सिंडिकेटबैंक
SyndicateBank

General Manager (HR) Secretariat
Corporate Office: Bangalore 560009
Tel.No.080 22250161 Fax No. 080 22250160
E-Mail: horecruitments@syndicatebank.co.in

Ref. No. HRD.HRMD.0088.2845

ADVERTISEMENT

RECRUITMENT OF SPECIALIST OFFICERS IN VARIOUS VERTICALS/ SCALES

JKALERTS.COM

Syndicate Bank a leading Public Sector Bank, invites applications from Indian citizens for appointment of **specialist officers** in various verticals/scales. The details are given below:

IMPORTANT DATES: -

Opening date for Online Registration	29.03.2019
Last Date for Online Registration	18.04.2019

DETAILS OF VACANCIES:

Post code	Name of the Post	Scale	Vacancies
1.	Senior Manager (Risk Management)	MMGS-III	5
2.	Manager (Risk Management)	MMGS-II	50
3.	Manager (Law)	MMGS-II	41
4.	Manager (IS Audit)	MMGS-II	3
5.	Security Officer	MMGS-II	30
TOTAL			**129**

Reservation in posts:

Name of the post	Scale	No. of vacancies					
		Total	SC	ST	EWS	OBC	GENERAL
Senior Manager (Risk Management)	MMGS-III	05	01	-		01	03
Manager (Risk Management)	MMGS-II	50	07	04	05	14	20
Manager (Law)		41	06	03	04	11	17
Manager (IS Audit)		03				01	02
Security Officer		30	05	02	03	08	12

JKALERTS.COM

SC-Scheduled Castes, ST-Scheduled Tribes, EWS-Economically Weaker Sections, OBC- Other Backward Classes

Note:

(i) The number of vacancies are provisional and may vary according to actual requirements of the Bank.

Reservation for Persons with Benchmark Disabilities:
The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016".

EMOLUMENTS:

Scale	Pay Scale (₹)	CTC (at Bengaluru) Annual Amount (Approx. in Lacs)
MMGS-II	31705-45950	₹ 9.75 Lacs
MMGS-III	42020-51490	₹ 12.28 Lacs

Emoluments may vary according to the place of posting. The scale of pay applicable to different grades are furnished above. The CTC includes DA, CCA (wherever applicable), special allowance, Quarters rent, NPS management's contribution, LFC, Annual medical aid, vidal health insurance premium, conveyance, etc., as per rules in force.

Probation and Confirmation: The selected candidates for MMGS-II & III will be on probation for a period of one year from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provisions of the Syndicate Bank (Officers) Service Regulations.

Posting and Transferability of the selected candidates: The selected candidates will be posted as per the requirement of the Bank and thereafter liable to be transferred anywhere in India.

1. ELIGIBILITY CRITERIA: NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) a subject of Bhutan or iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the interview to be conducted by the Bank but on final selection the offer of appointment will be given only after the Government of India has issued the necessary eligibility certificate to him/her.

2. THE AGE, QUALIFICATION AND EXPERIENCE AS ON 01.02.2019 FOR THE ABOVE POSTS ARE PRESCRIBED AS UNDER:

S N	Post	Age	Educational qualification	Experience
1	Senior Manager (Risk Management)	Min. 25 years Max. 35 years	Graduate with Mathematics or Statistics as a subject with full time MBA (Banking/Finance) or equivalent qualification from a reputed institute. OR Full time M.Sc. Mathematics or Statistics with min. 60% marks (55% for SC/ST/OBC/PwD) OR CA/ICWA Candidates who have acquired FRM/PRM/CFA/Diploma or certification in Risk Management will be given preference.	Minimum three years of post qualification work experience in a PSBs/Private Bank, preferably in Risk Management/Credit/ Treasury. Experience in SAS/SPSS/other Risk Management software will be an added advantage.

S N	Post	Age	Educational qualification	Experience
2	Manager (Risk Management)	Min. 25 years Max.-35 years	Graduate with Mathematics or Statistics as a subject with full time MBA (Banking/Finance) or equivalent qualification from a reputed institute. OR Full time M.Sc. Mathematics or Statistics with min. 60% marks (55% for SC/ST/OBC/PwD) OR CA/ICWA Candidates who have acquired FRM/PRM/CFA/Diploma or certification in Risk Management will be given preference.	Minimum one year of post qualification work experience in a PSBs/Private Bank, preferably in Risk Management/Credit/ Treasury. Experience in SAS/SPSS/other Risk Management software will be an added advantage
3	Manager (Law)	Min. 25 years Max.-35 years	A Bachelor Degree in Law (LLB)	Enrolled as Advocate with Bar Council and having three years of experience as practicing Advocate at Bar. OR Three years of combined experience as practicing advocate and Law Officer in the Legal Department of a Commercial Bank or the Central/State Government or of a Public Sector Undertaking after enrolment as advocate with Bar Council.
4	Manager (IS Audit)	Min. 25 years Max.-35 years	Graduate with minimum 60% marks with following certifications: 1. CISA- Compulsory, and 2. Additional qualifications, preferably OSCP (Offensive Security Certified Professional) or CEH (Certified Ethical Hacker)	Minimum 4 years of experience in Banking, Financial services and Insurance (BFSI) sector, renowned firms/ corporate in IS Audit. IS Audit exposure, Cyber Security, Vulnerability Assessment and Penetration testing are preferred. Preference will be given to more experienced and qualified candidates.
5	Security Officer	Min. 25 years and Max. 45 years (Including Relaxation as per Clause 3.i & ii)	An Officer with 05 years commissioned service in the Army/Navy/Air Force or a Police Officer not below the rank of ASP/DSP with 05 years of service or Officers of identical rank in Para Military Forces with 05 years service. Territorial Army Officers should have minimum 05 years of embodied service.	

Note:

a. Degrees obtained should be from a University/ Institution/ Board recognised by Government of India/ approved by government regulatory bodies.

b. In addition to the qualification and experience, the candidates should possess certifications wherever prescribed.

c. Degree/PG degree Certificate/provisional degree certificate issued by the University shall be produced.

d. Year-wise/Semester-wise marks sheets of each year/semester or consolidated marks card in respect of the qualifying examination from the University concerned shall be produced.

3. **RELAXATION IN UPPER AGE LIMIT: (In case of candidates belonging to the following categories)**

Sl. No.	Category	No. of years of relaxation
i)	Scheduled Caste/Scheduled Tribe	5 years
ii)	Other Backward Classes (Non-creamy layer)	3 years
iii)	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
iv)	Persons ordinarily domiciled in the State of J & K during the period 01.01.1980 and 31.12.1989	5 years
v)	Ex-Servicemen : Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or invalidment	5 years
vi	Persons affected by 1984 riots	5 years

Note:

a. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 3 (iii) to 3 (vi).

b. Candidates claiming relaxation under 3 (i to iii) should enclose necessary certificate as documentary proof.

c. The candidates eligible for age relaxation under 3 (iv) above must produce the Domicile Certificate at the time of interview from the District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by Govt. of J & K to the effect that the candidate had ordinarily been domiciled in the State of J & K during 1st Jan. 1980 and the 31st day of December 1989.

4. **RESERVATIONS:**

A. **Reservation for SC/ST/OBC/EWS candidates will be provided as per government guidelines. Candidates belonging to and applying under 'reserved OBC category" or claiming reservation under EWS are required to submit a certificate regarding his/her 'Community' OR EWS status in the prescribed format "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES AND ECONOMICALLY WEAKER SECTION APPLICANTS APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (Formats available on Bank's website along with this Notification) and the OBC certificate should contain the "Non-creamy Layer Clause" which is not more than one year old and EWS certificate issued on or after 01.02.2019. Candidates who fail to produce the above certificate will not be considered under the OBC category or EWS whichever is applicable.**

B. **Reservation for Persons with Benchmark Disabilities:-**

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

a. blindness and low vision;

b. deaf and hard of hearing;

c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

d. autism, intellectual disability, specific learning disability and mental illness;

e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" .

5. **The competent authority for the issue of the certificate to SC / ST / OBC /EWS/ Persons with Benchmark Disabilities (PwBD) is as under:**

For SC/ST/OBC/EWS: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Benchmark Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

Candidates belonging to SC, ST, OBC, EWS, PwBD categories have to submit certificates in support of it at the time of interview.

6. SELECTION PROCEDURE:

Bank reserves the right whether to conduct online test and/or GD/interview depending on the number of eligible candidates applying for the posts indicated. For the purpose of GD/interview, adequate number of eligible candidates as decided by the Bank will be shortlisted and will be called for GD / interview. Candidates possessing more than prescribed work experience in the relevant discipline and acquired relevant certifications shall get preference. Merely satisfying the eligibility norms do not entitle a candidate to be called for GD/Interview. The Bank reserves the right to call only the requisite number of candidates for the GD/Interview after preliminary screening / short-listing with reference to candidates qualifications, suitability, experience, etc., prescribed for the post.

Wherever online test is conducted, candidates shall be called for GD and /or interview on the basis of their performance in the online test.

i. GD/ personal interview shall be conducted to assess the candidate's personality, level of communication, clarity & problem solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post etc. The minimum qualifying marks in the interview would be 50% for General Category and 45% for SC/ST/PwBD category. Candidates not clearing the GD and / or interview will not be considered for final selection.

ii. The post wise number of vacancies is provisional and may vary according to the actual requirement of the Bank.

iii. If no suitable candidate is found for a particular post, the Bank reserves the right to cancel the process of recruitment for that post.

6.1. Online Examination Structure for Recruitment of Specialist Officers in various verticals/Scales referred in this advertisement:

Sl. No.	Name of the tests	No. Of Questions	Max. Marks	Composite time
1	Reasoning	50	50	2 hours 30 Minutes
2	Quantitative Aptitude	25	25	
3	Professional Knowledge relevant to the post	75	75	
4	English Language	50	50	
	Total	**200**	**200**	

Examination Centres:

(i) The examination will be conducted online in the following centers:

Ahmedabad	**Amritsar**
Bhopal	**Bengaluru**
Bhubaneswar	**Coimbatore**
Chennai	**Chandigarh**
Delhi-NCR	**Ernakulam**
Guwahati	**Hyderabad**
Jaipur	**Kolkata**
Lucknow	**Mangalore**
Mumbai/ Navi Mumbai/Greater Mumbai/ Thane	**Nagpur**
Patna	**Ranchi**
Thiruvananthapuram	**Vijayawada**

(ii) No request for change of centre for Examination shall be entertained.

(i) Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

(iv) Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

(v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.

(vi)Examination will be held tentatively in the month of June, 2019. Exact date will be intimated to the shortlisted/eligible candidates through their respective registered e-mail IDs.

7. GENERAL ELIGIBILITY:

Medical Fitness, Character and caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit by a qualified Medical Practitioner (not less than MBBS or equivalent) acceptable to the Bank in the prescribed medical examination report form and upon satisfactory verification of their character, antecedents & caste certificates (wherever applicable). Till such time, their appointment will be provisional.

8. HOW TO APPLY

Detailed guidelines/procedures for:

A. Application Registration

B. Payment Of Fees

Candidates can apply through online only from 29.03.2019 to 18.04.2019 and no other mode of application will be accepted.

Important points to be noted before registration

Before applying online, candidates should:

a. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure II to this advertisement.

b. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination, if any, and Interview and / or Group Discussion etc. through the registered e-mail ID. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/interview date advices etc. **If the communication sent to registered e-Mail ID, happens to return for any reason Bank will not take any responsibility.**

(i) APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)

PAYMENT OF FEE ON LINE: **29.03.2019 to 18.04.2019**
(both days inclusive)

CATEGORY	AMOUNT (₹)
SC/ST/PwBD	₹100.00 + GST as applicable (intimation charges only)
GENERAL & OTHERS	₹600.00+ GST as applicable (application fee + intimation charges)

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. **Application Procedure**

a) Candidates to visit the Bank's website www.syndicatebank.in and click on the 'CAREER' and then in CAREER page under "Lateral recruitment of specialist officers 2018-19" section, click on "APPLY ONLINE".

b) To register applications choose the tab "Click here for New Registration" enter Name, contact details and e-mail-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 e-mail & 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, 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.

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 FINAL SUBMIT 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. 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 - (Annexure II).

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 before FINAL SUBMIT.

j) 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.

k) Click on 'Payment' Tab and proceed for online payment.

B. Payment Of Fees (Online Mode Only)

a) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
b) The payment can be made by using Debit or Credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
c) 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
d) On successful completion of the transaction, an e-Receipt will be generated.
e) 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.
f) 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.
g) For Credit Card users: All charges 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.
h) To ensure the security of your data, please close the browser window once your transaction is completed.

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 and should ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. Candidate should not send this printout to the Bank.

GENERAL INSTRUCTIONS:

a) Candidates are required to apply **'online'** only. Any other form of application shall be rejected.

b) Before applying, the candidates should satisfy themselves about their eligibility for the post applied for. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries will be entertained by the Bank in this regard.

c) All candidates will have to produce original as well as attested photocopies of certificates regarding qualification, experience, date of birth and caste (if applicable), NOC, etc., in support of their eligibility at the time of interview, failing which their candidature will be cancelled.

d) In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to 'CREAMY LAYER' section excluded from the benefits of reservations for OBCs in Civil Post and Services under Govt. of India. OBC certificate issued during the period 01.04.2018 to the date of interview, should be submitted by such candidates, if called for interview.

e) In case of candidates belonging to EWS category, EWS certificate in the prescribed format issued on or after 01.02.2019 should be submitted by such candidates, if called for interview.

f) The candidates will have to appear for the GD/interview at their own expense.

g) Only candidates willing to serve anywhere in India should apply.

h) Candidates serving in government/quasi government offices, Public Sector Undertaking (including Bank/financial institutions) should produce a 'No Objection Certificate' from their employer at the time of interview, in the absence of which, his/ her candidature will not be considered.

i) In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.

j) The candidates will appear for the test/interview at the allotted centres at their own expense and risks and the Bank will not be responsible for any injury/ losses, etc. of any nature.

k) Appointment of selected candidates 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 & Conduct Rules of the Bank.

l) Canvassing in any form will lead to disqualification.

m) Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.

n) Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he/she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by the ineligible candidates shall be forfeited.

o) The final selection will be on the basis of performance in test / group discussion and/or interview only.

p) The selected candidates shall execute a Service Bond of ₹. 2.0 lacs for Scale-II and ₹ 3.0 lakhs for Scale-III at the time of joining the Bank undertaking to serve the Bank for a minimum Service period of 2 years & 3 years for Scale-II & Scale-III respectively.

q) Bank reserves the right to keep a waiting list of the merit listed candidates so as to make appointments from the said waitlist in case the selected candidates fail to join the Bank.

r) Selected candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

s) In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/ certificate/documents or has suppressed any material fact(s), his/her candidature stands cancelled. If any of these shortcoming/s is/are detected even after appointment, his/her services are liable to be terminated.

t) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at Udupi. The Bank takes no responsibility for any Certificate/Remittance sent separately.

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.

Action against candidates found guilty of misconduct:-Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the 'online' application. At the time of test/GD/interview, if a candidate is (or has been) found guilty of:

(i) Using unfair means or
(ii) Impersonating or procuring impersonation by any person or
(iii) Misbehaving in the GD / interview or
(iv) Resorting to any irregular or improper means in connection with his/her candidature for selection or
(v) Obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable for criminal prosecution, shall be liable:

I. to be disqualified from the test/GD / interview for which he/she is a candidate
II. to be debarred, either permanently or for a specified period, from any examination/interview or recruitment conducted by Bank.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, etc. 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 utmost care as no correspondence regarding change of details will be entertained. Bank will not be held 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.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date of registration of application to avoid the possibility of disconnection/ inability/ failure to log on to the BANK website on account of heavy load on internet/website jam, etc. Bank 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. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

Date: 22.03.2019

GENERAL MANAGER (HR)

Annexure-II

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH & SIGNATURE

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

Photograph Image:

a. Photograph must be a recent passport style colour picture.
b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
c. Look straight at the camera with a relaxed face
d. 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
e. If you have to use flash, ensure there's no "red-eye"
f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
h. Dimensions 200 x 230 pixels (preferred)
i. Size of file should be between 20kb–50 kb
j. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

a. The applicant has to sign on white paper with Black Ink pen.
b. The signature must be signed only by the applicant and not by any other person.
c. The signature will be used to put on the Hall Ticket, if any, and wherever necessary.
d. Dimensions 140 x 60 pixels (preferred)
e. Size of file should be between 10kb – 20kb
f. Ensure that the size of the scanned image is not more than 20kb

Scanning the photograph & signature:

a. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
b. Set Color to True Color
c. File Size as specified above
d. 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).
e. 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.

f. 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 point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

g. If the file size and format are not as prescribed, an error message will be displayed.

h. While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature:

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

Note:

a. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
b. After registering online candidates are advised to take a printout of their system generated online application forms.
c. In case the photograph or signature is unclear, the candidate may edit his/ her application and re-upload his/ her photograph or signature.

****

JKALERTS.COM