इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन ®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत — **In assessment, India trusts us**

Advertisement Number: IBPS/2026-27/02

Institute of Banking Personnel Selection (IBPS) invites online applications for direct recruitment by selection to the below-mentioned post on Regular basis from eligible candidates.

Sr. No.	Post Name	Employment Type	Selection process	Place of posting
01.	Deputy Manager - Accounts	On Regular Basis	Online Examination, Group Exercises and Personal Interview.	IBPS, MUMBAI

Successful candidates will be appointed against the existing vacancy. However, a wait list would also be maintained to fill up need-based requirements, which will remain valid for a period of six months.

Any eligible candidate who fulfills the prescribed eligibility criteria and aspires to join IBPS for the above post is required to register Online for the Selection Process by visiting our website www.ibps.in.

The tentative schedule of events is as follows:

Event	Dates
Opening Date for on-line Registration of Applications with Fee through website www.ibps.in.	06.05.2026
Last date of On-line Submission of Applications with Fee through website www.ibps.in.	20.05.2026
Selection process (Online Examination, Group Exercises and Personal Interview)	May / June 2026

A. ELIGIBILITY CRITERIA

I. Candidates, intending to apply for the above post should ensure that they fulfill the minimum eligibility criteria specified by IBPS in this advertisement for the post:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily upload the relevant documents such as self-attested photocopies of certificates and documents in support of educational qualification, post qualification work experience etc, date of birth, and other documents in support of information submitted in the application form. In the absence of valid documents uploaded, candidature of the candidates shall not be considered. IBPS takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc. as indicated in the online application form at the time of further process of selection. Merely applying for the above post, appearing for and being shortlisted in the online examination / interview and/or subsequent processes does not imply that a candidate will necessarily be offered employment in IBPS. The candidates selected will be on a probation period of one year from the date of joining. Medical fitness certificate from a civil surgeon / Doctor on empanelment with LIC of India/ PSBs and Police Verification is to be submitted by the selected candidates at the time of joining mandatorily.

II. Age, Educational Qualifications & Minimum Post Qualification Work Experience:

Sr. No.	Post	Age as on 01.05.2026	Educational Qualifications	Minimum Post Qualification Work Experience
01.	**Deputy Manager - Accounts**	Minimum: 23 years Maximum: 30 years i.e. a candidate must have been born not earlier than 02.05.1996 and not later than 01.05.2003 (both dates inclusive)	Candidate should be a **Chartered Accountant**	Preferably 1 years' experience in handling Finance, Accounts, Taxation, Investment & Expertise of management of funds etc.

Important: The Institute reserves the right to relax/modify the eligibility criteria in educational qualification and minimum work experience for the deserving and suitable candidate and also to raise/ modify the eligibility criteria to restrict the number of candidates to be called for further selection process, commensurate with the number of post.

Note : Candidate should note that Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Institute for determining the Age- eligibility and no subsequent request for its change will be considered or granted .

Candidates should ensure that the educational qualification possessed by them are as per the prescribed educational qualification mentioned in the advertisement and they fulfil the above eligibility criteria. The degrees obtained through correspondence/distance education/open university system are not acceptable.

Note:

(1) All educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the result should have been declared on or before the last date of On-line Submission of Applications mentioned above.

(2) Proper document from Board / University for having declared the result on or before the last date of On-line Submission of Applications mentioned above has to be submitted at the time of selection process including interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(3) Candidate should indicate the percentage obtained in examinations calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for further process of selection including interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(4) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

(5) Only one application should be submitted by the candidate. In case of multiple applications, only the latest valid (complete) application will be accepted and the application fee / intimation charges paid for the multiple registration(s) will stand forfeited. Multiple attendance / appearances in the Personal Interview will be summarily rejected and candidature shall stand summarily cancelled.

III . OTHER ELIGIBILITY CRITERIA:

(i) His/ her integrity should not have been doubtful during his/her Service/career.

(ii) No punishment/penalty should have been inflicted on him/her during his/her service/career.

(iii) Cases of CBI or other law enforcement agencies should not be pending against him/her.

B. JOB DESCRIPTION & RESPONSIBILITIES

- He/She will be handling the matters related to taxation, internal audit, recovery, investment etc., of the Institute.
- He/She will be responsible for preparation of financial statements.
- Competency in operating computer is essential.

The above mentioned job responsibilities are only indicative and not exhaustive. Roles/ Job /KRAs in addition to the above mentioned may be assigned by the Institute from time to time.

C. COMPENSATION:

Post	Grade	Basic Pay *	Total emolument* at the beginning of the scale per Month (approx.) (including DA, HRA and TA)	Annual CTC (approx.) (as per extant policies) *
Deputy Manager- Accounts	E	₹ 44,900.00	₹ 91,070.00	₹ 17.28 Lakhs

*** (as on May 2026)**

The Annual CTC (Cost to Company) of officer includes other benefits such as PF Employer's Contribution, Medical Benefits, Medi-Claim, Telephone bill and Newspaper bill Reimbursement, Canteen Subsidy, Performance Linked incentive (as per the criteria defined by the Institute), Gratuity, Superannuation etc. Other benefits such as LTC/HTC, Children Education Subsidy, Interest Subsidy on Housing Loan, House Rent Reimbursement Scheme, Group Personal Accident Insurance etc. shall be as per the Institute's Rules and extant policies in force at the time of appointment and as modified/amended/revised from time to time.

D. SERVICE AGREEMENT BOND:

At the time of joining the services of IBPS, the selected candidate who will be joining IBPS as **Deputy Manager - Accounts in Grade 'E'** is required to execute a Service Bond of Rs. 2 lakhs (Rupees Two lakhs only). The Candidate shall have to serve for a minimum period of 3 years in IBPS w.e.f. date of his/her joining IBPS or else shall pay an amount of Rs. 2 lakhs (Rupees Two lakhs only) to IBPS towards the Service Bond.

E. CONDUCT OF ONLINE EXAMINATION

1. The online examination may be conducted online only at IBPS, Mumbai, or in multiple venues across many centres in India depending upon the response to advertisement.

2. If the online examination is conducted only at IBPS, efforts will be made to complete the entire selection process on the same day. However, it may continue until the end of the day or may get extended to the next day depending on the response received. In the event of the selection process spilling over to the next day candidates will have to make their own arrangement for lodging/boarding at their own expenses

3. If the online examination is conducted at multiple centers all over India, the following points are applicable.
   (a) No request for change of centre for Examination shall be entertained.
   (b) IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
   (c) IBPS also reserves the right to allot the candidate to any examination centre other than the one he/she has opted for.

4. Candidates will appear for the online examinations at an Examination Centre/ IBPS at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.

5. Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from future exams conducted by IBPS.

The tentative list of Examination centres for the online exam, if conducted in multiple centers, is available in Annexure I.

F. TEST STRUCTURE

I. The structure of the Examination which will be conducted online is as follows:

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Duration	Version
1.	Reasoning	50	50	35 minutes	English
2.	English Language	50	25	35 minutes	
3.	Quantitative Aptitude	50	50	35 minutes	
4.	Professional Knowledge	50	75	50 minutes	
	Total	**200**	**200**	**155 minutes**	

IBPS reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Hand-out, which will be made available for the candidates to download along with the call letters from the authorised IBPS website **www.ibps.in**

II. PENALTY FOR WRONG ANSWERS

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

III. CUTOFF SCORE

Each candidate will be required to obtain a minimum score in each test of online examination and also secure sufficiently high scores to be considered to be shortlisted for further process of Selection including interview. Depending on the number of vacancies available, cut-offs will be decided by IBPS Authorities and candidates will be shortlisted for further process of selection. **Decision of IBPS in shortlisting and calling number of candidates for further process of Selection including interview shall be final.**

G. IDENTITY VERIFICATION

In the examination hall as well as at the time of further process of selection including interview, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar/ E-aadhar card with a photograph/ Employee ID/ Bar Council ID card should be submitted for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ further process of selection including interview.

- Ration Card and Learner's Driving License will not be accepted as valid id proof for this project.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

H. INSTRUCTIONS REGARDING THE CONDUCT OF ONLINE EXAMINATION

1. Please note that candidates will not be permitted to appear for the Online Examination without the following documents:
   (1) Valid Call Letter for the respective date and session of Examination
   (2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
   (3) Photocopy of photo-identity proof (as mentioned in (2) above).

2. Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Taking into account the time required for completing various formalities such as verification and collection of various required documents, logging in and giving instructions etc., candidates may be required to stay at the venue for approximately one and a half hours more than the duration mentioned in the test structure above.
3. Candidate is required to report at the exam venue strictly as per the time mentioned in the Call Letter.
4. Candidate should not share any of their personal belonging/material with anyone.
5. Candidate should maintain safe social distance with one another.
6. Candidate should stand in the row as per the instructions provided at venue.
7. **Following items are NOT allowed inside the examination centre: -**
   a. Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
   b. Any communication device like Mobile phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc. -
   c. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
   d. All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
   e. Any watch/Wrist Watch, Camera, devices with screen freeze or storage facilities etc.
   f. Any metallic item.
   g. Any eatable item opened or packed, water bottle etc.
   h. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints. Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

8. Candidate registration:

a. Candidate registration will be done through photo capture.
b. Photograph will be taken while candidate is standing.
c. Seat number will be given to the candidate.

9. Rough sheet, Call letter and ID proof management

a. Rough sheet(s) kept at each candidate desk will be used by candidate.
b. Candidate must follow the instructions related to dropping the call letter with the ID proof copy in the boxes provided at the exit of lab/venue while leaving or at the designated place.
c. Candidate must drop the rough sheets in the boxes provided at the exit of lab/venue while leaving. The drop box for the rough sheets will be different from that of Call Letter box. Specific instructions will be displayed at the Venue.

10. Post Examination Controls

On completion of a shift, the candidates should move out in an orderly manner without crowding as instructed by the venue staff.

11. BIOMETRIC VERIFICATION:

At different stages of the selection process: Photograph and Biometric data (Right thumb impression or otherwise) may be captured/ verified. The photo captured will be matched with the photo uploaded/ captured live by the candidate in the application. Candidate must NOT change his/her appearance from the photo uploaded/ captured live in the application. Refusal to participate in the process of Biometric Thumb Impression capture/verification on any occasion may lead to cancellation of candidature. With regards to the biometric data capture, please note the following:

a) If fingers are coated (stamped ink/mehndi/coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam day.
b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

 Decision of the Biometric verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
 The candidates are advised to possess/acquire valid Aadhaar card for the process. IBPS would also conduct online Aadhaar verification of the candidate at different stages of the selection process.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. To avoid any dispute, name recorded at the time of application should be identical to authorised/valid identity proof.

12. IRIS SCAN, if applicable

IBPS, at various stages, may capture IRIS scan for verification of the genuineness of the candidate. Accordingly IRIS will be scanned at the examination venue. (IRIS scan may be introduced in lieu of Biometric thumb impression to avoid the possibility of infection circulation with multiple thumb impressions). Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:

(a) 'LEFT EYE (IRIS)' will be captured for all the candidates.

(b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer wearing spectacles.

(c) There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

(Some more instructions related to exam may be added or modified depending on the situation during the scheduled date of exam)

I. FURTHER PROCESS OF SELECTION

1) The scrutiny of applications shall be done based on the minimum eligibility criteria published in the advertisement.
2) Candidates who have been shortlisted in the scrutiny of applications and in the Online Examination will subsequently be called for further process of selection to be conducted by IBPS. Decision of IBPS in shortlisting and calling number of candidates for further process of Selection including interview shall be final. No correspondence will be entertained in this regard.
3) The said selection process will be conducted at IBPS, Mumbai. The time & date of Selection process will be informed to the shortlisted candidates in the call letter.
4) Please note that any request regarding change in date, venue etc. of selection process will not be entertained. However, IBPS reserves the right to change the date / venue/ time etc. of the selection process or hold supplementary process for particular date / session / set of candidates at its discretion, under unforeseen circumstances, if any.
5) While appearing for the process of selection, the candidate should produce valid prescribed documents given below at Point J.
6) In the absence of valid documents candidature of the candidates shall be cancelled. IBPS takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.
7) The selection process may continue until the end of the day or may get extended to the next day depending on the response received. In the event of the selection process spilling over to the next day candidates will have to make their own arrangement for lodging/boarding at their own expenses
8) Based on the performance of the candidates in the entire selection process, only provisionally selected candidates will be informed by email / letter at a later date. At the time of joining, the provisionally selected candidates are required to produce the originals of the documents to prove their eligibility with regard to age, educational qualification, experience etc.
9) The score of the candidates failing to secure minimum qualifying marks in selection process or otherwise barred from the selection process shall not be disclosed.

Selection will be made by a committee and such selection will be Final.

J. List of Documents to be produced at the time of selection process

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of Selection process failing which the candidate may not be permitted to appear for the process. Non submission of requisite documents by the candidate at the time of selection process will debar his/ her candidature from further participation in the recruitment process.

(i) Printout of the valid Call Letter for the selection process including Interview.
(ii) Valid system generated printout of the online application form.
(iii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB).
(iv) Photo Identify Proof.
(v) Mark-sheets or certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before the last date of online registration.
(vi) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
(vii) Any other relevant documents in support of eligibility.

Note:-

1. Candidates will not be allowed to appear for the selection process if he/ she fails to produce the relevant Eligibility documents as mentioned above.
2. Non production of relevant eligibility documents at the time of selection process shall make the candidate ineligible for further process of recruitment.
3. No documents shall be directly sent to IBPS by candidates before or after the selection process including interview.

K. HOW TO APPLY

Candidates can apply online only and no other mode of application will be accepted.

Application Fees/ Intimation Charges Payable from 06.05.2026 to 20.05.2026 (only Online payment) both dates inclusive, shall be as follows:-

- **Rs. 1000/- for each candidate.**

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

L. PROCEDURE FOR APPLYING ONLINE

1. Candidates are first required to go to the official IBPS website www.ibps.in and click on the Home Page to open the link and then click on the option "CLICK HERE TO APPLY ONLINE" to open the Online Application Form.

2. Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.

3. **Candidates are required to upload their:**
   - Photograph
   - Signature
   - Left Thumb Impression
   - A hand written declaration
   - Brief resume (pdf)
   - SSC/ SSLC/ 10th Standard or Equivalent Certificate
   - Documents in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc.
   - Candidates will also be required to capture and upload their photograph through webcam or mobile phone during registration process.

   as per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure II).

4. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application form will be possible/ entertained. Prior to submission of the online application form 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 COMPLETE REGISTRATION Button.

5. **Mode of Payment**

   Candidates can make the payment of requisite fees/ intimation charges through the ONLINE mode only. Candidates must keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

   Payment of fees/ intimation charges via ONLINE MODE

   a. Candidates should carefully fill in the details in the Online Application form at the appropriate places very carefully and click on the "COMPLETE REGISTRATION" button at the end of the Online Application format. Before pressing the "COMPLETE REGISTRATION" button, candidates are advised to verify every field filled in the application form. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application form as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

   b. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application form is filled in completely, candidate should submit the data.

c. The online application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

d. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/ UPI by providing information as asked on the screen.

e. After Final Submit, an additional page of the online application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

f. If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

g. On successful completion of the transaction, an e-receipt will be generated.

h. Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.

Note:

- 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.
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

6. After completing the procedure of applying online including payment of fees / intimation charges, the candidate should take a printout of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS. Please note that the particulars mentioned in the online application for 'Name', 'Email ID', 'Mobile Number', 'State/UT' field in correspondence address and Permanent Address, 'Post', and 'Nationality' fields cannot be edited and will be considered as final and no change/modification/correction will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change/modification/correction of any details will be entertained. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

   Note: The mobile number and email ID, registered in the application form should be active and maintained by the candidate till the conclusion of the recruitment process.

7. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

8. An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression, hand written declaration, SSC/SSLC/10th Standard or Equivalent certificate and other certificates, uploaded in the online application form/ unsuccessful fee/intimation charges payment will not be considered as valid.

9. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the official IBPS website www.ibps.in on account of heavy load on internet/website jam.

10. IBPS does not assume any responsibility for the candidates not being able to submit their online application forms within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.

11. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

12. Any information submitted by an applicant in his/ her online application form shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

M. GENERAL INSTRUCTIONS

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of selection process including interview. No document shall be directly sent to IBPS by the candidates before or after Interview process.

2. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.

3. IBPS, at various stages, may capture Biometric data / IRIS scan for verification of the genuineness of the candidate. Decision of the Biometric / IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of Biometric data capturing / IRIS scanning / verification on any occasion may lead to cancellation of candidature.

4. Candidates are required to adhere to guidelines for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates. Any violation may result in cancellation of candidature.

5. A Candidate's admission to the selection process/ shortlisting for further process of selection including interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS. IBPS would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information /certificate / documents or has suppressed any material fact(s).

6. Director of the Institute reserves the right to reject any or all applications without assigning any reason.

7. If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in IBPS, his/her services are liable to be summarily terminated.

8. Decision of IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of selection process including interview, verification etc. and any other matter relating to this selection process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IBPS in this behalf.

9. Online applications once registered will not be allowed to be withdrawn.

10. The Institute will not enter into any correspondence with the candidates regarding not being called for interview / unsuccessful candidates after interview etc.

11. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

12. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

13. Any request for change of address, details mentioned in the online application form will not be entertained.

14. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the IBPS in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted. Signature uploaded should be of appropriate size and clearly visible.

15. A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification. Photo uploaded should be of appropriate size and clearly visible.

16. The photograph/ signature/ left thumb impression/ handwritten declaration/ brief resume which is scanned and uploaded in the online application form should not be smudged or blurred. In case the face in the photograph or signature or left thumb impression or handwritten declaration or brief resume is unclear/ smudged, the candidate's application form shall be rejected.

17. The hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications).

18. IBPS shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

19. IBPS reserves the right to change (cancel/ modify/alter/add) any of the criteria, method of selection etc. and / or any of the other terms and conditions spelt out in this Notification.

20. Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form. IBPS 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 IBPS and candidates are advised to keep a close watch on the authorised IBPS website www.ibps.in for latest updates.

21. If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.

22. This position is not open to internal candidates, either regular or contractual.

23. The provisionally selected applicants, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate / relieving letter certificate from their present employer before joining the service of the Institute.

24. IBPS can cancel the selection process at any point of time without giving any reason.

25. All the above positions require full 24x7 commitment to the Institute. Therefore, only those candidates who are willing to dedicate themselves fully to the Institute are expected to apply.

26. Mere fulfilling the eligibility criteria will not guarantee shortlisting for further selection process. The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Where number of candidates appearing for selection process is large, it will not be convenient or possible to allow all eligible candidates to participate in the selection process. In such case, based on the recommendation of the screening committee, Institute may restrict the number of candidates to be considered for the selection process to a reasonable limit after taking into consideration qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of candidates to mention all the qualifications and experience in the application and to submit all the supporting documents at the time of document verification.

27. 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 Institute, 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 will not be eligible for appointment.

28. No person shall be eligible for appointment who has previously been dismissed or removed from the service of the Institute or from a department of a state or the central government or a local authority or from public sector undertaking or from an autonomous corporation. Further, the ex-employees of the Institute who have resigned from the Institute's service are also not eligible for reappointment.

29. The appointment of the short-listed / selected candidate will also be subject to receiving the Confidential Reports on conduct and work from their previous employer (s), if any. Further it will also be subject to receiving reports from respectable referees, police verification of antecedents, (all or any of which may be done even after the candidate provisionally joins the Institute).

30. For Initial appointment in the post, there would be a probation period of 1 year from the date of joining (which can be extended at the discretion of the Institute) and will be confirmed subject to satisfactory completion of the probation and other requirements as per IBPS staff rules.

N. **Announcements:** Any further announcements/ addendum or corrigendum, if any/ Notice/ details pertaining to this process will only be published / provided on Institute's website www.ibps.in. No separate advertisement will be issued in this regard.

O. **Disclaimer:** Instances of 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 effect. Clarifications/Decisions of the Institute in respect of all matters pertaining to this recruitment would be final and binding on all candidates. Clarifications / decisions given / to be given by the Director, IBPS, regarding process for recruitment in IBPS shall be final and binding.

Please Note:

- ***The posting of the selected candidate will be in MUMBAI Only. He/She will have to make his/her own arrangement of accommodation in MUMBAI.***

06.05.2026 Division Head (Administration)
IBPS, Mumbai

ANNEXURE I

EXAMINATION CENTRES (Tentative List)

The examination may be held at the following centres and the address of the venue will be advised in the call letters. IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

Centre code	City
1	Hyderabad
2	Guwahati
3	Patna
4	Mohali
5	Raipur
6	New Delhi/Delhi NCR
7	Ahmedabad/Gandhinagar
8	Jammu
9	Ranchi
10	Bengaluru
11	Thiruvananthapuram
12	Bhopal
13	Mumbai/Navi Mumbai /Thane/MMR Region
14	Bhubaneshwar
15	Jaipur
16	Chennai
17	Lucknow
18	Kolkata

ANNEXURE II

Guidelines for scanning and Upload of Documents

- **Before applying online, a candidate will be required to have a scanned (digital) image of**
  - Photograph
  - Signature
  - Left Thumb Impression
  - A hand written declaration
  - Brief resume (pdf)
  - SSC/ SSLC/ 10th Standard or Equivalent Certificate
  - Documents in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc.

Please note that until photographs and signatures are as per the specifications provided, the system will not allow the candidate to move forward to the next stage of application.

- **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
  - 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.
  - Photo uploaded should be of appropriate size and clearly visible.

- **Photograph Capture**
  - In addition to the above photograph, candidates will also be required to capture and upload their photograph either by using webcam or mobile phone.
  - On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to take their picture, which will be auto uploaded in the application form.
  - On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to take photograph on their mobile phone. On selecting the taken picture, photograph will be auto uploaded in the application form.

- **Dos and Don'ts of Photo Capture**

Dos	Don'ts
❖ Ensure that the photo is captured against a light coloured, preferably white background and there is adequate light. ❖ Look straight at the webcam/ camera. ❖ Photograph should be of passport size.	❖ Small size photograph is not to be clicked/uploaded. ❖ Coloured glasses or sunglasses/ cap should not be worn. ❖ Shadow on face/ not facing the camera/ distorted face/ face covered with mask/ blurred image. ❖ Photo not to be taken in dark/ improper background.

- **Signature**

  - 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
    - Ensure that the size of the scanned image is not more than 20kb
    - Signature (Not in CAPITAL LETTERS) uploaded should be of appropriate size and clearly visible.

- **Left Thumb Impression**

  - 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
    - Note: If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe.

- **Hand-written declaration Image:**

  - The applicant has to write the declaration in English only 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
    - Note: The hand written declaration has to be in the candidate's hand writing and in English only. The text should NOT BE IN CAPITAL LETTERS. If it is written by anybody else and uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications)
    - 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."

- **Documents in support of the identity and eligibility** :

  Certificates/Documents in support of their identity and eligibility -pertaining to age, educational qualifications, experience etc. for eligible candidates:

  - Document must be in PDF format.
  - Page size of the document to be A4.
  - Size of the file should not be exceeding 500 KB.
  - In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.
  - The signature, left thumb impression and the hand written declaration 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.
  - Ensure that the photo, signature, left thumb impression, hand written declaration, certificates/ documents are uploaded at the specified spaces only in the online application form.

  Ensure that all these scanned documents adhere to the required specifications.

- **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**
  1. While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration.
  2. Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
  3. Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration, file has been saved.
  4. Select the file by clicking on it
  5. Click the 'Open/Upload'
  6. If the file size and format are not as prescribed, an error message will be displayed.
  7. 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, brief resume and supporting certificates/ documents, as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration or supporting certificates/ documents or - SSC/ SSLC/ 10th Standard or Equivalent Certificate is/are unclear /smudged the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration / supporting certificates/ brief resume/ SSC/ SSLC/ 10th Standard or Equivalent Certificate / documents in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration 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 brief resume or SSC/ SSLC/ 10th Standard or Equivalent Certificate, prior to submitting the online application 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 and not smudged/ blurred.
7. After registering online candidates are advised to take a printout of their system generated online application forms.
8. The signature, left thumb impression and the hand written declaration should be of the applicant and not of any other person.
9. 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.
10. Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
11. Ensure that the photograph, signature, left thumb impression, hand written declaration, brief resume, SSC/ SSLC/ 10th Standard or Equivalent Certificate and supporting certificates/ documents are uploaded at the specified spaces only in the online application form.

****