



**Advertisement No-4/ 2016**

**Appointment of Forex Specialists on Contract – 2016**

**December 05, 2016**

SIDBI is the Principal Financial Institution set up in April 1990 under an Act of Parliament for promotion, financing and development of MSME sector in India. Micro, Small and Medium Enterprises (MSMEs) in the last six decades have contributed to creativity, innovation and dynamism in the industrial sector which has contributed to the spread of industrial development across the country.

The Bank's **Mission** is to *'To facilitate and strengthen credit flow to MSMEs and address both financial and developmental gaps in the MSME eco-system.'*

The Bank is working with the **Vision** *'To emerge as a single window for meeting the financial and developmental needs of the MSME sector to make it strong, vibrant and globally competitive, to position SIDBI Brand as the preferred customer friendly institution and for enhancement of shareholders wealth and highest corporate values through modern technology platform.'*

***Overview of Forex Operations of SIDBI***

SIDBI, designated Authorized Dealer- Category-III in Foreign Exchange, is undertaking various Forex Operations viz. Trade Finance, Foreign Currency Term Loan, etc. With a view to enhance avenues in business of MSMEs and to play a leading role in facilitating those to access foreign markets, SIDBI plans to upscale the current operations by 100% in next 3 years and expand the range of risk management products to be made available to its customers as well as explore various revenue channels. The overview of the positions is given below-

|           |  |   |                                 |                  |  |                     |
|-----------|--|---|---------------------------------|------------------|--|---------------------|
| <b>A.</b> | <b>Name of the Post/<br/>Type of the Post /<br/>No. of Posts</b> | <b>Sr. No.</b>  | <b>Name</b>                     | <b>Post Code</b> | <b>Type</b>                            | <b>No. of Posts</b> |
|           |  | 1   | Chief Treasury Officer (Forex)  | 01               |  |                     |
|           |  | 2   | Treasury Officer (Forex)        | 02               |  |                     |
|           |  | 3   | Deputy Treasury Officer (Forex) | 03               |  |                     |
|           |  |   |                                 |                  | <b>Contractual on Full time basis.</b> | 1<br>1<br>1         |
| <b>B.</b> | <b>Place of Posting</b>  | The Forex Specialists will be posted in the Treasury and Fund Management Vertical of the Bank's Office in <b>Mumbai</b> . They will also be liable for transfer to any place in India as the Bank may decide from time to time without payment of any allowance other than admissible travelling allowance.   |                                 |                  |  |                     |
| <b>C.</b> | <b>Period of Contract</b>  | <p>i. The contract of engagement of <b>Chief Treasury Officer (Forex)</b> would initially be for a period of <b>three years</b>. The contract will be reviewed at the end of third year. On such review, if the performance of the Forex Specialist is found to be satisfactory and if Bank requires the services for further period of time, the contract may be renewed for a further period of up to <b>two years</b>.</p> <p>ii. The contract of engagement of <b>Treasury Officer (Forex)</b> and <b>Deputy Treasury Officer (Forex)</b> would initially be for a period of <b>five years</b>. The contract will be reviewed at the end of contract period. On such review, if the performance of the Forex Specialist is found to be satisfactory and if Bank requires the services for further period of time, the contract may be renewed for a further period of up to <b>five years</b>. There shall be no obligation on the part of the Bank either to renew the contract at the end of contract period or to issue a formal</p> |                                 |                  |  |                     |

|           |   | order of termination of contract. The contract will come to an end automatically on completion of the contract period.   |           |                               |           |   |           |   |           |   |
|-----------|---|--|-----------|-------------------------------|-----------|---|-----------|---|-----------|---|
| <b>D.</b> | <b>Scope of work</b>  | <p>The Forex Specialist's scope of work would be to achieve the objectives as detailed under Overview above and in broad terms would include the following:</p> <ul style="list-style-type: none"> <li>✓ Analyze and recommend the competitiveness of resource mobilization options through rupee and Forex Lines of Credit [existing / fresh].</li> <li>✓ Suggest suitable strategy for expansion of Forex operations / hedging the Forex liabilities.</li> <li>✓ Guide ALCO group on interest rate outlook, forecast currency movement, carry out technical analysis, charting etc.</li> <li>✓ Devise Risk management Policy [Internal Control Guidelines], MIS Reports and compliance with regulatory guidelines.</li> <li>✓ Revise / Update Forex Manual.</li> <li>✓ Roll out PCFC / EBF schemes and train / guide the Officers at BOs in these areas.</li> <li>✓ Suggest the ways and means to expand Forex activities in line with the AD-III License, including proprietary trading.</li> <li>✓ The Chief Treasury Officer (Forex) may also be required to look after areas of work other than Forex as per Office exigency.</li> </ul> |           |                               |           |   |           |   |           |   |
| <b>E.</b> | <b>Eligibility Criteria</b>   | <b>Important:</b> The Bank reserves the right to raise/modify the eligibility criteria in educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of posts.   |           |                               |           |   |           |   |           |   |
| <b>a</b>  | <b>Age limit</b><br>(as on December 05, 2016)   | <table border="1"> <thead> <tr> <th>Post code</th> <th>Minimum and Maximum Age Limit</th> </tr> </thead> <tbody> <tr> <td><b>01</b></td> <td>Not below <b>40 years</b> and not exceeding <b>55 years</b>.<br/>(Candidates born not earlier than 06.12.1961 and not later than 05.12.1976 [both days including] are only eligible to apply.</td> </tr> <tr> <td><b>02</b></td> <td>Not below <b>33 years</b> and not exceeding <b>39 years</b>.<br/>(Candidates born not earlier than 06.12.1977 and not later than 05.12.1983 [both days including] are only eligible to apply.</td> </tr> <tr> <td><b>03</b></td> <td>Not below <b>24 years</b> and not exceeding <b>32 years</b>.<br/>(Candidates born not earlier than 06.12.1984 and not later than 05.12.1992 [both days including] are only eligible to apply.</td> </tr> </tbody> </table>  | Post code | Minimum and Maximum Age Limit | <b>01</b> | Not below <b>40 years</b> and not exceeding <b>55 years</b> .<br>(Candidates born not earlier than 06.12.1961 and not later than 05.12.1976 [both days including] are only eligible to apply. | <b>02</b> | Not below <b>33 years</b> and not exceeding <b>39 years</b> .<br>(Candidates born not earlier than 06.12.1977 and not later than 05.12.1983 [both days including] are only eligible to apply. | <b>03</b> | Not below <b>24 years</b> and not exceeding <b>32 years</b> .<br>(Candidates born not earlier than 06.12.1984 and not later than 05.12.1992 [both days including] are only eligible to apply. |
| Post code | Minimum and Maximum Age Limit   |  |           |                               |           |   |           |   |           |   |
| <b>01</b> | Not below <b>40 years</b> and not exceeding <b>55 years</b> .<br>(Candidates born not earlier than 06.12.1961 and not later than 05.12.1976 [both days including] are only eligible to apply. |  |           |                               |           |   |           |   |           |   |
| <b>02</b> | Not below <b>33 years</b> and not exceeding <b>39 years</b> .<br>(Candidates born not earlier than 06.12.1977 and not later than 05.12.1983 [both days including] are only eligible to apply. |  |           |                               |           |   |           |   |           |   |
| <b>03</b> | Not below <b>24 years</b> and not exceeding <b>32 years</b> .<br>(Candidates born not earlier than 06.12.1984 and not later than 05.12.1992 [both days including] are only eligible to apply. |  |           |                               |           |   |           |   |           |   |
| <b>b</b>  | <b>Educational Qualification</b><br>[as on December 16, 2016]   | <ul style="list-style-type: none"> <li>• <b>Chief Treasury Officer (Forex)</b> - Graduation with minimum 60% marks in aggregate or 1st Class from a recognized University. Candidates with 2 years full time Masters Degree in Finance/ Banking/ Treasury/ International Trade or CA or ICWA or CFA (USA) or FRM will be preferred.</li> <li>• <b>Treasury Officer (Forex)</b>- Graduation from a recognized University along with 2 years full time Masters Degree in Finance/ Banking/ Treasury/ International Trade or CA or ICWA or CFA (USA) or FRM with minimum 60% marks in aggregate or 1st Class in Graduate/Post Graduate.</li> <li>• <b>Deputy Treasury Officer (Forex)</b>- Graduation from a recognized University along with 2 years full time Masters Degree in Finance/ Banking/ Treasury/ International Trade or CA or</li> </ul>   |           |                               |           |   |           |   |           |   |

|           |                     |   |
|-----------|---------------------|---|
|           |                     | ICWA or CFA (USA) or FRM with minimum 60% marks in aggregate or 1st Class in Graduate/Post Graduate.  |
|           | <b>c</b>            | <b>Knowledge of computers</b>   |
|           | <b>d</b>            | <b>Experience</b>   |
|           |                     | <ul style="list-style-type: none"> <li>Working knowledge of computers is essential including exposure to Window based applications such as MS Office/MS Excel, etc.</li> <li><b>Chief Treasury Officer (Forex)-</b> Relevant experience of minimum 15 years in Integrated Treasury of a Bank/ FI including minimum 5 years in Forex Treasury</li> <li><b>Treasury Officer (Forex)-</b> Relevant experience of minimum 8 years in Integrated Treasury of a Bank/ FI including minimum 3 years in Forex Treasury.</li> <li><b>Deputy Treasury Officer (Forex)-</b> Relevant experience of minimum 3 years in Integrated Treasury of a Bank/ FI including minimum 2 years in Forex Treasury</li> </ul> <p><b>Note:</b> Applications without relevant experience and / or certificate of past employer would be rejected. In case of existing / present employment, the Experience Certificate shall be produced at the time of appearing for interview / joining the Bank, if selected.</p>  |
| <b>H.</b> | <b>Remuneration</b> | <ul style="list-style-type: none"> <li>The remuneration of <b>Chief Treasury Officer (Forex)</b> would be `30.00 lakh approx, <b>negotiable</b> (including variable component) for the first year with annual increase based on satisfactory performance and recommendation of the Vertical.</li> <li>The remuneration of <b>Treasury Officer (Forex)</b> would be `20.00 lakh approx, <b>negotiable</b> (including variable component) and that of <b>Deputy Treasury Officer (Forex)</b> would be `16.00 lakh approx, <b>negotiable</b> (including variable component) for the first year with annual increase based on satisfactory performance and recommendation of the Vertical.</li> <li>The remuneration of the variable component would be based on the deliverables/targets which would be decided by the Vertical. The variable component shall be payable yearly. Besides the compensation indicated above, the candidate shall be eligible only for reimbursement of expenses incurred on official tours, if any, will be as per the entitlement decided by the Bank.</li> <li>Eligibility of Halting allowance/eligibility for travel &amp; staying in hotel, etc, as may be required while on official duty, will be as per the entitlement decided by the Bank.</li> <li>Except foregoing, the candidate will not be eligible for any other remuneration.</li> <li><b>Bank shall reserve the right to modify the above package upward or downward, based on the merits of the candidate and existing market trends. The decision in of Bank in this regard shall be final and binding on successful candidate.</b></li> </ul> |
| <b>I.</b> | <b>Leave</b>        | <p>The candidate shall be eligible for leave as under :</p> <ul style="list-style-type: none"> <li>10 Casual Leaves [CL] in a year, subject to the limit of 3 CL in first 3 months.</li> <li>Ordinary Leave (OL) of 30 days per annum, to be credited at the rate of 10 days at the end of every 3 months. Accordingly, no OL can be availed of before completion of 3 months of service.</li> <li>In case the candidate leaves the job during the contract period, Bank has the discretion to adjust the unavailed OL not exceeding 15 days per year against the notice period. There will be no provision for leave encashment during the contract period and unavailed leave at the time of expiry / termination</li> </ul>  |

|    |                                |   |
|----|--------------------------------|---|
|    |                                | will lapse automatically.   |
| J. | <b>Secrecy</b>                 | The candidate will not communicate or allowed to be communicated to any person not legally entitled thereto any information relating to the affairs of SIDBI or to the affairs of any person having any dealing with SIDBI nor will allow any such person to inspect or have access to any books or documents belonging to or in the possession of SIDBI relating to the business of SIDBI or the business of any person having any dealing with SIDBI.   |
| K. | <b>Termination of Contract</b> | Contract can be terminated by giving one month's notice on either side or one month's remuneration in lieu thereof.   |
| L. | <b>Other Conditions</b>        | <ul style="list-style-type: none"> <li>• As the assignment is on Contractual basis, the candidate will not be eligible for any other benefits or claim for employment in SIDBI at a later date.</li> <li>• During the contract period, the service conditions of the candidate, including place of posting, would be as decided by the Bank, from time to time.</li> </ul>  |
| M. | <b>Selection Procedure</b>     | Selection of <b>Chief Treasury Officer (Forex)</b> would be by way of Personal Interview to be held <b>at Mumbai on January 10 and January 11, 2017</b> before a Selection Committee. Selection of <b>Treasury Officer (Forex)</b> and <b>Deputy Treasury Officer (Forex)</b> would be by way of Group Discussion & Personal Interview to be held at Mumbai on <b>January 10, 11 and 12, 2017</b> . The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.   |
| N. | <b>HOW TO APPLY</b>            | <p>i. Candidates may apply online only, at SIDBI's website, www.sidbi.in. <b>No other mode of application will be accepted.</b> After completing the procedure of applying on-line including payment of fees, the candidate should <b>take a printout</b> of the system generated on-line application form, ensure the particulars filled in are accurate, sign on all pages, <b>paste a copy</b> of same passport size <b>photograph</b> which is uploaded, bearing full signature of the candidate across the same with date, and should <b>dispatch</b> the same so as to reach the <b>Deputy General Manager, Human Resources Vertical (HRV), Small Industries Development Bank of India, MSME Development Centre, Plot No. C-11, 'G' Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400051</b> on or before <b>December 22, 2016</b>. The envelope containing the application should bear the superscription "<b>Application for the post of Forex Specialist on Contract Basis-2016</b>."</p> <p>ii. Applications should be accompanied by <b>self-attested copies of relevant certificate(s) / documents</b>, in support of proof of identity, address, age, educational qualifications (educational certificates/mark-sheets), work experience, etc., as mentioned in the application form. An application not accompanied by photocopies of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.</p> <p>iii. Please refer the Annexure for the detailed Instruction.</p> |
| O. | <b>Application Fees</b>        | ₹ 500/- (Rupees Five hundred only)  |
| P. | <b>Others</b>                  | <p>i. <b>No relaxation is applicable in Eligibility Criteria including Age, Educational Qualification and Experience.</b></p> <p>ii. Candidates, called for interview will be paid Airfare by shortest</p>  |



route in India.

- iii. Candidates short listed for interview shall have to produce all **certificates in original** for verification of their age, educational qualifications, category, experience details, etc. **at the time of interview. Failure to produce the same shall render the candidate ineligible for the appointment process.**
- iv. In case the candidate called for Personal Interview/ Group Discussion & Personal Interview is found ineligible based on document verification at the time of Interview, he/she would not be allowed for Group Discussion/ Personal Interview and would also not be eligible for the reimbursement of airfare.
- v. Candidates are advised that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying on line. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated forthwith.
- vi. Decisions of the Bank in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the Bank in this regard.
- vii. Canvassing of any sort by the applicant or on his behalf by any one, will automatically lead to his / her disqualification, without any right for representation.
- viii. Marks Percentage Calculation-
  - (i) **The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any.** This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
  - (ii) Some Universities / Institutes do not award Class or percentage of marks and allot Aggregate Grade Points [e.g. CGPA/OGPA/CPI etc.]. Where CGPA/OGPA/CPI is awarded, the same should be converted into percentage and indicated in online application. In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and /or percentage of marks, the undefined parameter[s] would be worked out as under :

| Equivalent CGPA / OGPA/CPI or similar terminologies allotted on 10-point scale | Class / Division | Aggregate % of Marks |
|--|------------------|----------------------|
| 6.75   | I [First]        | 60%                  |

[a] Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

[b] Where the Aggregate Grade Point [CGPA/OGPA/CPI etc.] is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item[i] above.

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## HOW TO APPLY

Candidates can apply online only from SIDBI's website and no other mode of application will be accepted.

### Pre-Requisites for Applying Online

Before applying online, candidates should :-

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Guidelines for Scanning and Upload of Photograph and Signature below.
- (ii) Keep the necessary details/documents for **Online Payment** of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active at least till the declaration of results. SIDBI **will** send intimation to download call letters for Interview on this e-mail ID only. 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 on-line and must maintain that email account.

### Procedure for applying online

#### **A. Application Procedure**

1. Candidates to go to the SIDBI website [www.sidbi.in](http://www.sidbi.in)- click on the option "**APPLY ONLINE**" which will open a new screen.
2. 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.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered 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 form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. 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 FINAL SUBMIT BUTTON.
5. 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.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. 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".

8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

**B. PAYMENT OF FEES**

**ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**

- (1) In case of multiple registrations, only last registration will be kept valid.

**Note:**

- (i) After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- (ii) For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (iii) To ensure the security of your data, please close the browser window once your transaction is completed.

- (2) After completing the procedure of applying on-line including payment of fees, the candidate should take a **printout** of the system generated on-line application form, ensure the particulars filled in are accurate, **sign on all pages**, paste a copy of same **passport size photograph** which is uploaded, bearing full signature of the candidate across the same with date, and should dispatch the same so as to reach the **Deputy General Manager, Human Resources Vertical (HRV), Small Industries Development Bank of India, MSME Development Centre, Plot No. C-11, 'G' Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 on or before December 22, 2016.** The envelope containing the application should bear the superscription **"Application for the post of Forex Specialist on Contract Basis-2016.**

- ii. Applications should be accompanied by **self-attested copies of relevant certificate(s)** / documents, in support of proof of identity, address, age, educational qualifications (educational certificates/mark-sheets), work experience, etc., as mentioned in the application form. An application not accompanied by photocopies of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.
- (3) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by the Bank.

**To avoid last minute rush, candidates are advised to pay the application fees and register on-line at the earliest.**

**Note-**There is also a provision to reprint the submitted application containing fee details, after fee payment.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. SIDBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

- (5) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- (6) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the SIDBI's website on account of heavy load on internet/website jam.
- (7) SIDBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- (8) 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.
- (9) 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.
- (10) No request for change of address, or changes in any other details mentioned in the online application form will be entertained. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet and in all correspondences with SIDBI in future should be identical and there should be no variation of any kind.
- (11) **A recent, recognizable photograph should be uploaded by the candidate in the**



online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process, doubt about identity at any stage could lead to disqualification.

#### **8. Guidelines for scanning and Upload of Photograph & Signature**

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

##### **a. Photograph Image:**

- Photograph must be a recent passport 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, during the process of scanning.

##### **b. Signature Image:**

- 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 attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the Interview should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- 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

##### **c. Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- 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 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 photo and signature in .jpeg format not exceeding 50kb & 20kb 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 and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see the preceding paragraphs in this Annexure above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

**d. Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature Click on the respective link "Upload Photograph / Signature".
- Browse and Select the location where the Scanned Photograph /Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

**Note:-**

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. 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.

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

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