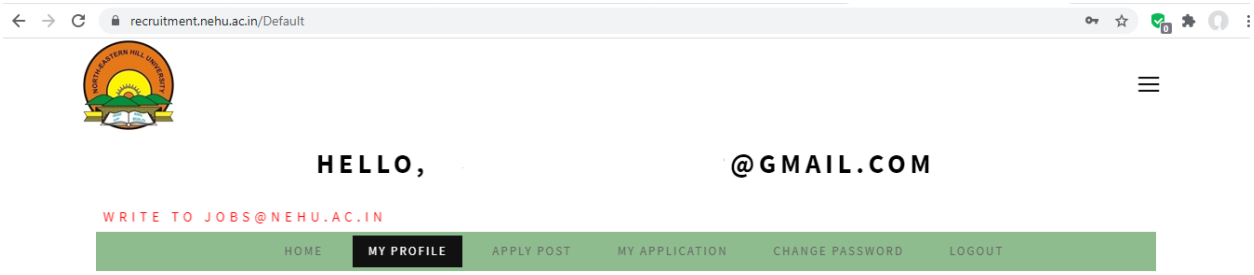
FAQ

Q. 1 How to Register?

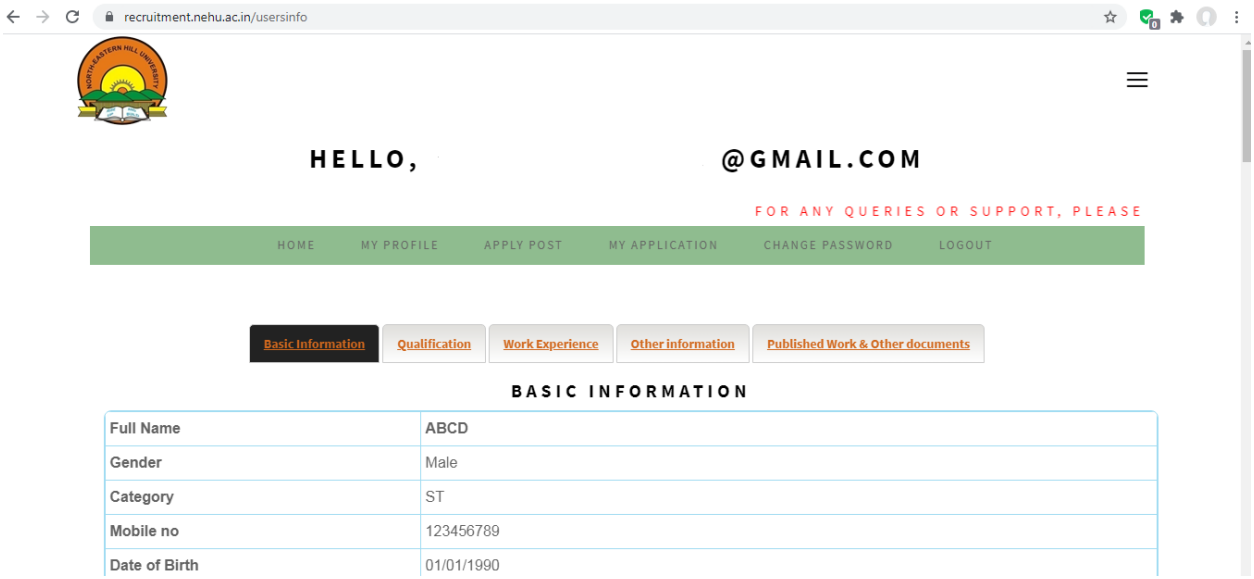
Answer: Enter your genuine email id, once registered you will receive an email for verification. You need to click the verification link sent on your email to complete your registration.

Q. 2 How to start filling up my profile?

Answer. Login to the portal. Go to my profile then fill the basic information followed by qualification, work experience, other information and published work & other documents (If any).



Click Basic information and fill the details below



Followed by:

Click Qualification then click add new qualification and fill the required details (MANDATORY)

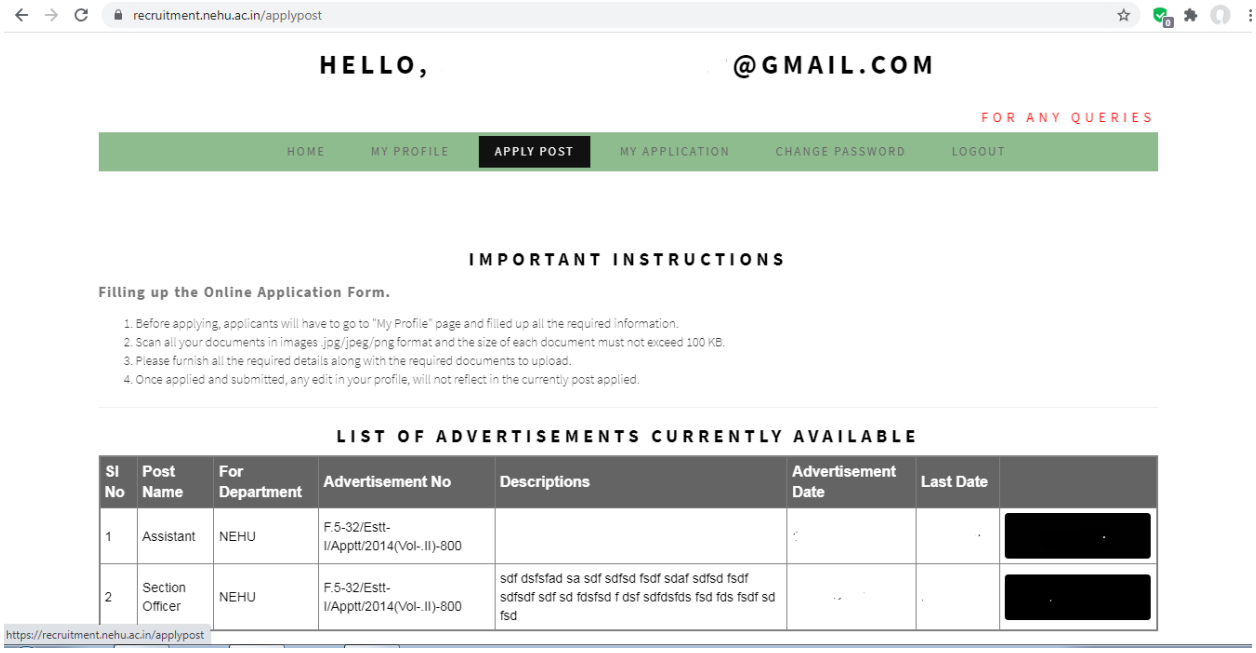
Click Work Experience then click add new work experience and fill the details below (MANDATORY)

Click Other Information and fill the details below(MANDATORY)

Click on Published Work & Other Documents (if any)

Q. 3 How to apply for the advertisement post?

Answer. After filling up my profile, go to apply post and select the post you wish to apply.

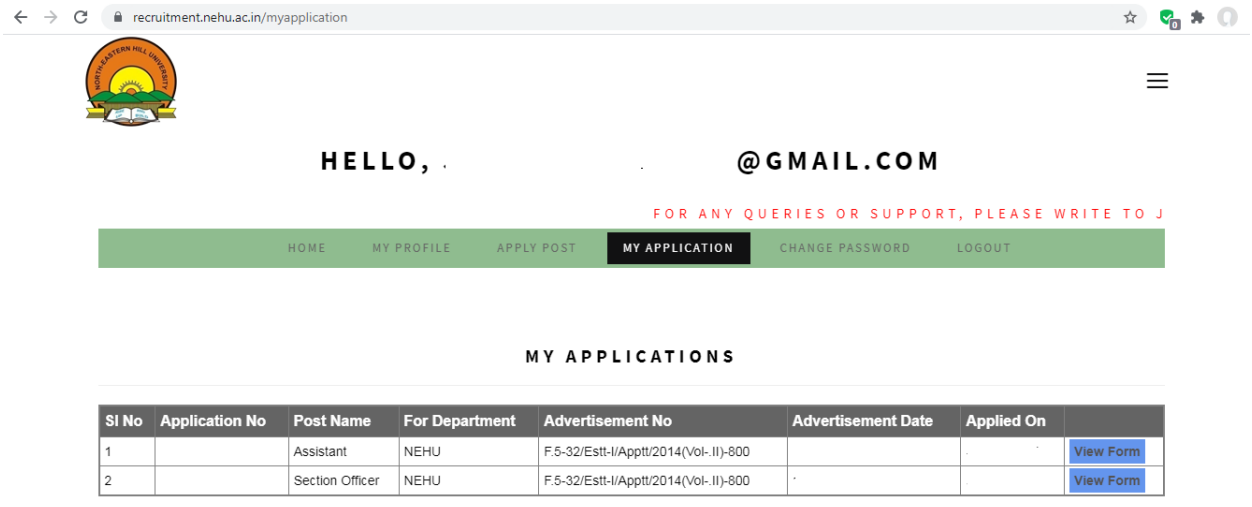


Q. 4 How to make payment?

Answer. After clicking on Apply the post, the next page will allow you to enter the SBI collect reference no and date. You are required to make the payment first before you click on Apply. Except for women and PWD candidate, you can leave all the fields blank and submit.

Q. 5 How to check the post applied?

Answer. After post is applied, you can go to my application, and download the application form.



Q. 6 Do I need to send a hard copy?

Answer. As of now, hard copies are not required to send.

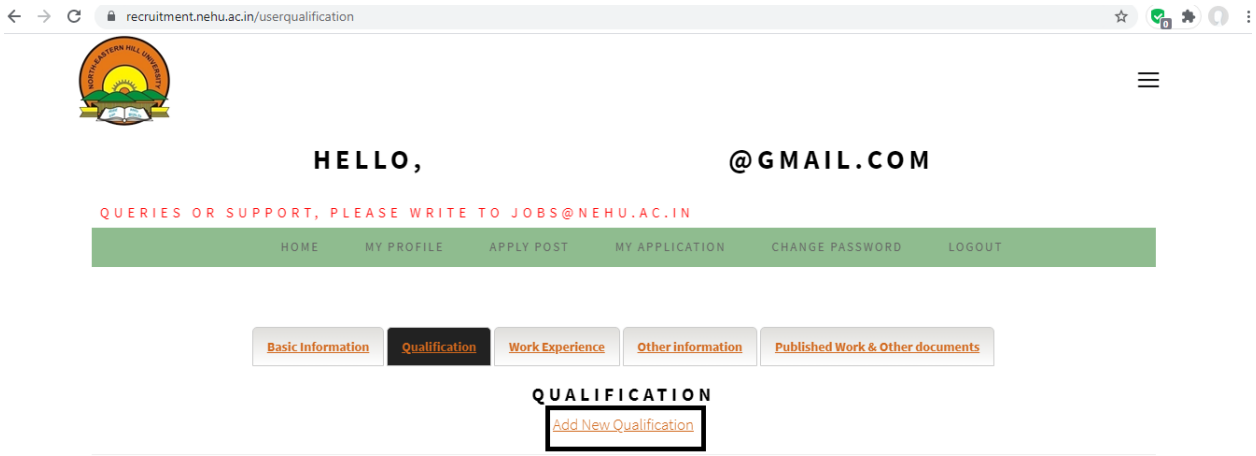
Q. 7 How to compress the image size to 100kb?

Answer. If the size of the image is more than 100kb, edit the image on MS Paint by clicking on Home-resize and resize till you get the required size. ***Make sure the image quality should not be compromised****.*

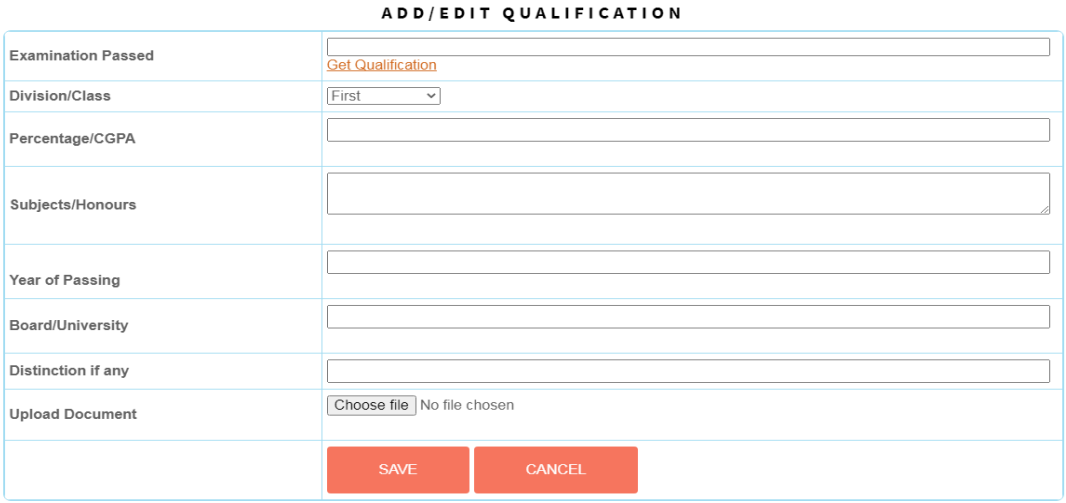
Q. 8 How to add qualification, experience and other documents?

Answer. After you login, go to qualification, click on add new qualification then click on get qualification select the category of your courses and click on confirm selection.

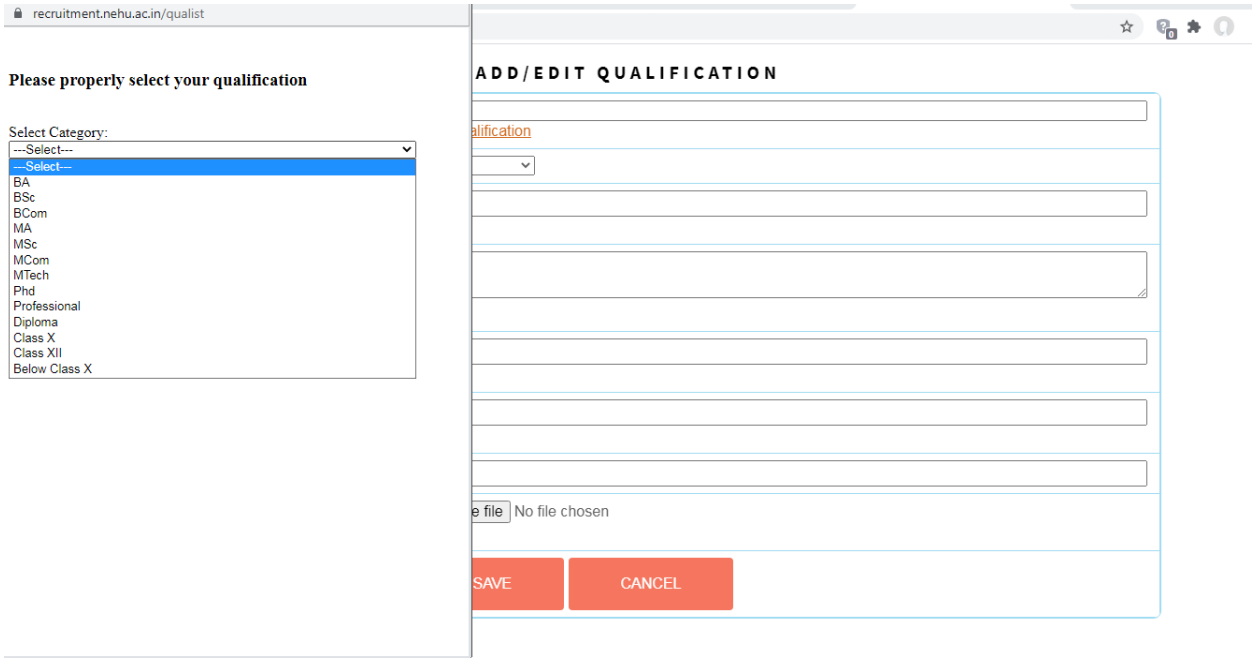
Click on Qualification and then click on Add new qualification



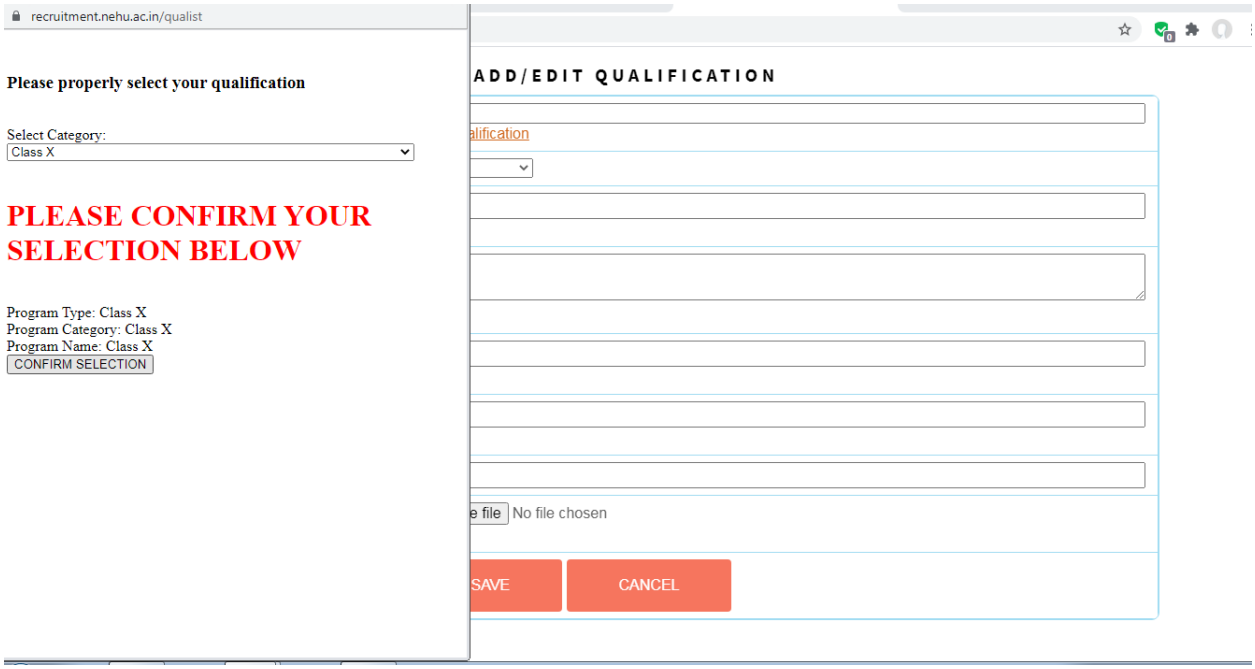
Click on Get Qualification



Select the category of your course



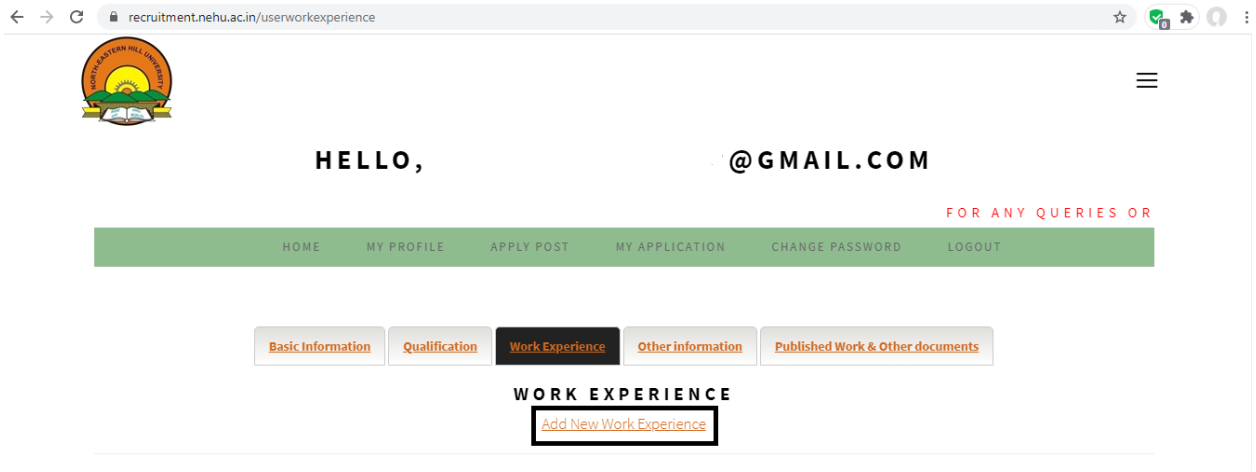
After selecting your course category, click on confirm selection



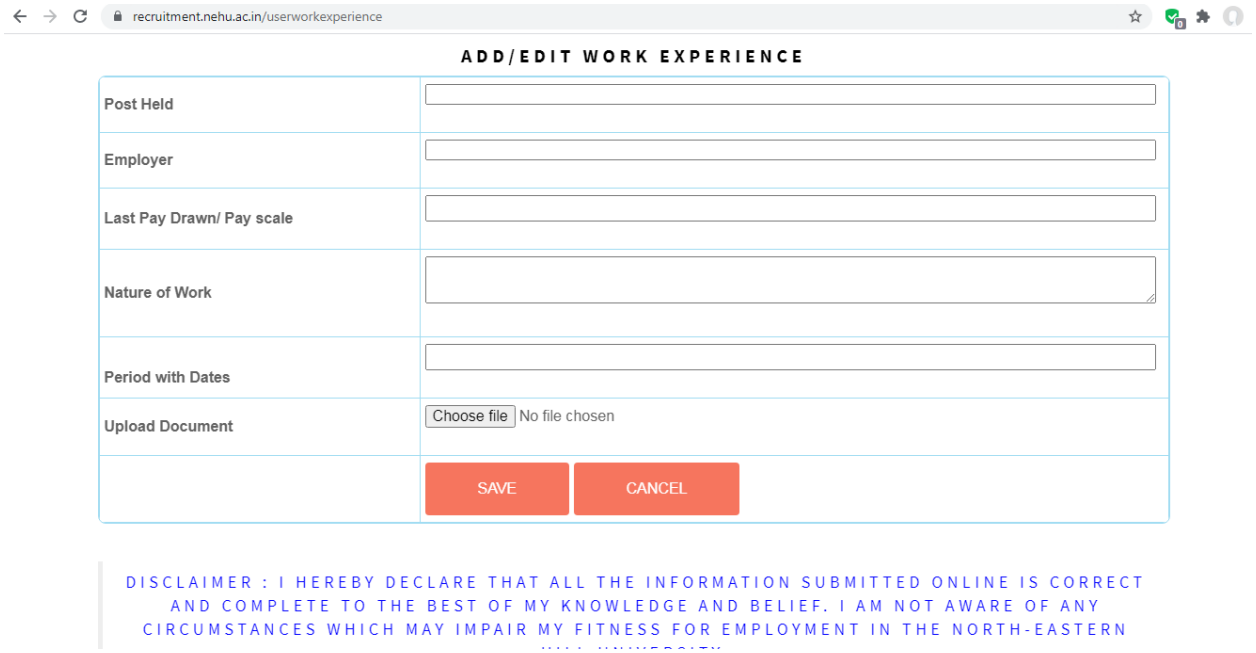
To add Work Experience:

After filling up the basic information and qualification, click on work experience, click on add new work experience and fill up the required details mentioned below.

Click on Add New Work Experience



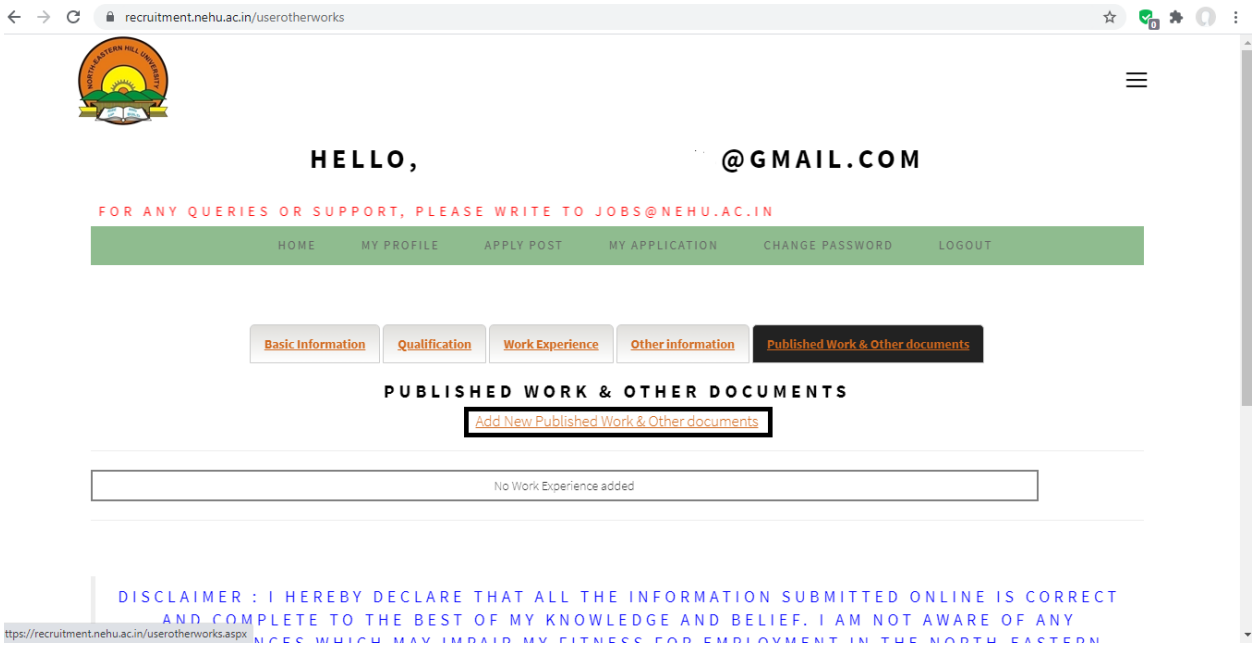
Fill the required details



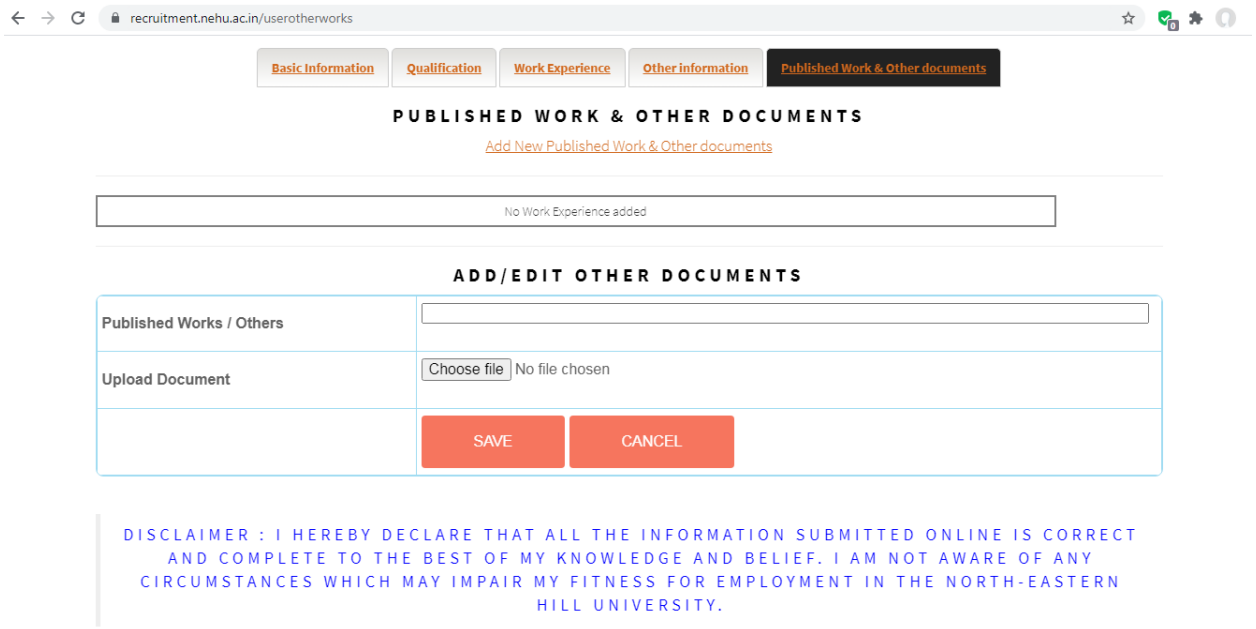
To add other documents:

After filling up the basic information, qualification and work experience, click on published work & other document and fill the required details mentioned below.

Click on Add New Published Work & Other Documents



Fill the required details



Q. 9 Can I add/modify my profile details after submission?

Answer. No. Once submitted, any modification in the profile will not reflect in the application.

However you can send a request to cancel the application. But such cancellation request can be done only before the last date of application.