



(A Government of India undertaking)

Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

### **RECRUITMENT OF SPORTSPERSONS FOR F.Y. 2025 - 26**

INDIAN BANK, a leading Public Sector Bank, with headquarters in Chennai having geographical presence all over India and abroad invites applications from Indian citizens for the post of Officer in JMG Scale I / Clerks (Customer Service Associates (CSA) in the following Sports disciplines under Sports Quota.

| <b>Sl. No.</b> | <b>Sports Discipline</b>       | <b>Vacancies</b>  |
|----------------|--------------------------------|-------------------|
| 1              | Athletics (100 Mtrs, 400 Mtrs) | 2 (Male / Female) |
| 2              | Basket Ball                    | 2 (Male)          |
| 3              | Chess (Grand Master)           | 1 (Male / Female) |
| 4              | Volleyball                     | 2 (Male)          |
| <b>Total</b>   |                                | <b>07</b>         |

**Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. The candidates are requested to apply online through Bank's website in the careers page [www.indianbank.bank.in](http://www.indianbank.bank.in). The process of registration is complete only when fee is deposited with the Bank on or before the last date of payment of fee.**

**Note:** There is no reservation of SC/ST/OBC/EWS/PwBD. The number of vacancies is provisional and may vary according to actual requirements of the Bank, subject to availability of suitable candidates. The designation / name of the posts is only indicative as per respective cadre/scale in General Banking stream and the same does not intend to confer any special advantages to the selected candidate. The Bank reserves the right to change the name of post / designation at any time without notice.

#### **IMPORTANT DATES**

| <b>Activity</b>   | <b>Dates</b>   |
|---|--|
| On-line registration including Edit/Modification of Application by candidates & Payment of Application Fees / Intimation Charges (Online) | <b>04.02.2026 to 24.02.2026</b><br>(both days inclusive) |

## ELIGIBILITY CRITERIA

**Age, Educational Qualification and Sports Qualification - As on 01.01.2026 (cut-off date)**

| Cadre               | Age            | Educational Qualification   | Minimum Sports Qualification   |
|---------------------|----------------|---|--|
| Officer JMG Scale-I | 18 to 26 years | Pass in XII Standard examination or equivalent as the case may be | Should have represented the country  |
| Clerks              | 18 to 26 years | Pass in XII Standard examination or equivalent as the case may be | <ul style="list-style-type: none"> <li>➤ Should have represented the State in Junior / Senior Nationals / National games</li> <li style="text-align: center;">or</li> <li>➤ Should have been a member of the Combined Universities Team</li> <li style="text-align: center;">or</li> <li>➤ Should have been a member of the University team in an Inter university event and should be in the top three positions</li> <li style="text-align: center;">or</li> <li>➤ Should have been a member of the district team and took part in Inter district championship and should be in the first three positions</li> </ul> |

All the educational qualifications should be from Government recognized school / institution.

### AUTHORITY FOR AWARDING CERTIFICATE OF SPORTS QUALIFICATION

Credentials/Certificate of the affiliated Districts/ State Associations/ National Federations/ University Councils / Sports Authorities of the respective games will only be considered.

### RELAXATION IN UPPER AGE LIMIT

| Sl. No. | Category                                  | Age relaxation |
|---------|---|----------------|
| 1       | Schedule Caste (SC) / Schedule Tribe (ST) | 5 years        |
| 2       | Other Backward Classes (Non-creamy layer) | 3 years        |

#### Note:

- (i) The maximum age limit i.e. 26 years is applicable to General / EWS category candidates.
- (ii) Candidates seeking age relaxation will be required to produce the original certificates as per prescribed format(s).

## MODE OF SELECTION

There will be screening of applications and candidates possessing requisite qualification will be called for trials in the ratio 1:10.

Selection in Officer Cadre will be done through screening of application, conduct of Trials in the respective sport followed by Interview.

Selection in Clerical cadre will be done through screening of applications and conduct of Trials. (Interview will not be conducted for Clerical Cadre).

At all the stages of selection, viz. screening of applications / Trials / Interview / Merit List, if in case two candidates getting the same mark, they will be ranked based on age i.e. junior candidate will be given higher rank.

The marks allotted for each stage of selection will be as follows:

| SI. No.                      | Selection process         | Maximum Marks |                |
|------------------------------|---------------------------|---------------|----------------|
|                              |                           | Officer       | Clerk          |
| 1                            | Screening of applications | 40            | 55             |
| 2                            | Performance in Trials     | 30            | 45             |
| 3                            | Interview                 | 30            | Not applicable |
| <b>Total (Maximum Marks)</b> |                           | <b>100</b>    | <b>100</b>     |

The details of parameters for the selection process are as follows:

### 1. Screening of Applications:

(Based on eligibility criteria, age, sports performance and achievements)

#### 1.1 Age:

| Parameters<br>(Age) ↓ | Marks   |       |
|-----------------------|---------|-------|
|                       | Officer | Clerk |
| (a) 18-20 years       | 10      | 15    |
| (b) 21-24 years       | 8       | 12    |
| (c) 25-26 years       | 6       | 9     |
| (d) Above 26 years    | 1       | 1     |

**1.2 Sports Performance and Achievements:**

**(The sports performance and achievement on or after 02.01.2024 will only be considered)**

| <b>Cadre</b> | <b>Parameter</b>  | <b>Marks</b> |
|--------------|---|--------------|
| Officer      | (a) Representing the country in Senior International events   | 30           |
|              | (b) Representing the country in Junior International events<br>or<br>Representing the Indian - (Combined) University Team   | 25           |
| Clerk (CSA)  | (a) Representing the country in Senior International events.  | 40           |
|              | (b) Representing the country in Junior International events<br>or<br>Representing the Indian -(Combined) University Team  | 35           |
|              | (c) Representing the State in the Senior National Championships securing first three places<br>or<br>Representing the University Team securing first three places in the Inter University Championship. | 30           |
|              | (d) Representing the state in the Senior, Junior and Youth National Championships   | 25           |
|              | (e) Representing the District Team securing first three places in the Inter District Championship.  | 15           |

For selection in Officer Cadre, maximum of 40 marks will be allotted in Screening of Application (Based on eligibility criteria, age, sports performance and achievements).

For selection in Clerical Cadre, maximum of 55 marks will be allotted in Screening of Application (Based on eligibility criteria, age, sports performance and achievements).

**2. Performance in Trials:**

Trials in each sport shall be conducted for the candidates to assess their performance / suitability based on the following parameters:

| <b>Parameters</b>            | <b>Maximum Marks</b> |              |
|------------------------------|----------------------|--------------|
|                              | <b>Officer</b>       | <b>Clerk</b> |
| (a) Physical fitness         | 5                    | 10           |
| (b) Speed endurance          | 5                    | 10           |
| (c) Game Skill               | 20                   | 25           |
| <b>Total (Maximum Marks)</b> | <b>30</b>            | <b>45</b>    |

Candidates securing 60% marks or more in Total and a minimum of 50 % in each of the parameters in Trials will be considered fit for participation in the next stage of selection process (i.e. interview for Officers Cadre and for Clerical Cadre, Merit List will be drawn based on marks secured in Screening process and performance in Trials). In case of Chess, performance in field trial is proposed to be assessed based on game skill only allocating maximum 30 marks for Officer and maximum 45 marks for Clerk. For chess, there will no assessment for physical fitness and Speed Endurance. The sportspersons should mandatorily undergo for Doping Test. Testing positive in the Dope Test will be disqualified for the entire recruitment process.

### 3. Interview:

Interview is applicable for selection in Officer Cadre only. Candidates found fit in the Trials alone will be considered for interview and a maximum of 30 marks for Interview shall be allotted. The minimum number of candidates to be called for interview vis-a-vis vacancies will be kept in the ratio of 3:1 subject to availability of eligible candidates. Interview will not be conducted for recruitment in Clerical Cadre.

| Parameters | Marks   |                |
|------------|---------|----------------|
|            | Officer | Clerk          |
| Interview  | 30      | Not applicable |

### MERIT LIST

For selection in Officers' Cadre, Merit List will be drawn by combining the marks scored by the candidates in all the three stages of selection i.e. Screening of Applications, Performance in Trials and Interview.

For selection in Clerical Cadre, Merit List will be drawn by combining the marks scored by the candidates in the two stages of selection i.e. Screening of Applications and Performance in Trials.

### PAY SCALE AND EMOLUMENTS

**Officer JMG Scale I** – Rs.48480 -2000/7 – 62480– 2340/2 – 67160 - 2680/7 – 85920

**Clerk (CSA)** - Rs. 24050-1340/3-28070-1650/3-33020-2000/4-41020-2340/7-57400-4400/1-61800-2680/1-64480 (20 years)

DA, CCA, HRA / Leased accommodation, Leave Fare Concession, Medical Aid, Hospitalization Benefits, Retirement Benefits and other perquisites will be admissible as per the rules of the Bank and Industry level settlements applicable from time to time, wherever applicable.

## **PLACE OF POSTING**

The place of posting is Chennai. However, Bank reserves the right to post its employees to any office/branch of the Bank, including any of the rural branches of the Bank as the Bank may require from time to time and employee will have to discharge all the duties assigned as appropriate to the needs of the branches/offices to which posting is made.

## **PROBATION AND CONFIRMATION**

Officer Cadre: The selected candidate(s) in JMG, Scale I posts will be on probation for a period of 02 (two) years from the date of joining. Their confirmation in the Bank's service will be decided in terms of the provisions of Indian Bank Officers Service Regulations, 1979.

Clerical Cadre: The selected candidate(s) will be on probation for a period of 06 (six) months, which may be extended by a further period of 3 months or until the receipt of satisfactory report on character and antecedence from respective Civil / Police authorities.

## **NOTICE PERIOD, INDEMNITY BOND WITH SURETY FOR MINIMUM PERIOD OF SERVICE**

For Officer Cadre – Notice period for Officer Cadre is 3 months of active service. Candidate has to execute a 'Financial – Cum – Surety and Indemnity Bond' undertaking to serve the Bank for a minimum period of two years. If an appointed candidate intends to leave or discontinue the services or resign from the services of the Bank before completion of 2 years of service from the date of joining the Bank, he/she shall reimburse the Bond amount of Rs 2 lakhs along with salary for the un-served notice period (3 months) and the cost incurred by the Bank for imparting training and any other expenses that the Bank has incurred on his/her behalf.

For Clerical Cadre - If the candidate desires to leave the service of the Bank at any time during the period of probation, he / she will have to give a clear 14 days' notice or in lieu, will have to pay 14 days' pay and allowance to the Bank.

## **GENERAL RULES/ INSTRUCTIONS**

1. Since recruitment is for Officer and Clerk post separately, the candidate should indicate in the online application the post to which he/she opts for selection. The option once exercised will be irrevocable. No request for change of option will be entertained. However, depending upon the requirements of the Bank, candidates may be considered for a post other than the one he/she has applied (i.e. Officer / Customer Service Associates (CSA)).
2. Candidates should satisfy themselves about their eligibility as on the date of eligibility.
3. At the time of appointment, the candidate must be an active Sports person and should be fit enough to take part in future tournaments.

4. Before submission of the application, candidates must check that they have filled correct details in each field of the form. After expiry of Window for Application Form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Email, by hand, etc. shall not be entertained and will be summarily rejected.
5. Candidates are advised to take a printout of their system generated online application form and fee receipt after submitting the application.
6. Candidates should have a valid email-id and mobile number which should be kept active till the declaration of final result. No change in Email-Id and mobile number will be entertained during the entire process of recruitment.
7. If at any stage during the recruitment process or after joining the Bank, it is found that any information furnished in the application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his/her candidature/ appointment will be cancelled/ terminated.
8. The Bank shall not entertain request from the candidate's seeking advice about their eligibility to apply.
9. In all matters regarding eligibility, assessment, prescribing minimum qualifying standards in selection process, number of vacancies and communication of result, the decision of the Bank shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
10. Candidates will have to make their own travel and stay arrangement and Bank will not bear any expense. However, eligible outstation SC/ST candidates, called for interview will be eligible for reimbursement of II class to & fro train / bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.) and Caste Certificate. The above concession will not be admissible to SC/ST category candidates, who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.
11. The candidates shall be selected primarily to strengthen the Bank's team. Therefore, Bank reserves the right not to select any candidate to the posts advertised if according to the Bank, he / she is not suitable & will not strengthen the Bank's Team. The decision of the Bank in this regard shall be final.
12. All educational qualifications should have been obtained from universities/ institutions recognized by Government of India. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.
13. Candidates already in service of Govt. / quasi-Govt. organizations and public sector banks /undertakings will have to produce a "no objection certificate" from their employer,

at the time of interview. However, before appointment in Bank, a proper discharge certificate from the employer will have to be produced.

14. Canvassing in any form will be a disqualification.
15. The Bank shall not entertain any requests in any form like Post, Email, Telephone calls, in person, by hand, etc. from the candidate seeking advice/clarification about their eligibility to apply.
16. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Chennai only.
17. Sports persons who are currently under suspension/banned from playing by any regulatory authorities are not eligible to apply.
18. **Bank reserves the right to cancel the recruitment process partly/entirely at any time, if required, without issuing any further notice or assigning any reason thereof.**

#### **DOCUMENTS TO BE PRODUCED AT THE TIME OF FIELD TRIALS/ INTERVIEW:**

The following documents, in original, together with self-attested photocopies in support of candidate's eligibility and identity are to be invariably submitted at the time of interview/field trials failing which the candidate may not be permitted to appear for the interview/field trials:

- Printout of the valid Call Letter
- Valid system generated printout of the online application form
- Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- Photo Identify Proof such as PAN Card/ Passport/ Permanent Driving License / Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the field trials / interview.
- Ration Card and Learner's Driving License will not be accepted as valid ID proof.
- In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit, in original
- Mark sheets & certificates for educational qualifications. Proper document from Board /University for having declared the result on or before 01.01.2026 has to be submitted.

- Certificates of sports in which achieved excellency / participation in International / National / State / Domestic / University, etc., shall be submitted in the format as prescribed by the Authority as under:

| Sl. No. | Competition  | Authority Awarding Certificate  | Form in which Certificate is to be awarded |
|---------|--|---|--|
| 1       | International Competition  | Secretary of the National Federation of the game concerned.   | 1  |
| 2       | National Competition   | Secretary of the National Federation<br>or<br>Secretary of the State Association of the Game concerned.   | 2  |
| 3       | Inter-University Tournaments   | Dean of Sports or other officer in overall charge of sports of the university concerned.  | 3  |
| 4       | National / Sports / Games for Schools  | Director or Additional / Joint or Deputy director in overall charge of sports / games for school in the Directorate of Public Instructions / Education of the State.                  | 4  |
| 5       | Khelo India University Games/ Khelo India Youth Games/ Khelo India Winter Games/Khelo India Para Games | Officer Designated / Officer in charge From Sports Authority Of India (SAI) For Khelo India University / Khelo India Youth Games / Khelo India Winter Games / Khelo India Para Games. | 5  |

- Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC/ST/OBC category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer and / or if their caste does not find place in the Central List are not entitled to OBC age relaxation. They should indicate their category as General in the online application form. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

**The date of issuance of the OBC (Non-Creamy Layer) certificate should be as 'on or after 01<sup>st</sup> April, 2025' till the date of Trial/Interview.**

- Candidates serving in Government / Quasi Govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of field trials / interview, in the absence of which their candidature will not be considered.
- Experience certificates, as applicable.
- Any other relevant documents in support of eligibility.

## BIOMETRIC DATA – Capturing and Verification

Photograph, Bio-metric and IRIS may be captured at the Trials / Interview venue. The photo captured will be matched with the photo uploaded by the candidate in the application. You must NOT change your appearance from the photo uploaded by you.

Decision of the Photo / Bio-metric / IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of Photo / Bio-metric / IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:

- (a) 'LEFT EYE (IRIS)' will be captured for all the candidates.
- (b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
- (c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

(Any failure to observe these points will result in non-admittance for the Trails / Interview)

## HOW TO APPLY

Detailed guidelines/procedures for:

- A. Application Registration
- B. Payment of Fees

Candidates can apply through online only from **04.02.2026 to 24.02.2026**. 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 I to this advertisement.
- b. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Trials / Interview etc. through the registered e-mail ID and related information in mobile number. Candidates are advised to keep their e-mail ID active for receiving advices, viz. call letters / Trials, Interview date advices etc. If the communication sent to registered e-Mail ID / mobile number, fails to get delivered for any reason, Bank will not take any responsibility.

APPLICATION FEES / INTIMATION CHARGES (NON-REFUNDABLE)

- Rs. 175/- (inclusive of GST) for SC/ST/PWBD candidates (Only intimation charges)
- Rs. 1000 /- (inclusive of GST) for all others

PAYMENT OF FEE ONLINE **04.02.2026 to 24.02.2026 (both days inclusive)**

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

Application Procedure

- Candidates to visit the Bank's website [www.indianbank.bank.in](http://www.indianbank.bank.in) and click on the 'Career' and then under **Recruitment of Sports Persons for F.Y. 2025-26** section, click on "Apply Online".
- 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.
- 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.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- 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.
- Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature - (Annexure I).
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before clicking COMPLETE REGISTRATION.

- j) Modify details, if required, and click on 'COMPLETE REGISTRATION' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- k) Click on 'Payment' Tab and proceed for online payment.
- l) Incomplete application / ineligible / invalid Photograph / signature will be rejected without any reference to the candidate.

#### 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, the candidate should take a printout of the system generated on-line application, fee receipt and should ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

## ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on career page of Bank website [www.indianbank.bank.in](http://www.indianbank.bank.in) from time to time.

**Only those candidates who agree to the terms and conditions stipulated by the Bank and fulfill the eligibility criteria need apply.**

### Disclaimer:

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, it will lead to disqualification of the candidate from the selection process and the candidate will not be allowed to appear for any exams of the Bank in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. The Bank reserves the right to cancel the conduct of this recruitment process without assigning any reason. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

Chennai

Dated: 04.02.2026

Chief General Manager (CDO & CLO)

**Guidelines for Scanning and Upload of Documents**

Before applying online, a candidate will be required to have a scanned (digital) image of

- his/her photograph
- signature
- left thumb impression
- handwritten declaration

Please note that until photographs and signature are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

**Photograph Image: (4.5cm x 3.5cm)**

- Photograph must be a recent passport style 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 etc., during the process of scanning.
- Photo uploaded should be of appropriate size and clearly visible.

**Photograph Capture**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

## Do's and Don'ts of Photo Capture

### **Do's:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

### **Don'ts**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

### **Signature:**

- The applicant has to sign on white paper with Black Ink pen.
- 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
- Signature (NOT IN CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

### **Left thumb impression:**

The applicant has to put his left thumb impression on a white paper with black or blue ink.

- **File type:** jpg / jpeg
- **Dimensions:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
- **File Size:** 20 KB – 50 KB
- Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.

### **Hand-written declaration Image:**

The applicant has to write the declaration in English clearly on a white paper with black ink.

- **File type:** jpg / jpeg
- **Dimensions:** 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)

- **File Size:** 50 KB – 100 KB
- **Note:** The handwritten declaration has to be in the candidate's hand writing and in English only. The text should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get that text of declaration typed and put their left-hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).
- The text for handwritten declaration is as follows:  
 "I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

The signature left thumb impression, and the handwritten declaration should be of the applicant and not by any other person.

If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

**Ensure that the photo, signature, left thumb impression and handwritten declaration are uploaded at the specified spaces only in the online application form.**

#### **Scanning the documents:**

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

#### **Procedure for uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and handwritten declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / handwritten declaration.
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / handwritten declaration/, file has been saved.
- Select the file by clicking on it

- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

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

Note: -

- In case the face in the photograph or signature or left thumb impression or the handwritten declaration, is unclear / smudged the candidate's application may be rejected.
- After uploading the Photograph / signature / left thumb impression / handwritten declaration, in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration, is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidates should ensure that the signature uploaded is clearly visible and not smudged/ blurred.
- After registering online candidates are advised to take a printout of their system generated online application forms.
- The signature left thumb impression, and the handwritten declaration should be of the applicant and not of any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- **Signature/ Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.**
- Ensure that the photograph, signature, left thumb impression and handwritten declaration are uploaded at the specified spaces only in the online application form.