> <li>Building up of a database of all DPD cases Circle wise, with the resultant penalty/ exoneration, to provide an objective tool to the Disciplinary Authority to decide on any future occurrence of similar nature.</li> <li>Reviewing policies to ensure that they demarcate responsibilities of the operating functionaries with minimum possible overlap.</li> <li>Identify, assess and document the ethics and procedural lapses risk for the Bank on activities as well as products.</li> <li>Serve as a reference point for the operating departments for seeking clarifications on various codes and guidelines.</li> <li>Act as an independent review and evaluation point to ensure that ethical issues/ concerns within the organisation are being appropriately evaluated, investigated and resolved.</li> <li>Interact with other related departments like Risk Management, Internal Audit, Human Resources, Strategic Training Unit to remain abreast of the latest developments.</li> <li>Identify potential areas of ethical vulnerability and to provide corrective action plans for resolution as well as provide guidance to avoid of recurrence of similar instances in future.</li> <li>Periodically circulate instances of ethical failures among the employees.</li> <li>Ensure adherence to corporate ethics statement by all employees annually.</li> <li>Collaborate with Internal Audit Department in identifying areas of audit that addresses ethical violations.</li> <li>Provide reports regularly as well as when directed by the Senior Management, providing information on progress of ethics efforts. Formulate annual disclosures on ethics issue.</li> <li>Work with the Strategic Training Unit to develop an effective ethics training programme including appropriate introductory training for new recruits as well as ongoing training for maximum possible employees with detailed attention to actions and consequences.</li> <li>Monitor performance of ethics programme on a continuing basis and initiating the proactive measures for continuous improvement in ethical matters.</li> </ul>
2.	Advisor (Fraud Risk Management)	<ul style="list-style-type: none"> <li>Assist the investigating officials to identify the root cause of the fraud.</li> <li>Analyse the pattern and suggest remedial measures in case of repeated frauds of similar nature.</li> <li>Suggest ways and means of dealing with Police/ DBE/ EOW/ Other Government investigation agencies.</li> <li>Analyse legal angle of fraud and suggest appropriate approach.</li> <li>Assist the Bank in filing FIRs, using their past connections, in case of any difficulty faced by the Bank and pursuing them further.</li> <li>Help the Bank protect its officials from unnecessary harassment by investigating agencies.</li> <li>Help in interpreting the local laws of a particular State.</li> <li>Share knowledge about new developments in fraud management.</li> <li>Liaise with the investigation agencies for expediting resolution/ recovery.</li> <li>Any other work as entrusted by the Controller (Senior Most General Manager of the Circle) during the currency of engagement.</li> </ul>

REMARKS: Job Profile/ KRAs mentioned above are illustrative. Roles/ Jobs/ KRAs, in addition to the above mentioned, may be assigned by the Bank from time to time for the above posts.

### D. SELECTION PROCESS:

The selection will be based on shortlisting & interview. 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. Merit list for final selection will be prepared in descending order of scores obtained in interview only, subject to candidate scoring minimum qualifying marks. In case more than one candidate score common cut-off marks, such candidates will be ranked in the merit in descending order of their age.

**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. 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 advices etc. by email.

**GUIDELINES FOR FILLING ONLINE APPLICATION:**

- i. Candidates will be required to register themselves online through the link available on SBI website <https://bank.sbi/careers> OR <https://www.sbi.co.in/careers> and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.
- ii. After registering online, candidates are advised to take a printout of their online application forms.
- iii. Candidates should first scan their latest photograph and signature. Online application will not be completed unless candidate uploads his/ her photo and signature as per the guidelines specified under 'How to Upload Document'.
- iv. Candidates should fill the 'application form' carefully and submit the same after filling it completely. In case a candidate is not able to fill the application in one go, he/ she can save the partly filled 'Form'. On doing this, a provisional registration number & password is generated by the system and displayed on the screen. **Candidate should carefully note down the registration number & password.** The partly filled & saved application form can be re-opened using registration number & password where-after the particulars can be edited, if needed. The facility of editing the saved information will be available for 3 times only. Once the application is filled completely, candidate should submit it and proceed for online payment of fee.

**GUIDELINES FOR PAYMENT OF FEES:**

- i. Application fees & Intimation Charges (Non-refundable) is as under:
  - General/ EWS/ OBC candidates - ₹ 750/- (₹ Seven Hundred Fifty only).
  - SC/ ST/ PWD candidates - Nil
- 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 has to be paid online through payment gateway integrated with the application. 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 transaction, an e-receipt and the application form, bearing the date of submission, will be generated which should be printed and retained by the candidate.
- v. In case payment of fee is not successful in 1<sup>st</sup> instance, please make fresh attempts for online payment.
- vi. A provision is there to reprint the e-Receipt and Application Form 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.

**G. HOW TO UPLOAD DOCUMENTS:**

**a. Details of Document to be uploaded:**

- i. Brief Resume (PDF)
- ii. Proof of Date of Birth (PDF)
- iii. Educational Certificates: Relevant Mark-Sheets/ Degree/ Certificate (PDF).
- iv. Experience certificates (PDF)
- v. ID Proof (PDF)
- vi. Form-16 (PDF)
- vii. Recent Photograph
- viii. Signature

**b. Signature:**

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

**c. Photograph:**

- i. Photograph must be a recent passport style colour picture.
- ii. File size should be between 20 - 50 kb and Dimensions 200 x 230 pixels (preferably).
- iii. Make sure that the picture is coloured and is taken against a light-coloured, (preferably white) background.
- iv. Look straight at the camera with a relaxed face.
- v. If picture is taken on a sunny day, please make sure that the sun is behind you, or you are in a shaded area, so that you are not squinting or there are no harsh shadows. In case flash is used, ensure there's no "red-eye".
- vi. If you wear glasses make sure that there are no reflections and your eyes can be seen clearly.
- vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii. Ensure that size of the scanned image is not more than 50 kb. In case the file size is more than 50 kb, adjust the scanner settings such as DPI resolution, number of colour etc., before scanning the photo.

**d. Document:**

- i. All documents must be in PDF format.
- ii. Page size of the document should be A4.
- iii. Size of the file should not exceed 500 kb.
- iv. In case a Document is being scanned, please saved it as PDF with size not more than 500 kb. 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., before rescanning the file.
- v. Please ensure that Documents uploaded are clear and readable.

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

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

**f. Procedure for Uploading Document:**

- i. There will be separate links for uploading each document.
- ii. Click on the respective link "Upload".
- iii. Browse & select the location where the JPG or JPEG, PDF file has been saved.
- iv. Select the file by clicking on it and Click the 'Upload' button.
- v. 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.
- vi. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.
- vii. **After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly.** In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- ix. **If the face in the photograph or signature is unclear, candidate's application may be rejected.**

**H. GENERAL INFORMATION:**

- i. Before applying for a 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 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.  
Candidates belonging to reserved category, 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 unreserved 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 APPOINTMENT, HIS/ HER SERVICES ARE LIABLE TO BE TERMINATED.
- iv. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- v. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank, for such post, 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. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- ix. Candidates serving in Govt./ Quasi Govt. offices, PSUs including Nationalised Banks/ 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.
- x. DECISIONS 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.
- xi. 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.
- xii. 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.
- xiii. In case of multiple application, only the last valid (completed) application will be retained and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/ candidature cancelled.
- xiv. 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.
- xv. Outstation candidates, who may be called for interview after short-listing will be reimbursed the cost of travelling by **Air (Economy)** for the shortest route in India OR actual travel cost (whichever is lower) based on the actual journey. Local conveyance will not be reimbursed. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.
- xvi. **BANK RESERVES RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
- xvii. At the time of interview, the candidate will be required to provide details regarding criminal case(s) pending against him /her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification.

For any query, please write to us through link "**CONTACT US**" which is available on Bank's website.  
(URL - <https://bank.sbi/careers/psq.htm?action=pquery> OR <https://sbi.co.in/careers/psq.htm?action=pquery>)

Mumbai,  
Date: 13.04.2021

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

GENERAL MANAGER  
(CRPD)