

## **HOW TO APPLY**

### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PHOTOGRAPH, SIGNATURE & OTHER DOUMENTS SCAN AND UPLOAD
- C. Challan

**Candidates can apply online only and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

1. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for photograph & signature scan and upload.

Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

#### A. Application Procedure

- 1 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 sent to user id & password on mobile or E-mail. Candidate should note down the Provisional Registration Number and Password. Next, the applicant has to log-in using his user name and password and fill in all details, and upload scanned photo (20kb-50kb) and signature (20kb).
- 2 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. Change/alteration found may disqualify the candidature.
- 3 Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button
- 4 Candidates can proceed to upload Photo & Signature as per the specifications in the Guidelines
- 5 Candidates can proceed to fill other details of the Application Form
- 6 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.

- 7 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**.
- 8 Candidates can proceed to upload Photo & Signature as per the specifications in the Guidelines
- 9 Click on 'Payment' Tab and proceed for payment..
- 10 Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT
- 11 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.

**(B) Guidelines for scanning the photograph and 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

**1. Photo Graph:-**

Photograph must be recent passport size color picture. The picture should be in color, against a light-colored, 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 clearly see. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but must not cover your face.

Dimensions 200x 230 pixels (preferred). Size of file should be between 20kb-50kb. Ensure that the size of the scanned image is not more than 50 kb. 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 colors etc., during the process of scanning.

**2. Signature image:-**

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 examination should match the uploaded signature.

In case of mismatch, the applicant may be disqualified. Dimensions 140x60 Pixels (Preferred)  
Size of file should be between 10kb-20kb

Ensure that the Size of the Scanned image is not more than 20kb and Signature in CAPITAL LETTERS shall not be accepted.

### **3. Scanning the Photograph & signature**

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 JPEG OR JPG 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.

- Candidate using MS Window/MS office can easily obtain photo and Signature in jpeg format nor exceeding 50kb & 20 Kb respectively by using MS paint or MS office picture Manager. Scanned photograph and signature in any format can be save in .jpg format using “Save AS” option in the File menu and size can be reduce below 50 KB photo & 20 KB Signature by using crop and resize option.

### **4. The document have to be scanned and upload:**

1. All the document to be uploaded will be in PDF format and the size should be between 50 KB to 200 KB.
2. Applicant can upload their Caste Certificate, Address Proof, Educational Document and Disability Certificate
3. Ensure that **educational document** should be **qualified degree** only, such as B.Tech (CS), BE (CS), MSC (IT), MCA and Ex. B.Tech
4. For **Caste Certificate** applicant should upload a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar
5. Candidate **Address proof** should have valid proof document, such as Birth Certificate, Pass port, Driving License, Aadhaar Card or any Government Id Proof.
6. For **Caste Certificate** applicant should upload a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar
7. For **Disability certificate** applicant should upload valid Certificate of disability from a notified authority by Government of India / State Government.

### **(C) Challan:**

Print challan and deposit in IOB Bank and submit for final registration.