RECRUITMENT OF IT PROFESSIONALS FOR IT DEPARTMENT ON FIXED TERM ENGAGEMENT ON CONTRACTUAL BASIS

Join India's International Bank for a Challenging and Progressive Career.

Online registration of Application & Payment of Fees	Start date : 19.10.2022	Last date : 09.11.2022

	PLEASE NOTE THAT
1	Candidates are advised to check Bank's website www.bankofbaroda.in/careers.htm (Current Opportunities) regularly for details and updates. Call letters/advices, where required will be sent by e-mail only. All revisions/corrigendum(if any) will be hosted on the Bank's website only
2	All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advices etc.
3	The process of Registration of application is complete when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.
4	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Admission to any selection processes, will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents as and when called by the Bank
5	Post qualification experience below 6 months in any organization would not be considered (wherever applicable)

Eligibility Criteria (as on 01.10.2022):

S.no	Post	Vacancies *	Age	EDUCATION	EXPERIENCE
1	Senior Quality Assurance Lead	2	Minimum Age – 28 & Maximum Age – 40	B.E/ B.Tech. in Computer Science or Information Technology	Minimum 6 years of experience out of which at least 3 years' experience in product/project management
2	Quality Assurance Engineers	6	Minimum Age – 25 & Maximum Age – 35		Minimum 03 years of experience in software testing
3	Junior Quality Assurance Engineer	5	Minimum Age – 23 & Maximum Age – 30		Minimum 01 years of experience in software testing
4	Senior Developer -Full Stack Java	16	Minimum Age – 28 & Maximum Age – 40		Minimum 06 years of experience in software development
5	Developer- Full Stack Java	13	Minimum Age – 25 & Maximum Age –35		Minimum 03 years of experience in software development
6	Developer - Full Stack .NET & JAVA	6	Minimum Age – 25 & Maximum Age –35		Minimum 03 years of experience in software development
7	Senior Developer - Mobile Application Development	4	Minimum Age – 28 & Maximum Age – 40		Minimum 06 years of experience in software development
8	Developer - Mobile Application Development	6	Minimum Age – 25 & Maximum Age – 35		Minimum 03 years of experience in software development
9	Senior UI/UX Designer	1	Minimum Age – 28 & Maximum Age – 40		Minimum 06 years of experience in UI/UX designer roles
10	UI/UX Designer	1	Minimum Age – 25 & Maximum Age –35		Minimum 03 years of experience in UI/UX designer roles

 The educational qualifications shall be obtained from Institute recognized by AICTE/UGC/Government
* Please note that the Bank may modify the number of vacancies depending on its requirement.

Roles & Responsibilities	As detailed in Annexure I
Nature of Engagement	Contractual Engagement for a period of 5 years, with periodic performance review, extendable at the option of the Bank.
Compensation	Remuneration will be offered based on candidate's qualifications, experience, overall suitability, last drawn salary of the candidate and market benchmark, and shall not be a limiting factor for suitable candidates.
Location of Posting	Mumbai/Hyderabad. However, the posting may be subject to change/modification depending on Bank's requirement from time to time.

Credit History: The candidate applying shall ensure that, they maintain a healthy Credit history and shall have a minimum CIBIL score of 650 or above at the time of joining. The minimum credit score will be as per the Banks policy, amended from time to time.

NOTE:

1. Caste/EWS/PWD certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the candidates declaring themselves as belonging to SC/ST/OBC/EWS/PWD category, while submitting their application/s.
2. The number of vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.

बैंक ऑफ़ बड़ौदा
Bank of Baroda

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3. Maximum age indicated is for General category candidates (the declared vacancies are allotted under UR category). However, for Ex-servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment, relaxation in upper age limit by 5 years will be applicable.

Application fees: Rs.600/- + Applicable Taxes + Payment Gateway Charges for General, EWS & OBC candidates
Rs.100/- + Applicable Taxes + Payment Gateway Charges for SC, ST, PWD & Women

A. SELECTION PROCEDURE:

Selection will be based on short listing and subsequent round of Personal Interview and/or any other selection method.
- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call candidates in a particular ratio, at its sole discretion, as per the Banks requirement.
- Adequate number of candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for Interview. Most suitable candidates will be called for the selection process (PI/any other selection method) and merely applying / being eligible for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection i.e. PI and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.
- Bank reserves the right to consider the candidature of the candidate to any other position other than for which he/she has applied for, subject to the condition that the candidate fulfil the eligibility criteria prescribed for the position for which the candidate is considered for.
- Bank reserves the right to combine two or more similar position/s as one position, if necessitated.

B. HOW TO APPLY:

Candidates are required to have a valid personal email ID and Contact Number. It should be kept active till completion of this recruitment project. Bank may send call letters for Personal interview and/or Selection Process on the registered Email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.

a) GUIDELINES FOR FILLING ONLINE APPLICATION:

i. Candidates should visit Bank's website **www.bankofbaroda.in/Career.htm** and register themselves online in the appropriate Online Application Format, available through the link being enabled on the Careers-> Current Opportunities on the Bank's website & pay the application fee using Debit Card / Credit Card / Internet Banking etc.

ii. Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph, signature and other documents related to their eligibility. Please refer to Annexure II regarding scanning of photograph & signature and upload of documents.

iii. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application, candidates are advised to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for getting the details filled in/carefully verifying, in the online application and ensuring that the same are correct prior to submission as no change is possible after submission.

iv. The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.

v. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.

vi. Candidates shall also be required to submit supporting documents such as Date of Birth Proof, Graduation Certificate, Other Certifications, Experience Letter (any document which substantiates relevant experience), Document showing Break up of CTC, Latest Salary Slip (e.g. September 2022/ October 2022), etc. at the time of submitting the online application form

vii. Candidates are advised in their own interest to apply online much 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

viii. Bank of Baroda 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 Bank of Baroda.

b) PAYMENT OF FEES:

i. Application fees and Intimation Charges (Non-refundable) of Rs. 600/-for General /EWS and OBC candidates (plus applicable GST & transaction charges) and Rs.100/- (Intimation charges only) for SC/ ST/PWD/Women candidates (plus applicable GST & transaction charges) will be applicable. Bank is not responsible if any of the candidates makes more than one payment/s and no request for refund of fees shall be entertained.

ii. Fee payment will have to be made online through payment gateway available thereat.

iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.

iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.

vi. If the online transaction is not successfully completed, please register again and make payment online.

vii. There is also a provision to reprint the application form containing fee details, at later stage.

c) GENERAL INFORMATION:

i) The selected candidate will be required to sign an employment contract.

ii) Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (01.10.2022) and also ensure that the particulars furnished by him/her are correct in all respects.

iii) In case of multiple applications, only the last valid (complete) application will be retained. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.

iv) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized 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. In case of selection, candidates will be required to produce relieving letter from the employer at the time of taking up the engagement and clearance from the respective authorities, wherever applicable.

v) 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 without notice.

vi) Decisions of bank in all matters regarding eligibility, conduct of interviews, 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.

vii) **Intimations, wherever required will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website www.bankofbaroda.in for latest updates.

viii) 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.

ix) The Bank reserves the right to modify the place of posting as per administrative requirements of the Bank from time to time.

C. ANNOUNCEMENTS:

All further Announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorised Bank's website www.bankofbaroda.in from time to time under **Career section/web page → Current Opportunities.** No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Bank's website shall be treated as intimation to all the candidates who have applied for the said project.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of interview/ any other selection process or increase/decrease the vacancies for any of the positions, as per the requirement of the Bank or to cancel the Recruitment Process entirely at any stage without assigning any reason.

Mumbai
19.10.2022   **Chief General Manager (HRM)**

Job Description Detail

SI No	1
Position	**Senior Quality Assurance Lead**
Roles & Responsibilities	• Defining quality standards and metrics for the current project/product. • Working with all stake holders to ensure that the quality metrics is reviewed, closed and agreed upon. • Make the QA team aware of the Quality matrix and resolve all the queries. • Create a list of milestones and checkpoints and set measurable criteria to check the quality on timely basis. • Defining processes for test plan and several phases of testing cycle. • Planning and scheduling several milestones and tasks like alpha and beta testing. • Ensuring all development tasks meet quality criteria through test planning, test execution, quality assurance and issue tracking. • Work closely on the deadlines of the project • Ensure the team is focusing on automation along with manual testing. • Keep raising the bar and standards of all the quality processes with every project. • Set processes for test plan reviews and ensure that that test plans get reviewed by all stakeholders. • Review test strategies and see that all the various kinds of testing like unit, functional, performance, stress, acceptance etc. are getting covered. • Set Quality standards for the teams in various new testing technologies in the industry. This may include finding new strategies for automation testing and day to day work processes like agile and scrum. • Setting up goals and objectives for QA Engineers • Motivating team for achieving continuous Improvement
Job specific skills	• Proven experience in managing track record of strategizing and evolving testing strategies. • Proficiency in one or more general purpose programming languages • Proven experience in managing large testing teams and setups • Exposure in defining testing plan for large projects with business complexities such as Core Banking, Trade Finance. • Designed/ Developed/ Reviewed various testing artefacts. • Understanding of software skills such as business analysis, development, maintenance and software improvement • Working proficiency in developmental toolsets • Strong technical development experience on effectively writing code, code reviews, best practices on configuration management and code refactoring. • Participating in the entire lifecycle of projects – from requirement gathering to UAT sign-off • Defining and monitoring productivity and efficiency of the testing teams through appropriate metrics. • Proven experience in managing and facilitating the mix of internal teams and external vendors as a part of product buildout. • Strong team building and people management skills are a must.

SI No	2 & 3
Position	**Quality Assurance Engineer and Junior Quality Assurance Engineer**
Roles & Responsibilities	• Working with all stake holders to ensure that the quality metrics is reviewed, closed and agreed upon. • Create a list of milestones and checkpoints and set measurable criteria to check the quality on timely basis. • Defining processes for test plan and several phases of testing cycle. • Planning and scheduling several milestones and tasks like alpha and beta testing. • Focus on automation along with manual testing. • Keep raising the bar and standards of all the quality processes with every project. • Set processes for test plan reviews and ensure that that test plans get reviewed by all stakeholders. • Review test strategies and see that all the various kinds of testing like unit, functional, performance, stress, acceptance etc. are getting covered. • Meeting with Quality standards in various new testing technologies in the industry. This may include finding new strategies for automation testing and day to day work processes like agile and scrum. • Collaborate with development team in bugs fixing and build plans • Collaborate with QA Lead in creating test plans • Writing bug reports
Job specific skills	• Proven track record of strategizing and evolving testing strategies. • Must have managed the roadmap for web and mobile products (Android/iOS) in the financial services industry. • Proficiency in one or more general purpose programming languages • Strong Java, J2EE development/Testing experience. • Exposure to UI development/Testing • Basic knowledge of web concepts (HTML, webservers) and relational database management systems • Good knowledge and experience in automation testing and tools like Selenium. • Experience with web service testing (REST and JSON, HTTP) • Strong knowledge of testing tools for API testing, Load testing, distributed testing, functional testing, regression testing and exposure to testing automation is added advantage. • Experience with Version Control Software's- Git , SVN • Experience in the entire lifecycle of projects – from requirement gathering to UAT sign-off • Proven problem solving and analytical skills

SI No	4 & 5
Position	**Senior Developer –Full Stack Java and Developer–Full Stack Java**
Roles & Responsibilities	- Design and build Banking/Financial applications using Java technology - Work with outside data sources and APIs - Unit-test code for robustness, including edge cases, usability, and general reliability - Develop the front end architecture - Design UI layout - Develop back end framework - Continuously discover, evaluate, and implement new technologies to maximize development efficiency - Create databases to work in conjunction with the application - Work on bug fixing and improving application performance - Ensure the performance, quality, and responsiveness of applications - Work closely on the deadlines of the project - Coordinate with various teams to ensure all development tasks meet quality criteria. - Keep raising the bar and standards of all the quality processes with every project. - Collaborate with cross-functional teams to define, design, and finalize new features
Job specific skills	- Excellent Core Java Skills with frameworks such as Spring. - Good Java development experience using J2EE, JSP, EJB, Servlets, Struts. - Prior work experience with the following: REST, jersey, Jax RS. - Object oriented analysis and design using various design and architectural patterns. - Strong knowledge of IDE like Eclipse, IntelliJ IDEA or NetBeans. - Excellent knowledge of Relational Databases, Oracle SQL, PL/SQL (i.e. Function/Procedure/Triggers) and ORM Technologies (JPA2, Hibernate). - Hands on experience with Linux/Unix environments. - Good understanding of Cryptography fundamentals. - Other skills include JSON, SOAP, WSDL, XML, XSLT, XPATH. - Java Application Servers experience (WebSphere, Weblogic, JBoss, Tomcat, etc.) - Proficient understanding of code versioning tools, such as Git and familiarity with continuous integration and build tools such as Ant, Maven and Gradle - Desired Knowledge, Skills, Abilities, and Competencies- - Experience in developing web applications using popular web application frameworks - Basic understanding of JVM, its limitations, weaknesses, and workarounds. - Good knowledge of HTML, JavaScript, CSS, AJAX, Bootstrap or any other responsive UI framework. - Basic understanding of financial transaction using ISO 8583 standard.

SI No	6
Position	**Developer – Full Stack .NET & JAVA**
Roles & Responsibilities	- Design and build Banking/Financial applications using Java technology - Work with outside data sources and APIs - Unit-test code for robustness, including edge cases, usability, and general reliability - Develop the front end architecture - Design UI layout - Develop back end framework - Continuously discover, evaluate, and implement new technologies to maximize development efficiency - Create databases to work in conjunction with the application - Work on bug fixing and improving application performance - Ensure the performance, quality, and responsiveness of applications - Work closely on the deadlines of the project - Coordinate with various teams to ensure all development tasks meet quality criteria. - Keep raising the bar and standards of all the quality processes with every project. - Collaborate with cross-functional teams to define, design, and finalize new features - Develop cross –platform applications - Design and build Banking/Financial applications using .NET technology - Hosting/ Maintenance of web application on IIS/Apache Server. - Create security and data protection settings
Job specific skills	- Excellent Core Java Skills with frameworks such as Spring. - Good Java development experience using J2EE, JSP, EJB, Servlets, Struts. - Prior work experience with the following: REST, jersey, Jax RS. - Object oriented analysis and design using various design and architectural patterns. - Strong knowledge of IDE like Eclipse, IntelliJ IDEA or NetBeans. - Excellent knowledge of Relational Databases, Oracle SQL, PL/SQL (i.e. Function/Procedure/Triggers) and ORM Technologies (JPA2, Hibernate). - Hands on experience with Linux/Unix environments. - Good understanding of Cryptography fundamentals. - Other skills include JSON, SOAP, WSDL, XML, XSLT, XPATH. - Java Application Servers experience (WebSphere, Weblogic, JBoss, Tomcat, etc.) - Proficient understanding of code versioning tools, such as Git and familiarity with continuous integration and build tools such as Ant, Maven and Gradle - Desired Knowledge, Skills, Abilities, and Competencies- - Experience in developing web applications using popular web application frameworks - Basic understanding of JVM, its limitations, weaknesses, and workarounds. - Good knowledge of HTML, JavaScript, CSS, AJAX, Bootstrap or any other responsive UI framework.

	• Basic understanding of financial transaction using ISO 8583 standard. • Strong Project Management Skills • Proficiency with Server-side languages such as .NET(C#). • Proficiency in MS SQL server, Oracle, PL SQL, MySQL data base management • Proficiency in SQL server reporting services, SSIS, ASP.net mvc, Microsoft azure cloud.

SI No	7 & 8
Position	Senior Developer - Mobile Application Development and Developer- Mobile Application Development
Roles & Responsibilities	• Design and build advanced applications for the Android/ iOS platform • Collaborate with cross-functional teams to define, design, and finalize new features • Ensure the performance, quality, and responsiveness of applications • Work with outside data sources and APIs • Unit-test code for robustness, including edge cases, usability, and general reliability • Work on bug fixing and improving application performance • Continuously discover, evaluate, and implement new technologies to maximize development efficiency • Coordinate with various teams to ensure all development tasks meet quality criteria. • Work closely on the deadlines of the project • Keep raising the bar and standards of all the quality processes with every project.
Job specific skills	• Proven software development experience and Android/iOS skills development • Proven working experience in Android/iOS app development and have published at least -05- original Android/iOS app • Experience with third-party libraries and APIs • Vast knowledge of the general mobile landscape, architectures, trends, and emerging technologies • Solid understanding of the full mobile development life cycle • Experience in Mobile Application design, development & deployment • Should have hands-on experience in all stages of Mobile app life cycle - concept, design, build, deploy, test, release to app stores and support • Experience in implementing Web Applications and Web Services in .NET/Java technologies will be an advantage. • Experience on web service integration (SOAP, REST, JSON, XML) • Experience with at least one of the latest JavaScript frameworks like Xamarin, Angular JS, React JS, Ionic 2/3 and Cordova will be an advantage

SI No	9 & 10
Position	Senior UI/UX Designer and UI/UX Designer
Roles & Responsibilitie	• Study industry best-practices in UI/UX design to stay up-to-date on emerging trends & technologies • Understand customer facing business processes to envision user journeys; • Work with business teams to understand business objective, identify regulatory constraints and align business KPIs to be impacted by the envisioned journey • Conduct user research to understand user behaviour, needs and motivation • Design wireframe and communicate your idea to the business leads • Identify up-stream and down-stream dependencies for the product rollout • Design prototype for multiple channels and demonstrate to the business and customer experience leads • Develop pen and paper prototypes as well as advanced prototyping tools • Identify drop-offs in the envisioned journey, work with business teams to revamp the journey • Work with UI/UX team to deliver the product • Estimate efforts for building prototypes and track the delivery • Coordinate with product managers to escalate issues to ensure timely delivery • Designing Wireframe websites and mobile apps • Work closely with programming team to collate content during development website/mobile apps • Ensure the feasibility of UI/UX designs and subsequently build the required changes • Determine information architecture and create sitemaps for websites & mobile apps • Identify areas for improvement, including content inventories and audits • Ensure high quality graphic standards and brand consistency.
Job specific skills	• Good understanding of UI design principles • Basic understanding of banking and other financial products • Have led a team of UI/UX designers from ideation to delivery • Should have work experience as a UI/UX designer & developer having experience of at least 5 application. • Proficient understanding of fundamentals as well as industry best-practices in UI/UX design & development • Have experience in Planning and conducting user research and competitor analysis • Have proficient experience in designing Prototypes & Wireframe • Have knowledge of Planning and designing Information architecture for the website or applications • Have knowledge of creating & defining use cases, flow diagrams and Information hierarchies • Have planned & conducted interviews & user surveys to help define and refine user personas • Familiarity with design software like Adobe Suite, Photoshop etc.

GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE:

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

(i) **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 the file should be between 20kb – 50kb.
  ➢ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii) **Signature Imaging :-**
  ➢ 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 the 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**

(iii) **Scanning the photograph & signature :-**
  1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
  2. Set the colour to True Colour
  3. File size as specified above
  4. 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).
  5. 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 MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MSPaint 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 50kb (photograph) & 20kb (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 photograph and signature.

(iv) **Procedure for uploading the Photograph and Signature :-**
  (i) There will be two separate links for uploading Photograph and Signature.
  (ii) Click on the respective link 'Upload Photograph/ Signature".
  (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
  (iv) Select the file by clicking on it.
  (v) Click the 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.
2. After registering online, candidates are advised to take a printout of their system generated online application forms.
3. In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.