

**HOW TO APPLY**

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

**Pre-Requisites for Applying Online**

Before applying online, candidates should -

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Guidelines for Scanning and Upload of Photograph and Signature below.
- (ii) Keep the necessary details/documents for **Online Payment** of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active at least till the declaration of results of online exam. SIDBI **will** send intimation to download call letters for PRT/On-Line Exam/Interview on this e-mail ID only. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

**Procedure for applying online**

- (1) Candidates are first required to go to the SIDBI's website [www.sidbi.in](http://www.sidbi.in) and click on the Home Page to open the link "Careers" and then click on the option 'Recruitment of Officers in Grade A – General Stream: 2016' to open the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. In the event of the candidate not being able to fill the data in one go, candidate can save the data already entered. When the data is saved, 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. Email/SMS indicating the provisional Registration Number and Password will be sent. Candidates can reopen the saved data using provisional Registration Number and Password and edit the particulars, if needed. The facility will be available for three times in all. Once the application is filled completely, candidate should submit the data and pay fees to complete the registration process.
- (3) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (4) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (5) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (6) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (7) On successful completion of Registration, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (8) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then **revisit the 'Apply Online'** link and fill in their application details again.
- (9) On successful completion of the transaction, **an e-receipt** will be generated.
- (10) Candidates are required **to take a printout of the e-receipt and the submitted online application form**.
- (11) If e-receipt is not generated, the transaction may not have been completed. Candidates must ensure that e-receipt is generated
- (12) In case of multiple registrations, only last registration will be kept valid.

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Note:

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

- (13) After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the SIDBI.
- (14) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by the Bank.
- (15) 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.

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

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

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

- (15) 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.
- (16) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- (17) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the SIDBI's website on account of heavy load on internet/website jam.
- (18) SIDBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

- (19) 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.
- (20) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.
- (21) No request for change of address, or changes in any other details mentioned in the online application form will be entertained. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet and in all correspondences with SIDBI in future should be identical and there should be no variation of any kind.
- (22) A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process, doubt about identity at any stage could lead to disqualification.**