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/2026-27/06

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

## A. DETAILS OF POST / SELECTION PROCESS / PLACE OF POSTING

| Sl. No. | Post Name | Selection Process | Place of Posting |
|---|---|---|---|
| 01. | Server Administrator Gr. 'D' | Online Examination and Personal Interview at IBPS, Kandivali (East), Mumbai | IBPS, MUMBAI |
| 02. | Assistant Gr. 'B' | | |
| 03. | Programming Assistant Gr. 'B' | | |

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

Eligible candidates who fulfill the prescribed eligibility criteria and aspire to join IBPS for any of the above posts are required to register online for the selection process by visiting our website www.ibps.in.

## B. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

| Event | Dates |
|---|---|
| Opening Date for on-line Registration of Applications through website www.ibps.in. | 29.10.2026 |
| Last date of On-line Submission of Applications through website www.ibps.in. | 12.11.2026 |
| Selection process (Online Examination and Personal Interview) | November 2026 |

## C. ELIGIBILITY CRITERIA

**I.** Candidates, intending to apply for the above posts should ensure that they fulfill the minimum eligibility criteria regarding educational/ professional qualifications, length of experience, required experience, Age Limit etc., as specified by IBPS in this advertisement.

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 01.10.2026 | Educational Qualifications | Minimum Post Qualification Work Experience | Essential Work Area / Skillset | Additional Preferred Skillset |
|---|---|---|---|---|---|---|
| 01. | Server Administrator (Grade D) | Minimum: 25 years Maximum: 33 years – i.e. a candidate must have been born not earlier than 02.10.1993 and not later than 01.10.2001 (both dates inclusive)) | B.E/B.Tech (Electronics / Computer Science / Information Technology or equivalent) | Minimum 3 years of work experience in related field | Hands on experience on Linux Server Administration (RHEL or similar)<br><br>AND<br><br>At least elementary experience on Network Management (L3 Switch)<br><br>Certification from a recognised body on any of the above items shall be given weightage. | Skill on any of the following areas, though not mandatory, but shall be of added advantage<br><br>Server Virtualisation (HCI Nutanix / VMWare)<br>Connectivity (MPLS, Leased Lines – ILL / Point to Point etc.)<br>Firewall Management<br>Web Access Firewall (WAF)<br>End Point Security, Cybersecurity, ATP<br>Active Directory, MS Outlook, MS Teams<br>Elementary knowledge of DBMS (MS SQL OR MYSQL) SAN administration |

| Sr. No. | Post | Age as on 01.10.2026 | Educational Qualifications | Post Qualification Work Experience |
|---|---|---|---|---|
| 01. | Assistant (Grade 'B') | Minimum: 23 years<br>Maximum: 30 years – i.e. a candidate must have been born not earlier than 02.10.1996 and not later than 01.10.2003 (both dates inclusive) | Bachelor's Degree from a recognized university with minimum 60% aggregate marks preferably in one of the following disciplines: Science / Commerce / Statistics / Mathematics / Economics Computer Applications / IT / Data Analytics Business Administration / Management<br>AND<br>Demonstrable proficiency in computer applications with **advanced working knowledge of MS Excel,** including:<br>o Advanced formulas (VLOOKUP, HLOOKUP, INDEX-MATCH, IF, Nested formulas)<br>o Pivot Tables and Pivot Charts<br>o Data Validation and Data Cleaning<br>o Conditional Formatting<br>o Basic Excel automation (Power Query / Macros preferred) | Minimum 2 years' post-qualification work experience in roles involving:<br>o Data validation, reconciliation, and verification<br>o Handling large datasets and MIS reporting<br>o Administrative / clerical roles with structured record management<br>o Data analysis using MS Excel in operational environments<br><br>**Experience in Banking / Financial Institutions / Examination bodies / Government organizations / large Corporate MIS environments will be preferred**.<br><br>**Desirable:**<br>o Certification in Advanced MS Excel / Data Analytics / MIS Reporting<br>o Experience in examination processing, recruitment data handling, or compliance reporting<br>o Exposure to database tools (Access / SQL) or reporting tools (Power BI / Tableau)<br>o Experience working with workflow systems<br><br>**Candidates will be shortlisted based on higher qualification, relevant experience, and demonstrated Excel proficiency.** |

| Sr. No. | Post | Age as on 01.10.2026 | Educational Qualifications | Minimum Post Qualification Work Experience | |
|---|---|---|---|---|---|
| 03. | **Programming Assistant** (Grade 'B') | Minimum: 23 years Maximum: 30 years – i.e. a candidate must have been born not earlier than 02.10.1996 and not later than 01.10.2003 (both dates inclusive) | Full time BSc-IT/ BCA / BSc-Computer Science or equivalent OR Engineering Degree in Computer Science / IT | Minimum 2 years post qualification Work Experience in handling<br>-- various applications in UNIX / Linux environment<br>-- File handling, Data Entry, data transfer etc.<br><br>-- Basic Knowledge of computer programing in any language<br><br>-- Good knowledge of MS-Excel | Added Advantage skill set :<br><br>--Certificate course in Computer Programming from a recognised Institute<br><br>-- experience in FORTRAN / Python programing language |

**Important:** These positions are based permanently in Mumbai. Please note that the Institute does not provide housing or accommodation assistance. Hence Primary preference will be given to candidates currently residing in Mumbai. We warmly welcome applications from candidates outside Mumbai who are fully committed to relocating to the city permanently. As we are looking to build a stable, long-term team, we prefer candidates seeking a long-term career commitment with us in Mumbai.

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. Preference will be given to candidates residing in Mumbai.

**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 for one post. In case of multiple applications for same post, only the latest valid (complete) application for that post will be accepted and the application fee / intimation charges paid for the multiple registration(s) will stand forfeited. Multiple attendance / appearances in the Online Examination and Personal Interview for the same post, 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.

## D. JOB DESCRIPTION & RESPONSIBILITIES

### (1) For the post of Server Administrator :

1) Server Administration
   - Managing user accounts, File Systems, File Transfer, Performance monitoring, High Availability (HA), Virtualisation configuration etc.
2) Network Administration
   - Maintaining network components (switches and firewalls etc.), secure connectivity, Troubleshooting, maintain uptime.
3) Backup Administration
   - Managing regular data backups (and restoration as per need)
4) Email Administration
   - User Management in MS Exchange (AD integrated)
   - Managing Anti-Spam (ECM) and Advance Threat Protection (ATP) Service daily.
5) **Job responsibility** shall include setting up, configuring and troubleshooting of Linux OS / VLAN (L3) / Firewall etc. It will also include configuring system to allow/deny user access to selective application, network, device as also Data traffic control in network and/or Firewall etc.

- **Please Note** that the job responsibility is specific to System Administration (Server, Network etc.) and NOT just system performance/ health monitoring NOR it is any application software development. Hence candidates having experience in relevant field only should apply.

### (2) For the post of Assistant :

- Responsible for ensuring the accuracy, validation, and integrity of examination results before official publication
- Maintaining strict confidentiality of candidate data and following IBPS exam protocols and guidelines
- Documentation & Record Keeping
- Ability to work under deadlines
- Archive physical and digital records systematically.

### (3) For the post of Programming Assistant :

- Handling file system in Unix platform, including file creation, modification of files through 'vi' editor
- Process data files through executable programs passing various input parameters and generate required output in Linux platform
- Extract data from multiple data files (Unix environment) and generate report(s) in MS-Excel format, as per requirement.
- File transfer between servers / operating systems
- Handling of data using Excel
- Basic Programming knowledge in FORTRAN/Python
- Any other work assigned by the Institute

**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.**

## E. COMPENSATION (as on October 2026) :

| Post | Grade | Basic Pay | Total emolument at the beginning of the scale | Annual CTC (approx.) |
|---|---|---|---|---|
| Server Administrator | 'D' | ₹ 35,400/- | ₹ 73,020/- per Month (approx.) | ₹ 14.09 Lakhs |
| Assistant | 'B' | ₹ 25,500/- | ₹ 54,210/- per Month (approx.) | ₹ 10.57 Lakhs |
| Programming Assistant | 'B' | ₹ 25,500/- | ₹ 54,210/- per Month (approx.) | ₹ 10.57 Lakhs |

The Cost to Company (CTC) includes other benefits such as PF Employer's Contribution, Medical Benefits, Medi-Claim, 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, Group Personal Accident Insurance, House Furnishing Loan Scheme, Conveyance and Computer Loan Scheme, Incentives Scheme to Employees For Pursuing Higher Studies 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.

**Please note: No housing/accommodation facility will be provided by IBPS.**

## F. SERVICE AGREEMENT BOND:

At the time of joining the services of IBPS, the selected candidate who will be joining IBPS as **Server Administrator / Programming Assistant / Assistant** is required to execute a Service Bond of Rs. 1 lakh (Rupees one lakh) only. The Candidate shall have to serve for a minimum period of 2 years in IBPS w.e.f. date of his/her joining IBPS or else shall pay an amount of Rs. 1 lakh (Rupees One lakh) only to IBPS towards the Service Bond. This service bond period may get extended by the number of loss of pay (LOP) days.

## G. CONDUCT OF SELECTION PROCESS

1. The scrutiny of applications shall be done based on the minimum eligibility criteria published in the advertisement. Preference will be given to candidates staying in Mumbai. The Institute reserves the right to determine shortlisting criteria, preferences, and the number of candidates called for the selection process. The Institute's decision will be final and binding. No correspondence will be entertained in this regard.
2. Preference will be given to candidates staying in Mumbai.
3. Candidates who have been shortlisted in the scrutiny of applications will subsequently be called for further process of selection comprising Verification of Documents, Online Examination and Personal Interview to be conducted at IBPS.
4. **Candidates to appear for a Selection Process at Institute Of Banking Personnel Selection, IBPS House, 90 Ft DP Road, Behind Thakur Polytechnic, Off. W E Highway, Kandivali (East), Mumbai 400101 on given date and time at his/her own expenses and IBPS will not reimburse any cost of traveling/boarding.**
5. Candidates will not be allowed to participate if they arrive after the reporting time mentioned in their call letter or fail to bring the required documents.

6. The following documents in original and 01 (one) set of self-attested photocopies of documents/ certificates 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 participate in Selection Process. Non submission of requisite documents by the candidate at the time of Selection Process will debar his / her candidature from participation in the process.

**1)** Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB)/Leaving certificate

**2)** Photo Identify Proof 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 and requisite documents submitted**. If identity of the candidate is in doubt the candidate may not be allowed to appear in the selection process**.

- 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.

**3)** Address Proof : Electricity Bill / Passport / Property Agreement /Telephone (landline or post-paid mobile bill) /Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

**4)** Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result before the date of Selection process has to be submitted.

**5)** 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 Selection process, in the absence of which their candidature will not be considered.

**6)** Experience certificates: Certificate in support of claim regarding experience, indicating the nature of duties performed and the functions of the Organization where such experience was gained. Such experience must be acquired after completing educational qualification as specified for the concerned post. (Hardcopy/Digitally signed copy/ Received from Valid email id—subject to verification of experience certificates will be accepted).

**7)** Copy of latest payslip/ Copy of appointment letter / promotion letter / Relieving letter etc. from previous/ present employer, if any.

**8)** A Candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted;

(1) In case of marriage of women: Photocopy of Husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
(2) In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
(3) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
(4) In other circumstances for change of name for both male and female:
Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspapers in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

**9)** Any other relevant documents in support of eligibility and suitability for the post.

7. Original Certificates should not be submitted along with the application but should be brought for verification. The Institute is not responsible for returning any original Certificates /Testimonials submitted with the application.

8. At the time of Selection Process, the candidate should submit (01) set of self-attested photocopies of certificates and documents in support of educational qualification, experience, date of birth and other documents in support of information submitted in the application form. and should produce Original certificates for verification. In the absence of Original certificates and valid documents, candidature of the candidates shall be cancelled. IBPS takes no responsibility to receive/ collect any certificate / document sent separately.

9. 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.

10. Where number of candidates registered 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 upload all the supporting documents for document verification.

11. 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

12. Candidates will appear for the selection process at IBPS at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.

## H. CONDUCT OF ONLINE EXAMINATION

The online examination may be conducted online only at IBPS, Mumbai.

**TEST STRUCTURE**: The structure of the Examination which will be conducted online is as follows:

### (1) For the post of Server Administrator :

| Sr. No. | Name of the Test | No. of Qs. | Max. Marks | Duration | Version |
|---|---|---|---|---|---|
| 1. | Aptitude | 30 | 30 | Composite time of 90 minutes | English |
| 2. | Professional Knowledge | 70 | 70 | | |
| | **Total** | **100** | **100** | | |

### (2) For the post of Assistant :

| Sr. No. | Name of the Test | No. of Qs. | Max. Marks | Duration | Version |
|---|---|---|---|---|---|
| 1. | General Awareness | 20 | 20 | Composite time of 90 minutes | English |
| 2. | Knowledge of English | 20 | 20 | | |
| 3. | Reasoning | 20 | 20 | | |
| 4. | Numerical Ability | 20 | 20 | | |
| 5. | Knowledge of Computer | 20 | 20 | | |
| | **Total** | **100** | **100** | | |

### (3) For the post of Programming Assistant :

| Sr. No. | Name of the Test | No. of Qs. | Max. Marks | Duration | Version |
|---|---|---|---|---|---|
| 1. | Aptitude | 50 | 50 | Composite time of 90 minutes | English |
| 2. | Professional Knowledge | 50 | 50 | | |
| | **Total** | **100** | **100** | | |

IBPS reserves the right to modify the structure of the examination.

## I. 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.

## J. 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.**

## K. PERSONAL INTERVIEW

**Successful Candidates in the online examination will be required to appear for Personal Interview immediately on the same day (or next day depending on the response received).**

## L. MERIT LIST

Based on the performance of the candidates in the selection process, only provisionally selected candidate(s) will be informed by email / letter at a later date. At the time of joining, the provisionally selected candidate(s) is/are required to produce the originals of the documents to prove his/her/their eligibility with regard to age, educational qualification, experience etc.

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

## M. HOW TO APPLY: –

Candidates can apply **ONLINE** only from **29.10.2026 to 12.11.2026** and no other mode of application will be accepted.

**Application Fees/ Intimation Charges Payable from 29.10.2026 to 12.11.2026 (only Online payment) both dates inclusive, shall be as follows:-**

- **Rs. 250/- for each candidate.**

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

Candidates applying for multiple posts are required to submit separate application form and fee. Application submitted for a particular post is not transferable to any other post. In case of multiple Applications for the same post, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

## N. PRE-REQUISITES FOR APPLYING ONLINE

Before applying online, candidates should—

Scan all the required documents, photograph and signature ensuring that all the documents, photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure to this Advertisement.

**Signature in CAPITAL LETTERS will NOT be accepted.**

Have a valid personal email ID, which should be kept active till the completion of this round of Recruitment Process. IBPS may send call letter for the selection process 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.

## O. 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 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

## P. GENERAL INSTRUCTIONS

1. Candidates will have to invariably produce and submit the requisite documents and certificates at the time of Selection Process.
2. A Candidate's admission to the Selection Process is strictly provisional. The mere fact that the participation in the selection process 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). If any of these shortcomings is detected after appointment in IBPS, his/her services are liable to be summarily terminated.
3. Before coming for the Selection Process, 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. The candidate must ascertain the correctness of each information/detail before filling out the application form and final submission.
4. The candidate shall be wholly/exclusively responsible for the information/details so filled/ provided in his application form. If any information provided by the candidate is found to be false or incorrect or is not in conformity with the eligibility criteria, or if any claim made in the application is not found substantiated, then his / her candidature is liable to be rejected at any stage of the recruitment/selection process.
5. Decision of IBPS in all matters regarding eligibility of the candidate, selection of candidate for online examination / interview, 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 process of selection including online examination, 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.
6. The application once submitted will not be allowed to be withdrawn.
7. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application and in all correspondence with IBPS in future should be identical and there should be no variation of any kind.
8. IBPS, at various stages, may capture IRIS scan / biometric impressions for verification of the genuineness of the candidate. Decision of the IRIS data /biometric impressions 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 / biometric scanning / verification on any occasion may lead to cancellation of candidature.
9. Any dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
10. Canvassing in any form will be a disqualification.
11. Any request for change of details mentioned in the application form submitted will not be entertained.
12. 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.

13. These positions are not open to internal candidates, either regular or contractual.
14. IBPS would be analyzing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

At the time of Online examination, Interview or in a subsequent selection Procedure, if a candidate is (or has been) engaged in using unfair means or impersonating or procuring impersonation by any person or misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/ her candidature or obtaining support for his/ her candidature by unfair means, or carrying mobile phones or similar electronic devices of communication in the examination hall or devices with screen freeze or storage facility etc. furnishing any particulars that are false, tampered with or fabricated and suppress any material information while submitting application form, shall be liable :

(a) to be subjected to criminal prosecution.
(b) to be disqualified from the selection process for which he/ she is a candidate
(c) to be debarred either permanently or for a specified period from any examination conducted by IBPS
(d) for termination of service, if he/ she has already joined the IBPS.

15. 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.
16. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
17. The possibility of occurrence of some problem in the administration of the selection process cannot be ruled out completely. In that event, every effort will be made to rectify such problem, which may include conduct of another process if considered necessary or extend the time to complete the process.
18. IBPS reserves the right to change (cancel/ modify/ add) any of the eligibility criteria, method of selection, Venue etc., if the need arises, without issuing any further notice or assigning any reason thereof.
19. 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.
20. IBPS can cancel the selection process at any point of time without giving any reason.

21. Candidate will bear travel, accommodation charges etc. by own for appearing in selection process. IBPS will not provide any reimbursement/refund in this regard.
22. All the above positions require full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute only are expected to participate in the process.
23. Success in the selection process confers no right of appointment unless Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.
24. The Institute will not enter into any correspondence with the candidates regarding not being called for interview / unsuccessful candidates after interview etc.
25. Those who have participated in an earlier round of the selection process for any of these positions are not eligible to participate again.
26. There would be a probation period of 1 year and the service will be confirmed subject to satisfactory completion of the probation and other requirements as per IBPS staff rules.
27. Mere fulfilling the eligibility criteria will not guarantee shortlisting for further selection process.

**Q. 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.

**R. 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.***

**29.10.2026**

Division Head (Administration)
IBPS, Mumbai

**Annexure I**

## 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.<br>❖ Look straight at the webcam/ camera.<br>❖ Photograph should be of passport size. | ❖ Small size photograph is not to be clicked/uploaded.<br>❖ Coloured glasses or sunglasses/ cap should not be worn.<br>❖ Shadow on face/ not facing the camera/ distorted face/ face covered with mask/ blurred image.<br>❖ 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.

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