

(A Government of India Undertaking)  
Corporate Office, Speed Post Centre Building, Bhai Veer Sing Marg, New Delhi -110001

**RECRUITMENT OF CHIEF OPERATING OFFICER (COO), CHIEF COMPLIANCE OFFICER (CCO) & INTERNAL OMBUDSMAN ON CONTRACT BASIS**

**Advt. No.: IPPB/CO/HR/RECT./2024-25/07**

India Post Payments Bank Limited (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 our future growth and transformation challenges, we invite applications from qualified, energetic and dynamic candidates for the positions mentioned at Point 2 on contract basis through online application mode. Interested candidates who fulfil the eligibility criteria may apply online from **29.03.2025 to 18.04.2025** by visiting our website **www.ipponline.com**. No other mode of application will be accepted.

**1. Important Dates:**

(i)	<b>Opening date for On-line Registration of Applications</b>	<b>29.03.2025: 10.00 AM</b>
(ii)	<b>Last date of On-line Submission of Applications with Fee</b>	<b>18.04.2025: 11.59 PM</b>

**Abbreviations used:** UR: Un-reserved, OBC (NCL): Other Backward Classes (Non-Creamy Layer), EWS: Economically Weaker Section, SC: Scheduled Caste, ST: Scheduled Tribe.

**2. Eligibility Criteria:** The age and post qualification experience as on 01.03.2025 for the posts specified at table 3 are prescribed as under:

<b>Designation/ Post</b>	<b>age as on 01.03.2025</b>	<b>Post qualification work experience in officer cadre</b>
Chief Compliance Officer	38 to 55 Years	18 Years
Chief Operating Officer	38 to 55 Years	18 Years
Internal Ombudsman	Not more than 65 years	For details, refer page no.3

**3. Details of number of vacancies (tentative) including backlog reserved vacancies:**

<b>Department</b>	<b>Post/Designation</b>	<b>No. of Vacancies</b>	<b>Vacancy reserved for</b>				
			<b>UR</b>	<b>OBC</b>	<b>EWS</b>	<b>SC</b>	<b>ST</b>
Compliance	Chief Compliance Officer	1	-	1	-	-	-
Operations	Chief Operating Officer	1	-	-	-	1	-
Internal Ombudsman	Internal Ombudsman	1	1	-	-	-	-

**Horizontal Reservation is applicable for Persons with Disability (minimum 40% Disability) as per Government of India norms.**

#### 4. Job description and Minimum eligibility criteria:

Position	Job Description	Minimum Eligibility Criteria
Chief Compliance Officer	<ol style="list-style-type: none"> <li>1. To apprise the Board and senior management on regulations, rules and standards and any further developments.</li> <li>2. To provide clarification on any compliance related issues.</li> <li>3. To conduct assessment of the compliance risk (at least once a year) and to develop a risk-oriented activity plan for compliance assessment. The activity plan should be submitted to the ACB for approval and be made available to the internal audit.</li> <li>4. To report promptly to the Board / ACB / MD &amp; CEO about any major changes / observations relating to the compliance risk.</li> <li>5. To periodically report on compliance failures/breaches to the Board/ACB and circulating to the concerned functional heads.</li> <li>6. To monitor and periodically test compliance by performing sufficient and representative compliance testing. The results of the compliance testing should be placed to Board/ACB/MD &amp; CEO.</li> <li>7. To examine sustenance of compliance as an integral part of compliance testing and annual compliance assessment exercise.</li> <li>8. To ensure compliance of Supervisory observations made by RBI and/or any other directions in both letter and spirit in a time bound and sustainable manner.</li> </ol>	<p><b>Minimum Educational Qualification:</b></p> <p>Graduate in any discipline.</p> <p><b>Note:</b></p> <p>CA/CS/MBA Finance/Post Graduate degree or equivalent is preferred.</p> <p>Certified Banking Compliance Professional by IIBF is preferred.</p> <p><b>Post Qualification work experience:</b></p> <p>Minimum 18 years of experience must be in the banking or financial services with at least 5 years of experience shall be in the Audit / Finance / Compliance / Legal / Risk Management functions in senior management level.</p> <p><b>Skills</b> – The CCO shall have good understanding of industry and risk management, knowledge of regulations, legal framework and sensitivity to supervisors’ expectations</p>
Chief Operating Officer	<p><b>Primary Responsibilities:</b></p> <p>Lead the operations of the Bank, including but not limited to, customer onboarding, customer service &amp; grievance management, back office operations, technology, human resources etc</p> <ul style="list-style-type: none"> <li>o Frame operations governance framework, policies and processes to support business goals and drive optimization &amp; framework</li> <li>o Strive towards excellence in customer service &amp; regulatory compliance, in line with leading/ emerging trends.</li> <li>o Alignment of Bank’s strategy and operations with key stakeholders – DoP and Government of India.</li> <li>o Oversee vendor relationship and compliance with service level agreements/ contractual commitments.</li> </ul> <p><b>Skills &amp; Competencies:</b></p> <ul style="list-style-type: none"> <li>o Appropriate and relevant skills related to all areas of operational risk management and compliance</li> <li>o Knowledge of banking, company, employment and tax laws and regulations, banking compliance regulations and accounting principles</li> <li>o Ability to monitor and assess achievements against performance targets, quality standards and service</li> </ul>	<p><b>Minimum Educational Qualification:</b></p> <p>Graduate in any discipline.</p> <p><b>Post Qualification work experience:</b></p> <p>The candidate must have minimum experience of 18 years in Banks/ Financial Institutions. Out of which minimum 10 years of experience in handling operations of a Bank/ Financial Institution.</p> <p>And</p> <p>The candidate should have worked in a position not below three levels of MD &amp; CEO of a Bank/ Financial Institution, for a minimum period of two years, in the last five years.</p>

	<p>agreements that aligns with the organization's business plan</p> <ul style="list-style-type: none"> <li>o Excellent oral and written communication skills with advanced skills related to the preparation and submission of regulatory, statutory and risk/compliance reports</li> </ul> <p><b>Key Success factors:</b></p> <ul style="list-style-type: none"> <li>o Put in place the operations framework, policies and processes to support business goals.</li> <li>O Ensure operations alignment with DoP, GoI and 3<sup>rd</sup> party partner operations.</li> <li>O Develop strong operational risk management framework and processes to preserve the safety, efficiency and operational resilience of the bank.</li> <li>O Establish a rapport with various stakeholders – both internal and external</li> </ul>	
Internal Ombudsman	<p>The official is required to act as the Internal Ombudsman of the Bank to strengthen the grievances redressal mechanism and to reduce the complaints to Banking Ombudsman. He/ she shall be the focal point for Internal Grievances Redressal System of the Bank</p>	<p><b>Minimum Educational Qualification:</b> Any Graduate.</p> <p><b>Post Qualification Experience:</b></p> <p>The official should either be a retired or serving officer not below the rank of Deputy General Manager (or equivalent) of any Scheduled Commercial Bank/ Financial Sector Regulatory Body other than India Post Payments Bank.</p> <p>The official should possess necessary skills and experience of minimum seven years of working in areas such as banking, regulation, supervision, payment and settlement systems and/ or consumer protection.</p>

**5. General instructions for candidates applying for the above-mentioned positions:**

- a) Cut-off for all the eligibility criteria will be as on 01.03.2025.
- b) The minimum education qualification 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 Limited (IPPB) shall be final and binding.
- c) For all the minimum qualifications, the minimum qualifying marks shall be **60%** except the qualifications like CS/CA/ICWA.
- d) Wherever percentage (%) of marks is not awarded by the Board/ University/ Institute and only grades (e.g. GPA /CGPA/CQPI) are awarded, the same should be converted to the exact equivalent percentage (%) of marks as per the formula provided by the college/university:
  - For the purpose of calculating final marks, the aggregate marks of all subjects in all semesters/ years irrespective of honours/optional/additional subject, if any would be taken. This will be applicable for those Universities also where Class/grade is decided on the basis of honours marks only. Rounding of percentage will not be acceptable under any circumstances, hence 60% of marks and above will **only** be considered. The fraction of percentage **i.e. 59.9 % will be treated as less than 60%**.
- 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 of SC/ST/OBC-NCL category can also apply for Unreserved Post/ vacancy but they shall not claim any relaxation otherwise applicable for reserved categories.

#### 6. Selection Process:

- a) Selection will be made on the basis of Interview. However, the Bank reserves the right to conduct assessment, Group Discussion or Online Test in addition to interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview/Group Discussion or Online Test.
- b) IPPB reserves the right to call only the requisite number of candidates, as decided by the competent authority at the Bank, for the Assessment/ Interview/ Group Discussion or Online Test after preliminary screening/ short listing with reference to candidates' qualification, experience, profile vis-a-vis job requirements, etc.
- c) Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website.

#### 7. Application Fee / Intimation Charges (Non-Refundable)

Category of applicant	Application fee
SC/ST/PWD (Only Intimation charges)	INR 150.00 (Rupees One Hundred and Fifty Only)
For all others	INR 750.00 (Rupees Seven Hundred Fifty Only)

- i. Candidates should ensure their eligibility before paying the fees/applying online.
- ii. Application once submitted will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

#### 8. Reservations & Relaxations:

- (a) Reservations and relaxations for SC/ ST/ OBC (Non-Creamy Layer) / PWD (**Degree of Disability 40% or above**) candidates will be provided as per guidelines of Govt. of India for the purpose.
- (b) Age relaxation for Ex-Servicemen category candidates is applicable as per Government of India guidelines.
- (c) The upper age limit is relaxed by 5 years for SC/ST, 3 Years for OBC (Non-Creamy Layer) and 10 years for PWD-UR, 13 years for PWD-OBC (Non-Creamy layer) and 15 years for PWD-SC/ST candidates.
- (d) The age of candidates claiming relaxation under point 8 should not exceed 56 years as on 01.03.2025.
- (e) The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category and such candidates have to indicate their category as General.

9. **Compensation:** The Job offers a competitive remuneration package at par with Industrial standards.

#### 10. Tenure of appointment for contractual posts

##### For the post of Chief Compliance Officer & Chief Operating Officer:

- i. The period of contract shall be for 3 years and may be extended for a period of 2 years, after reviewing performance annually.
- ii. All other terms & conditions of employment will be mentioned in the appointment letter/Service Agreement.

##### For the post of Internal Ombudsman:

- i. The appointment is purely contractual in nature for a fixed term of three years. Internal Ombudsman shall not be eligible for reappointment or further extension of term.

11. **Posting:** The selected officers will be posted at Corporate Office, New Delhi. However, the Bank reserves the right to post the officer anywhere in India. Candidates willing to serve anywhere in India should apply.

**12. Application Guidelines:** A candidate can apply for **more than one post** by filling separate applications for each post. Candidates can apply online only from **29.03.2025 to 18.04.2025**. No other mode of application (other than online) will be accepted.

**a) 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 mentioned in this advertisement at Annexure-I.
- 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 till the completion of this recruitment process. IPPB may send call letters for the Interview etc. through the registered e-mail ID. 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.

**b) Procedure for applying online**

Candidates are advised to click here <https://ippbonline.com/web/ippb/current-openings> to open the online Application Form.

- i. To register their application candidates will be entering their basic information in the online application form. After that 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.
- ii. Candidates are required to upload their photograph and signature as per the specifications given in the Annexure I of this form.
- iii. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.
- iv. 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. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission, as no change is possible after submission.

**13. Action against candidates found guilty of misconduct**

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above-mentioned activities, he/she will not only be disqualified but will be liable to be dismissed from the services of IPPB at any time, even after being selected and after joining IPPB's service. At the time of Interview, if a candidate is (or has been) found guilty of:

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview/ Group Discussion, or
- iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- (a) To be disqualified from the selection process 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 IPPB.

#### **14. Medical Fitness**

Medical Fitness and Character (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically fit by a Doctor or a panel of Doctors approved by IPPB and upon satisfactory verification of their character, antecedents (wherever applicable). Till such time, their appointment will be provisional.

#### **15. General information**

- i. Only Indian Nationals are eligible to apply.
  - ii. Incomplete on-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
  - iii. No TA/DA will be paid to any candidate for appearing in the Written Exam/ Interview.
  - iv. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonies, his candidature is liable to be rejected.
  - v. 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 any stage of the recruitment process or after recruitment or joining.
  - vi. Candidates employed with Central or State Government / PSBs / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of interview. *If the candidate fails to provide the NOC at the time of Interview he/she will not be allowed to appear for the interview.*
- 16.** The management reserves the right to fill or not to fill or partially fill any of the above positions without assigning any reasons whatsoever. IPPB also reserves the right to cancel / restrict / modify / alter the recruitment process, if required.
- 17.** 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.
- 18.** All correspondence/announcements with respect to above recruitment process shall be done through e-mail/notices on the company'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/ Interview Call Letters. Company will not be responsible for any loss of email 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.
- 19.** For any queries related to online application candidates may write on company's email id: [careers@ippbonline.in](mailto:careers@ippbonline.in).
- 20.** Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.

**Sd/-**  
**Chief HR Officer**  
**Speed Post Centre, Bhai Veer Singh Marg, New Delhi – 110 001**

## DETAILED GUIDELINES/PROCEDURES FOR ONLINE APPLICATION

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

**Candidates can apply online only from 29.03.2025 to 18.04.2025 and no other mode of application will be accepted.**

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

Before applying online, candidates should-

- (i) scan there:
  - 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. I will present the supporting documents as and when required.”*
- (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.
- (vii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (viii) Have a valid personal email 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:**

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 IPPB Ltd. 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.
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-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 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.

**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/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice 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 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.