

(भारत सरकार का उपक्रम / a Govt. of India Undertaking)

कॉर्पोरेट कार्यालय, दूसरी मंज़िल, स्पीड पोस्ट केंद्र / Corporate Office, 2nd Floor, Speed Post Centre
भाई वीर सिंह मार्ग, गोल मार्केट, नई दिल्ली – ११०००१ / Bhai Vir Singh Marg, Gole Market, New Delhi 110001

RECRUITMENT OF CHIEF OPERATING OFFICER (COO)

Advertisement No. IPPB/CO/HR/RECT/2026-27/01

Date: 30.04.2026

India Post Payments Bank (IPPB) has been setup under the Department of Post, Ministry of Communications with 100% equity owned by Government of India having 650 branches all over India which aims to utilize all of India's 1,55,015 post offices as access points and 3~Lakh Postmen and Gramin Dak Sewaks (GDS) to provide doorstep banking services. IPPB is leading the next revolution of banking and financial literacy and this new model will pave the way for India's largest banking network to reach each and every corner of the nation.

In order to support future growth and transformation challenges, IPPB invite applications from qualified, energetic and dynamic candidates through online application mode for the post of Chief Operating Officer (COO) as per the details enumerated in the advertisement below.

Interested candidates who fulfil the eligibility criteria may apply in the online mode from **01.05.2026 to 21.05.2026** by visiting the Bank 's website www.ippbonline.bank.in . **No other mode of application will be accepted.**

1. Important Dates

Opening Date for On-line Registration of Applications	01.05.2026; 10:00 AM
Last date of submission of Application	21.05.2026; 11:59 PM

2. Eligibility Criterion (as on 01.04.2026)

Post	:	Chief Operating Officer (COO)
Nature of the Post	:	Contractual
Category	:	UR (unreserved)
Tenure	:	i. The period of engagement shall initially be of three (03) years and may be extended for a period of two (02) years, after annual performance review. [total engagement period shall not exceed 5 years] ii. All other terms & conditions of engagement will be mentioned in the Service Contract/Agreement.
Place of Posting	:	The selected candidate will be posted at Corporate Office, New Delhi. However, the Bank reserves the right to post the selected Candidate anywhere in India.
Age Limit	:	not less than 40 years and not more than 55 years of age

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<p>Nationality</p>	<p>: A candidate must be either:</p> <ol style="list-style-type: none"> a citizen of India, or a subject of Nepal, or a subject of Bhutan, or a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. <p>Provided that a candidate belonging to categories (ii), (iii), (iv) and (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 examination, but the offer of appointment may be given only after the necessary eligibility certificate is issued to the candidate by the Government of India.</p>
<p>Educational Qualification</p>	<p>: Mandatory: Full-time Regular Bachelor's Degree or an equivalent qualification with minimum 55% marks from an Institute or University recognized by the Government of India or its regulatory bodies is required.</p> <p>Candidates who have graduated from IITs or other Institutes of National/Distinguished Importance will be considered to have an added advantage.</p> <p>Desirable:</p> <ul style="list-style-type: none"> MBA / PGDM / PGDBM / PGDBA in Finance / Post Graduate Degree in Statistics / Mathematics / Economics / Econometrics. Certifications in Data Analytics / Data Governance <p>Preferred:</p> <ul style="list-style-type: none"> CAIIB from IIBF Certification in Risk in Financial Services (CISI) Certified Banking Compliance Professional (CBCP) Certified Financial Risk Manager (FRM)/ Professional Risk Manager (PRM) Certified Anti-Money Laundering Specialist (CAMS) Certified Internal Auditor (CIA)

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		<ul style="list-style-type: none"> • Six Sigma Certifications (Green Belt / Black Belt) – Operations excellence
Post Qualification Work Experience	:	<p>The candidate must have at least 18 years of experience in Banks or Financial Institutions. Of this, a minimum of 10 years must be specifically in handling Operations or Business Processes of a Bank or Financial Institution.</p> <p>Additionally, within the last five (05) years, the candidate must have held a position no more than two (02) levels below the MD & CEO of a Public Sector or Private Sector Bank/Financial Institution, for at least two (02) years.</p> <p>Candidate must produce up-to-date and full Experience Certificate, unambiguously indicating:</p> <ol style="list-style-type: none"> a) Nature of Job/roles, b) Dates and Duration of each role/experience, c) Level / Position, d) Responsibilities etc. issued by the employer(s). <p>However, if the candidate is unable to submit the required documents, Bank has right to cancel the candidature at any point of time and the decision of the Bank shall be final and binding.</p>
Reporting Authority	:	The selected candidate will report to MD & CEO, IPPB or as decided by the Bank.
Job Profile / Job Description	:	<p>(i) Primary Responsibilities</p> <ul style="list-style-type: none"> ➤ Lead and Manage end-to-end Operations of the Bank, including customer and merchant onboarding, service delivery, grievance redressal, and back-office functions, ensuring seamless, efficient, and compliant processes across all operational areas. ➤ Design, implement, and continuously refine the Operations Governance Framework, including policies, SoPs, controls, and quality standards aligned with the Bank's strategic and regulatory requirements. ➤ Drive customer service excellence, incorporating industry best practices, technology-led innovations, and evolving customer expectations to enhance the Bank's service standards. ➤ Ensure operational alignment and coordination with the Department of Posts (DoP), Government of India initiatives including Direct Benefit Transfer (DBT)

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	<p>operations and third-party partners.</p> <ul style="list-style-type: none"> ➤ Monitor and manage vendor relationships, ensuring compliance with Service Level Agreements (SLAs), contractual terms, and performance benchmarks. ➤ Strengthen operational controls, ensuring risk mitigation, business continuity, and resilience across all operational processes. ➤ Ensure regulatory and statutory compliance across all operational units, maintaining readiness for internal/external audits and inspections. ➤ Lead digital transformation initiatives within Operations, promoting automation, process improvement, and system enhancements to improve efficiency and reduce operational risks. <p>(ii) Skills and Competencies</p> <ul style="list-style-type: none"> ➤ In-depth expertise in Operational Risk Management, compliance frameworks, and regulatory requirements governing public sector banking operations. ➤ Strong knowledge of Banking laws, Company law, Employment law, Taxation rules, audit standards, banking regulations, and fundamental accounting principles. ➤ Proven ability to evaluate operational performance against KPIs, service quality benchmarks, and SLA commitments, with alignment to the Bank's business strategy and growth plans. ➤ Excellent verbal and written communication skills, with the ability to prepare and present high-quality regulatory, statutory, and risk/compliance reports. ➤ Demonstrated leadership skills with the ability to manage large teams, drive organizational change, and foster a culture of operational excellence. ➤ Strong stakeholder management capabilities, with the ability to collaborate effectively with government bodies, partners, internal teams, and senior leadership. ➤ Proficiency in process re-engineering, customer service management, digital solutions, and operational automation. <p>(iii) Key Success Factors</p> <ul style="list-style-type: none"> ➤ Establish a robust and scalable Operations
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	<p>framework, including policies, governance mechanisms, and processes that support the Bank’s business objectives.</p> <ul style="list-style-type: none"> ➤ Achieve seamless operational integration and coordination with DoP, Government of India schemes, and external partners. ➤ Build and maintain a strong Operational Risk and Compliance structure that ensures safety, efficiency, and resilience across the Bank. ➤ Develop constructive relationships with internal stakeholders, government departments, regulatory authorities, technology partners, and customers. ➤ Enhance operational efficiency through digital adoption, automation, and continuous process improvements. ➤ Maintain high standards of service delivery and customer satisfaction across all operational touchpoints. <p>(iv) Additional Requirements</p> <ul style="list-style-type: none"> ➤ Prior experience in a senior leadership role in Operations within a Public or Private Sector Bank or Financial Institution. ➤ Strong understanding of public sector governance frameworks, transparency norms, audit expectations, and accountability standards. ➤ Familiarity with Government-driven financial inclusion initiatives, including PMJDY, DBT, AEPS, and related schemes. ➤ Experience in managing large-scale transformation projects, including digital upgrades, operational restructuring, and policy implementation. ➤ Ability to ensure Business Continuity Planning (BCP), disaster recovery readiness, and cyber-security awareness across operational units. ➤ Demonstrated integrity, ethical conduct, and adherence to public sector values and national service priorities <p>The job responsibilities listed are indicative and not exhaustive. The Bank reserves the right to revise, expand, or modify the responsibilities as deemed necessary.</p>
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3. General Instructions for the Candidates

- a) The cut-off date for determining all eligibility criterion shall be 01.04.2026.
- b) The Graduation Degree must be from the recognized University/Institute, recognized AICTE/UGC/Central or Deemed University **and should be regular/full time course**. In case of any dispute arising about admissibility of any particular qualification, the decision of India Post Payments Bank (IPPB) shall be final and binding.
- c) The candidate shall indicate the exact percentage of marks obtained, wherever applicable. Rounding off of percentages is strictly prohibited under all circumstances. The percentage must be reported exactly as issued by the Board/University/Institute or as derived through the officially prescribed conversion formula, without any upward or downward rounding. For example: If a candidate's actual percentage is 59.78%, it must not be rounded to 60% and the candidate must enter 59.78%.
- d) In cases where the Board/University/Institute does not award marks in percentage form and issues only grades (such as GPA/CGPA/CQPI/CPI), the candidate must convert the grades to the exact equivalent percentage of marks strictly in accordance with the official GPA/CGPA/CQPI/CPI-to-percentage conversion formula issued by the respective college/university. The conversion must be based on the formula or certification that is officially applicable to the candidate's specific programme and year of passing, and may be provided in the form of:
 - (i) the official conversion formula applicable during the candidate's programme/year of passing, or
 - (ii) certified conversion document/university-issued conversion certificate applicable to the candidate's programme/year of passing, or
 - (iii) extract of the relevant university regulation/notification specifying the conversion formula applicable to the candidate's programme/year of passing.
 - (iv) No other method of conversion shall be accepted.
- e) In case the result of a particular examination is posted on the website of the University / Institute and web-based certificate is issued, then the date of passing will be reckoned from the original document / certificate issued and signed by the appropriate authority.
- f) Candidates belonging to SC/ST/OBC-NCL category can also apply for Unreserved Post/ vacancy but they shall not claim any relaxation otherwise applicable for reserved categories.

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4. Application Guidelines

- (i) Candidates who satisfy the prescribed eligibility criterion **are required to submit their applications by visiting the Bank's website. Please note that no other mode of application will be entertained.**
- (ii) Before final submission of the online application, candidates must check that they have filled in correct details in each respective field of the application form. After expiry of window for submission the online application, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like post, e-mail, by-hand etc. shall not be entertained and will be summarily rejected.
- (iii) Applications that are incomplete or submitted without the requisite supporting documents, wherever applicable shall not be considered and will be summarily rejected.
- (iv) In case of submission of multiple online application(s) by a candidate, only the last valid submitted online application will be retained by the Bank.

5. Application Fees/Intimation Charges (Non-Refundable)

- i. Candidates are required to pay an amount of ₹ 750.00 (Rupees Seven Hundred Fifty only) towards application fees inclusive of intimation charges, through online mode via Debit/Credit cards, Internet Banking, or UPI.
- ii. Candidates should ensure their eligibility before paying the fees/applying online.
- iii. The fee is non-refundable and will not be adjusted against any other/ future recruitment project of the Bank.

6. Selection Procedure

The candidates applying for the said post should ensure that their admission to all the stages of the recruitment (e.g. shortlisting, interview etc.) will be purely provisional subject to satisfying the prescribed eligibility conditions.

- i. **Shortlisting:** The shortlisting/screening committee constituted by the Bank will conduct a preliminary screening of applications based on the candidates' qualifications, experience, and overall profile vis-à-vis the job requirements thereafter, adequate number of candidates, as decided by the Bank, will be shortlisted for interview. **Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for Psychometric Test or subsequent stages of the selection process.** The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.
- ii. **Psychometric Test:** Candidates shortlisted from the shortlisting stage will undergo a Psychometric Test to assess critical competencies required for the COO role, such as strategic

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execution ability, people-management style, risk awareness, resilience, communication effectiveness, and alignment with the bank's operational and organizational values. Further, the said result will be mathematically converted into a score out of 100.

- iii. **Interview:** In the next stage, the Bank will conduct Interview which will carry 100 marks. Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above.
- iv. The final selection will be based on a weighted evaluation of the Psychometric Test and Interview scores in the ratio of 25:75, respectively. The combined final score will be computed accordingly.
- v. **Preparation of Merit List:** Based on the final combined scores, the Bank shall prepare a merit list of the top three (03) candidates, qualifying the Interview. The candidates placed at 2nd and 3rd Ranks shall be placed in the Waiting List. 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.
- vi. **CTC Negotiation:** The Bank will then schedule a CTC Negotiation Meeting with the candidate securing the 1st Rank. If the 1st Ranked Candidate agrees on the offered CTC then he/she will be issued the Offer of Appointment. However, in case he/she does not agree with the negotiated price and declines the offer, his/her name shall be considered as Voluntary Exit from the recruitment exercise and next candidate, placed in the waiting list, shall be called for negotiation.
- vii. The final selected candidate may be offered appointment in the Bank subject to completion of other formalities such as verification of eligibility, credentials, certificates, satisfactory reports from the references, medical examination and verification of antecedents from police authorities etc.
- viii. The Bank reserves the right to maintain and operate the Waiting List in the event of non-joining, decline of offer, or cancellation of candidature of the selected candidate. The validity and operation of the Waiting List shall be at the sole discretion of the Bank.
- ix. The results of candidates shortlisted or qualified at various stages of the recruitment process, as well as the final list of selected candidates, will be published on the Bank's official website and/or communicated via e-mail.

7. Remuneration and Other Benefits

- i. The selected candidate shall be offered a competitive and market-aligned remuneration package, *commensurate* with industry standards and reflective of the candidate's experience, qualifications, current remuneration and suitability for the position of COO.

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8. Medical Fitness and Police Verification

- i. The candidature is strictly subject to the candidate's being certified medically fit in accordance with the Bank's norms and to the satisfactory verification of his/her character and antecedents through the designated police authorities. The Bank reserves the right to cancel or terminate the engagement, if any adverse report is received or if the candidate fails to meet the required standards.

9. General Information

- i. Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.
- ii. In case if it is detected at any stage of recruitment that an Applicant 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 Engagement, his/her contract is liable to be Terminated.
- iii. Merely satisfying the eligibility norms does not entitle a candidate to be called for Psychometric Test or subsequent stages of the selection process. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/short-listing with reference to candidate's qualification, suitability, experience etc.
- iv. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date, advices etc.
- v. Candidates are advised to regularly check the Bank's official website for updates/addendum/abatement/corrigendum, etc. if any. Further, the Bank takes no responsibility for any delay in receipt or loss of any communication.
- vi. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks, Financial Institutions etc. are advised to submit 'No Objection Certificate (NOC)' from their employer at the time of Interview, failing which their candidature may not be considered.
- vii. No TA/DA will be paid to any candidate for appearing in the any of the stages of the Recruitment process.
- viii. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/ her candidature is liable to be rejected at

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any stage of the recruitment process or after recruitment or joining and the applicant shall be liable for civil/ criminal consequences.

- ix. CIBIL:** Candidates who have defaulted in repayment under any lending arrangement with Banks/NBFCs/Financial Institutions including credit card dues and have not regularized /repaid their outstanding thereunder till the date of issuance of letter of offer of appointment by the Bank, shall not be eligible for appointment to the post. However, candidates who have regularized /repaid such outstanding on or before the date of issuance of offer of appointment, but whose CIBIL status has not been updated on or before the date of joining, shall have to either get the CIBIL status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the CIBIL, failing which the letter of offer shall be withdrawn/cancelled. Thus, **the candidates with record of default in repayment of loans/credit card dues and / or against whose name adverse report of CIBIL or other external agencies are available are not eligible for the appointment.**
- x.** The Bank reserves the right to fill or not to fill the position without assigning any reasons whatsoever. IPPB also reserves the right to cancel/restrict/modify/alter the recruitment process, if required.
- xi.** Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on IPPB's official website. No further press advertisement will be published. Hence prospective applicants are advised to visit IPPB's website regularly for this purpose.
- xii.** Suppression of material facts will result in cancellation/ termination of candidature at any point, even if the candidate is selected, his/her selection will be cancelled in such circumstances. The Bank may also conduct independent verification, inter alia, including verification of Police Records, disconnection / inability/ failure to log on to the website on account of heavy load on internet or website jam. IPPB 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 IPPB.
- xiii.** Candidates against whom there is/ are adverse reports regarding character & antecedents, moral turpitude are not eligible to apply for the post. If any such adverse orders / reports against the shortlisted/ selected candidates is found/ received by the Bank post their selection, their candidature/ services will be rejected forthwith.
- xiv.** All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the Bank's website. Important information regarding recruitment will be available in IPPB website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/

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Interview Call Letters. Bank will not be responsible for any loss of e-mail sent, due to invalid/wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.

xv. Decision of Bank in all matters regarding eligibility, conduct of interview, other involved processes would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.

xvi. For any queries related to advertisement & application, candidates may write on the e-mail id: careers@ippbonline.in

xvii. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.

New Delhi
30.04.2026

S/d
Dy. General Manager
Human Resources Department

Click here to apply online <https://ibpsreg.ibps.in/ippblapr26/>

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ANNEXURE -I

DETAILED GUIDELINES/PROCEDURES FOR ONLINE APPLICATION

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 01.05.2026 to 21.05.2026 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) Scan their:**
 - **photograph (4.5cm × 3.5cm)**
 - **signature (with black ink)**
 - **left thumb impression (on white paper with black or blue ink)**
 - **a hand-written declaration (on a white paper with black ink) (text given below)**
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**
- (iv) The text for the hand-written 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 and subject to satisfactory verification by IPPB. I will present the supporting documents as and when required. If at any stage of the selection process it is found that I do not satisfy any of the conditions for the said post, my candidature is liable to be cancelled and no further queries will be entertained by IPPB in this regard and IPPB shall not be liable in any way whatsoever”
- (v) The above-mentioned hand-written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)**
- (vi) Keep the recent Resume (in PDF Format) ready.**

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- (vii) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (viii) Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. IPPB may send intimation about various steps/procedures 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.

APPLICATION FEES/ INTIMATION CHARGES (NON-REFUNDABLE) PAYMENT OF FEE ONLINE: 01.05.2026 to 21.05.2026

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

A. Application Registration

1. Candidates to go to the Bank's website: <https://ippbonline.com/web/ippb/current-openings> click on the option "**APPLY ONLINE**" which will open a new screen.
2. 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 displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. 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.
4. 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.
5. 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. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

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10. 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.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. 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.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. 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 and the hand-written declaration as per the specifications given below:

Photograph Image: (4.5cm × 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.

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- 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, left thumb impression and hand-written declaration Image and Resume:

- 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 for signature and 20kb - 50kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb
- 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
- 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
- The applicant should upload the recent Resume which includes all the relevant information.
 - File type: PDF
 - File Size: 20 KB – 500 KB
- The signature, left thumb impression, the hand-written declaration and the Resume 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.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

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Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written 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, hand written declaration and Resume.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ Resume"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file/ Resume 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, hand written declaration and Resume as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand-written declaration is unclear / smudged the candidate's, application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration/ Resume in the online application form candidates should check that the images are clear and files have been uploaded correctly. In case the photograph or

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signature or left thumb impression or the hand-written declaration or Resume 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 or Resume, prior to submitting the form.

- (3) 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.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) 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.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

Note:

- (1) In case the left thumb impression or the hand-written declaration is unclear / smudged the candidate's, application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration / Resume in the online application form candidates should check that the images/files are clear and have been uploaded correctly. In case the left thumb impression or the hand-written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

After registering online candidates are advised to take a printout of their system generated online application forms.