# SBI

**Central Recruitment & Promotion Department**
**Corporate Centre, Mumbai**
Phone: 022-22820427; Fax: 022-22820411; E-mail: crpd@sbi.co.in

## RECRUITMENT OF DEPUTY MANAGER – INTERNAL AUDIT (SPECIALIST CADRE OFFICERS) ON REGULAR BASIS
### ADVERTISEMENT NO.: CRPD/SCO-DM(IA)/2018-19/08

1. Online Registration of Application and online payment of fee: 04.12.2018 to 28.12.2018
2. Date of online Test (Tentative): 27.01.2019
3. Tentative date of downloading call letter for online test: 05.01.2019 onwards

State Bank of India invites online applications from Indian citizens for appointment for the post of Deputy Manager (Internal Audit) in Specialist Cadre on regular basis. Candidates are requested to applyonline through link given in Bank's website **https://bank.sbi/careers** or **https://www.sbi.co.in/careers**

**PLEASE NOTE THAT**

1. The process of Registration of application is completed only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
2. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Admission to online test will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents with original when the candidate reports for Interview/Group Discussion, if called.
3. In case the candidate is called for interview/Group Discussion and he/she does not satisfy the eligibility criteria (Age, Educational Qualification and Experience etc.), he/she will neither be allowed to appear for the interview/group discussion nor be entitled for reimbursement of any travelling expensesetc.
4. Candidates are advised to check Bank's website **https://bank.sbi/careers** or **https://www.sbi.co.in/careers** regularly for details and updates. **The call letter / advice, where required, will be sent by e-mail only (No hard copy will be sent).**
5. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
6. HARD COPY OF THE APPLICATION & OTHER DOCUMENTS **NOT TO BE SENT TO THIS OFFICE.**
7. **All revision / corrigenda will be hosted only on the Bank's above mentioned website.**
8. **Details of documents to be uploaded and Guidelines for scanning and Uploading is given in the annexure.**

**VACANCIES AND OTHER DETAILS IN RESPECT OF POST AS DETAILED BELOW:**

| Post | Grade | Vacancies | | | | | Age (years) as on 30.09.2018 | | Educational Qualification | Post Qualification Experience as on 31.10.2018 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | GEN | SC | ST | OBC | TOTAL | Min | Max | | |
| Deputy Manager (Internal Audit) | MMGS-II | 20 | 6 | 2 | 11 | 39 | 21 | 35 | **Basic:** Chartered Accountancy (CA) from Institute of Chartered Accountants of India. **Preferred:** CISA | Minimum 1 year experience in/with a Chartered Accountant firm engaged in statutory/internal/ Concurrent Audit of Banks. Employment in a Bank with credit exposure is desirable. Experience Certificate issuedby the firms for employees working in CA firms/Copy of the engagement letter from Banks for others, would berequired. **Specific Skills required:Working Knowledge in MSoffice** |

- Please note that change of category will not be permitted at any stage after registration of online application.
- PWD candidates will not be suitable to apply for the above post, as the post is to handle intensive credit auditable accounts and selected officer has to travel frequently Pan India/abroad.

**JOB PROFILE:**

- Conducting Audit of branches/offices of the Bank and/or its Subsidiaries/Associates/JVs located within India or abroad at the direction of the Internal Audit Department of the Bank;
- Preparation of reports for the activities audited containing the findings of audit;
- Preparation of memorandum/reports for reporting to Management and/or Board Level Committees;
- Any other work that may be entrusted by the Bank.

**ABBREVIATIONS:**
Category: SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes

**EMOLUMENTS:**

| POST | GRADE | SCALE OF PAY |
|---|---|---|
| Deputy Manager (Internal Audit) | Middle Management Grade Scale II (MMGS II) | 31705-1145/1-32850-1310/10-45950 |

The scale of pay applicable to the grade is furnished above. The officials will be eligible for DA, HRA. CCA, PF, ContributoryPension Fund, LFC, Medical Facility etc. as per rules in force from time to time.

Auditors placed on mobile duty are allowed to keep their family at the place of their choice.

While being on mobile the auditors are eligible for reimbursement of travelling and lodging expenses as per their eligibility and in addition are entitled to Halting Allowance as applicable to their Grade/Centre.

**OTHER CONDITIONS:**
A) **Training**: Candidates selected will be subjected to institutional and on-job training for a period not exceeding 12 months, on completion of which they will be given independent assignment of branch/office audit.
B) **Lateral Movement:** Recruited candidates, while continuing in the same job family, may be considered for working in other verticals depending upon administrative exigencies.
C) **Promotion Opportunities**: Candidates are eligible for promotions as per the promotion policy for specialist officers of the Bank within the Audit Department based on Career Development Scheme that is in place in the Bank.
D) **Type of employment:** Regular on Permanent Basis.
E) **Probation:** The selected candidates will be on probation for a period of 12 months, on successful completion of which they will be absorbed in to the cadre.

**NOTE:**
1. Candidates belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL'.
2. Maximum age indicated is for General category candidates. Relaxation in upper age limit will be available as detailed under Para 1 point No. 'ii' below.
3. The number of vacancies including reserved vacancies mentioned above are provisional and vary according to the actual requirement of the Bank.

## 1. ELIGIBLITY CRITERIA:

EDUCATIONAL QUALIFICATIONS/EXPERIENCE: DETAILS GIVEN AGAINST POST.

(i) The qualification prescribed for the post is the minimum. Candidates must possess the qualification and relevant post qualification experience as on 31.10.2018.

(ii) RELAXATION OF UPPER AGE LIMIT

| Sr. | Category | Age relaxation |
|---|---|---|
| 1 | Scheduled Caste/Scheduled Tribe | 5 Years |
| 2 | Other Backward Classes (Non-Creamy Layer) | 3 Years |
| 3 | Persons Ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01. 1980 to 31.12.1989 | 5 Years |

**NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.**

## 2. SELECTION PROCEDURE:

(i) The selection of candidates will be on the basis of online written test and interview/group discussion. The test will be conducted tentatively on **27.01.2019**. The call letter of test will be uploaded on Bank's website and also advised to the candidates through SMS and e mails. Candidates will be required to download the call letters. The test may be held at Ahmedabad, Vadodara, Bangalore, Bhopal, Raipur, Bhubaneshwar, Chandigarh, Jammu, Srinagar, Chennai, Madurai, Guwahati, Hyderabad/Secunderabad, Vishakhapatnam, Kolkata/Greater Kolkata, Lucknow, Varanasi, Mumbai/Greater Mumbai/Thane/Navi Mumbai, Nagpur, Pune, Dehradun, Jaipur, New Delhi/Delhi NCR, Patna, Ranchi, Ernakulam & Trivandrum centres. CANDIDATE SHOULD CHOOSE THE NAME OF THE CENTRE WHERE HE/SHE DESIRES TO APPEAR IN THE EXAMINATION. NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED. **THE BANK, HOWEVER, RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE AND ALLOT THE CANDIDATE TO ANY CENTRE OTHER THAN THE ONE HE/SHE HAS OPTED FOR.**

EXAMINATION; Pattern of Test

| Sr. No. | Tests | No of questions | Marks | Time |
|---|---|---|---|---|
| i. | Test of Reasoning | 50 | 50* | |
| ii. | Qualitative Aptitude | 35 | 35* | 90 min |
| iii. | English | 35 | 35* | |
| iv. | Professional Knowledge | 50 | 100 | 60 min |

* Qualifying in nature and marks thereon will not be reckoned for arriving at the Merit.

Test will be held on-line. If number of applications is less, Bank reserves the right to consider selection of the candidate(s) through shortlisting and interview, instead of test & interview.

a) Except Professional Knowledge (PK) paper, other papers will be of qualifying in nature. Candidates have to score minimum qualifying marks in these papers. The minimum qualifying marks will be as decided or may be waived at the discretion of Bank. The questions will be bilingual i.e. in Hindi & English. The candidates will have option to answer the questions in Hindi or English (except for test of English Language).

b) To be eligible for being short-listed for interview/Group Discussion, candidates have to score equal to or above the cut-off marks to be decided by the Bank for the PK test, besides scoring equal to or above the Minimum qualifying marks in other tests.

c) Candidates must secure equal to or more than the minimum qualifying marks (to be decided by the Bank) in Interview/ Group discussion to be considered for selection.

**Interview/ Group Discussion:** Adequate number of candidates as decided by the Bank will be called for Interview/Group Discussion. Group Discussion will carry 20 marks and Interview 30 marks. In case Group Discussion is not held, Interview will carry 50 marks. The qualifying marks in Interview/ Group Discussion will be as decided by the Bank. Conduct of Group Discussion may be waived at the discretion of Bank.

**Merit List:** Marks secured by the candidates in Group Discussion / Interview out of 50 marks will be converted to out of 25 marks. The final merit list will be arrived at after aggregating the marks of Professional Knowledge test out of 100 marks and the converted marks secured in Group Discussion/ Interview out of 25 marks (Total- 125 marks). The selection will be made from the top merit ranked candidates in each category.

Note:-In case more than one candidate score the cut-off marks [common marks at cut-off point], such candidate will be ranked according to their age in descending order in select list.

## 3. PLACE OF POSTING:
Candidates recruited into the Bank will be placed in the Audit department for carrying out the Internal Audit function of the Bank. Officers recruited for audit will be attached to internal Audit Department, Corporate Centre, Hyderabad and will be on mobile duty. They will be required to travel for audit purpose within India and abroad.

## 4. APPLICATION FEE AND INTIMATION CHARGE (Non-refundable)

| SL NO | CATEGORY | AMOUNT (₹) |
|---|---|---|
| 1. | SC/ST | 100/- (Intimation Charges only) |
| 2. | General and others | 600/- (Application fee including intimation charges) |

## 5. HOW TO APPLY

FOR DETAILED GUIDELINES/PROCEDURE ON

(a) Application registration (b) Payment of fees (c) Photograph & Signature scan & upload. Visit Bank's website **https://bank.sbi/careers** OR **https://www.sbi.co.in/careers** - Recruitment of Specialist Cadre Officer in State Bank of India.

## 6. CALL LETTERS FOR EXAMINATION/INTERVIEW:

a. The candidates should download their call letter and an "acquaint yourself" booklet by entering their registration number and password/date of birth, from the Bank's website. NO HARD COPY OF THE CALL LETTER/ ACQUAINT YOURSELF BOOKLET WILL BE SENT BY POST.

b. Intimation/call letter for interview will be sent by email or will be uploaded on Bank's website. No hard copy will be sent.

## 7. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINTION:
The candidates must bring one photo identity proof such as Passport/Aadhar/ PAN Card/Driving License/Voter's Card/Identity Card issued by Institute of Chartered Account, in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the test.

## 8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:
Candidates are cautioned that they should not furnish any particulars that are false, tampered/fabricated and they should not suppress any material information while filling up the application form.

At the time of examination/interview, if a candidate is (or has been) found guilty of:

(i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall 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 unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, will also be liable:

a) to be disqualified from the examination for which he/she is a candidate

b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.

**9.** The Bank would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

## 10. USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:

(i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

(ii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.

(iii) Candidates are not permitted to use or have in possession of calculators in examination premises.

## 11. GENERAL INFORMATION:

(i) Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the online test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview/group discussion.

(ii) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

(iii) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.

(iv) Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST/OBC candidates,if called for interview.

(v) A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belongto the creamy layer as on 01.12.2018**.**

OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2018 to the date of interview, should be submitted by such candidates, if called for interview.

(vi) Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on internet or website jam.

(vii) SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.

(viii) Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/intimation charges paid for the other registrations will stand forfeited. Multiple attendance/appearance by a candidate in online examination and/or interview will be summarily rejected/candidature cancelled.

(ix) The possibility of occurrence of some problems in the administration of the examination cannot be ruled out completely, which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.

(x) IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER APPOINTMENT, HIS/HER SERVICES ARE LIABLE TO BE TERMINATED.

(xi) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/Interview advices etc.

(xii) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.

(xiii) DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATION, 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.

(xiv) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

(xv) BANK HAS RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE

(xvi) At the time of interview, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. The Bank may also conduct independent verification, inter alia, including verification of police records, etc. The Bank reserves right to deny the appointment depending upon such disclosures and/or independent verification

Place: Mumbai
Date : 04.12.2018                                    **General Manager**

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**Annexure**

**Guidelines for scanning and Upload of Documents, Signature & Photograph** (4.5cm × 3.5cm)

**Details of documents to be uploaded:**

i) ID Proof (PDF)
ii) Proof of Date of Birth (PDF)
iii) Educational qualification: Relevant Mark-Sheets/CA Certificate (PDF)
iv) Experience Certificate (PDF)
v) Caste Certificate, if applicable (PDF)
vi) Brief Resume (DOC or DOCX)

**Document file type/ size:**
i. All Documents must be in PDF except Resume which should be in DOC or DOCX format.
ii. Page size of the document to be A4.
iii. Size of the file should not be exceeding 500 KB.
iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

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

**Photograph Image:**
- 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.

**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 Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will 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
- **Signature in CAPITAL LETTERS shall NOT be accepted.**

**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
- 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 point (i) & (ii) 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/ their photograph and signature.

**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/ their application and re-upload his/ her/ their 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.

This advertisement is also available on Bank's Website: **https://bank.sbi/careers** or **https://www.sbi.co.in/careers**
The bank is not responsible for printing errors, if any.