



STATE BANK OF SIKKIM

(A Government of Sikkim Undertaking)

RECRUITMENT OF ASSISTANT MANAGER IN STATE BANK OF SIKKIM

NOTIFICATION NO. SBS/AM/2021/01 Dated: 25th May 2021.

DATE FOR ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES :
01.06.2021 TO 30.06.2021

Applications are invited from eligible Indian Citizens of Sikkimese origin having Sikkim Subject certificate/Certificate of Identification for appointment as **Assistant Manager(AM)** in the State Bank of Sikkim. Candidates selected are liable to be posted anywhere in India.

Any eligible candidate, who aspires to join State Bank of Sikkim as an Assistant Manager, is required to register and submit application on-line for the Recruitment Process. Bank shall not receive any physical application. The examination will be held in two phases of written and Interview(viva). Candidates who will qualify in written examination and shortlisted will subsequently be called for an Interview(viva). Date and mode of written examination shall be notified in due course keeping in view the situation generated by COVID-19 pandemic in the country.

Prospective candidates will have to apply after carefully going through the notification regarding the process of examinations and interview, eligibility criteria, online registration processes, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters etc. and ensure that they fulfil all stipulated criteria and follow the prescribed processes.

1. ELIGIBILITY CRITERIA:

(i) Minimum educational qualification

- A.** Degree of Bachelor and above from a recognized university with any one of the following as a major subject;
- (i) Business Economics,
 - (ii) Accounting,
 - (iii) Commerce,
 - (iv) Financial Management/Finance,
 - (v) Banking,
 - (vi) Mathematics

- B.** Minimum of one year of Certificate Course in Computer Application.

OR

A Degree of Bachelor or above in any discipline from a recognized university with minimum experience of five years of working in clerical cadre and above in any Banks in India.

(ii) Age limit

As on 01.04.2021 minimum age of the candidate should be 21 years and maximum of 40 years for all category of candidates in accordance with the orders issued by the State Government from time to time.

2. OTHER QUALIFICATIONS:

- (a) Should have knowledge of any of the Sikkim State Languages.
- (b) Should be conversant with the customs and usages of Sikkim.

3. OTHER REQUIRED DOCUMENTS:

- (a) Candidate must be a domicile of the State of Sikkim and must be in possession of either Sikkim Subject Certificate or Certificate of Identification issued by the competent authority under relevant orders of the State Government of Sikkim.
- (b) Category Certificate issued by the competent authority of the Government of Sikkim.
- (c) Should have valid Employment card (Local) issued by the appropriate authority of the Government of Sikkim.
- (d) In case of candidates working (employed) candidates, No objection certificate from the Head of Department/Organisation.
- (e) For candidates applying on the basis of experience in banking service, should possess certificate of experience along with NOC from the concern controlling authority.
- (f) Marital Status certificate (For female candidates only). In case of married women, SSC/COI of her husband should be submitted and in case of unmarried girl, certificate of non-marriage should be furnished from the competent authority of the Government of Sikkim dated within six months.

4. EMOLUMENTS:

The starting basic pay of an Assistant Manager in the State Bank of Sikkim is Rs. 39,100/- (Cell 1 Level 14 of the Pay Matrix). Minimum of Pay and Allowance for an Assistant Manager works out to Rs.57,367/- in the beginning. However, during the period of probation of one year, appointee shall be paid a consolidated allowance as per the extant norms of the Government of Sikkim.

5. PROBATION PERIOD:

Selected candidate shall be placed under probation for a period of one year and confirmation of his/her appointment shall be subject to successful completion of probation period.

6. EXAMINATION CENTERS:

Bank shall decide the centre and venue of examination and the same shall be informed to the candidates in due course of time.

7. APPLICATION FEE AND INTIMATION CHARGE: (Non Refundable)

Application fees of Rs.150/- (Rupees one hundred fifty only) should be deposited online during submission of the application. Fee/Intimation charges once paid will **NOT** be refunded on any account nor can it be held in reserve for any other examination or selection.

8. OTHER CRITERIAS

- (i) Candidates with record of default in repayment of loans from State Bank of Sikkim/SIDICO/SABBCO are not eligible for appointment.
- (ii) Candidates against whom there is/are adverse report regarding character & antecedents, moral turpitudes are not eligible to apply for the post. In the event of detection of such adverse reports in future, candidature/appointment shall be liable for rejection/cancelled with or without any notice to the candidate.

9. THE TENTATIVE SCHEDULE OF EVENTS:

Activity	Dates
On-line registration including Edit/Modification of Application by candidates	01.06.2021 to 30.06.2021
Payment of Application Fees/Charges	01.06.2021 to 30.06.2021
Dates for downloading of admit card, date of written exam shall be notified in due course through email, newspaper advertisement and bank's website etc. Candidates are advised to regularly keep in touch with the authorised SBS website www.statebankofsikkim.com and respective emails for details and updates.	

10. VACANCIES AND RESERVATIONS:

Examination is conducted to fill up following numbers of vacancies of Assistant Managers in the State Bank of Sikkim.

Sl	Category	No.of Posts	Reservation for Sports Persons and Artisans of Excellence (SPAЕ) : One (1) post under BL category shall be reserved for State Government certified SPAЕ. Eligible SPAЕ candidate should submit a certificate from the State Government certifying him/her as bonafide sports person/Artisans of excellence. Note: (i) If sufficient number of eligible women candidates are not available, the unfilled vacancies shall be filled up by male candidates belonging to the same reserved category. (ii) Vacancies including reserved vacancies are provisional and may vary according to the requirements of Bank. (iii) Candidate applying under BPL category must possess BPL certificate issued by DESME, Government of Sikkim.
1	Unreserved	5	
2	Bhutia Lepcha	2	
3	Bhutia Lepcha (Women)	2	
4	Bhutia Lepcha (BPL)	1	
5	OBC-Central List	3	
6	OBC-Central List(Women)	1	
7	OBC-Central List(BPL)	1	
8	OBC-State List	2	
9	OBC-State List(Women)	2	
10	OBC-State List(BPL)	1	
11	Scheduled Tribe	2	
12	Scheduled Tribe (Women)	1	
13	Scheduled Caste	1	
14	Scheduled Caste (Women)	1	
15	Primitive Tribe	1	
	Total	26	

11. EXAMINATION PROCESS:

Phase-I: Written Examination:

Written Examination consisting of Objective Tests of 200 marks on OMR(Optical Marks Recognition) system or online system will be conducted. Decision on paper based or online system shall be decided in due course depending on the situation generated by COVID-19 pandemic and the number of applicants.

This test would be of 3 hour duration consisting of 5 Sections as follows:

Sl	Name of Test	No of questions	Marks	Duration
1	English Language	25	25	Composite time of 3 hours
2	Quantitative Aptitude	50	50	
3	Data Analysis & Interpretation	50	50	
4	General/Economy/Banking Awareness	50	50	
5	Reasoning & Computer Aptitude	25	25	
	Total	200	200	

Candidates have to qualify in written test by securing passing marks to be decided by the Bank. Adequate number of candidates in each category as may be decided by the Bank (approximately 3-4 times the numbers of vacancies) will be short listed for the Interview (Viva-voce).

Penalty for Wrong Answers:

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

Phase – II: Interview (25 marks)

Maximum marks in the viva voce shall be 25. The aggregate marks of candidates qualifying in the written Tests will be arranged in descending order in each category. Adequate number of candidates in each category, as may be decided by the Bank will be called for Interview.

Final Selection

The marks obtained in the Written Examination (Phase-I) will be added to the marks obtained in Interview (Phase-II) and merit list shall be drawn in accordance with the reservation roster.

Results of the candidates qualified for Interview and the list of candidates finally selected will be made available on the Bank's website. Final selection list will be published in Local Newspaper and also in Bank's website.

12. SYLLABUS FOR THE EXAMINATION:

Syllabus for the examination.

Sl	Subject	Syllabus
1	English Language	Reading comprehension, Grammar, Vocabulary, Verbal Ability, Word Association, Sentence Improvement, Para Jumbles, Cloze test, Error Spotting, Fill in the blanks, Multiple meaning, Paragraph completion.
2	Quantitative Aptitude	Simplification, Profit & Loss, Mixtures & Alligations, Simple interest, Compound interest, surds & indices, Work & time, Time & Distance, Mensuration-Cylinder, Cone, Sphere, Data interpretation, Ratio & Proportion, Percentage, Number Systems, Sequence & series, permutation, Combination & Probability.

Sl	Subject	Syllabus
3	Data Analysis & Interpretation	Tabular Graph, Line Graph, Pie Graph, Bar Graph, Radar Graph Caselet, Missing case DI, Let it Case DI, Data sufficiency, Probability, Permutation & Combination,
4	General/Economy/Banking Awareness	Financial Awareness, Current Affairs, General Knowledge, Static Awareness, Banking Awareness, Economic Affairs.
5	Reasoning & Computer Aptitude	Verbal reasoning, Syllogism, Circular Seating Arrangement, Double Lineup, Scheduling, Input Output, Blood Relations, Directions & Distances, Ordering & Ranking, Data Sufficiency, Coding & Decoding, Code Inequalities, Course of Action, Critical Reasoning, Analytical & decision Making, Internet, Memory, Keyboard Shortcuts, Computer Abbreviations, Microsoft Office, Computer Hardware, Computer Software, Computer Fundamentals/Terminologies, Networking, Number System, Operating System, Basic of Logic Gates.

13. CONDUCT OF EXAMINATION:

Application process:

Eligible candidates should submit their application online and pay examination fees online. A link shall be provided in the bank's website to access to the application form. Candidates shall upload their photos, signatures online only and no candidate shall visit the Bank for submission of physical form.

Candidates shall not be required to submit any documents at the time of application. After completion of application process, candidates should print a copy of application to be submitted along with other requisite documents when called for. Only candidates qualifying for interview shall be asked to submit their documents before their interview.

Admit Card:

After the completion of application process, bank shall generate Admit cards for all eligible candidates and place them in the bank's website enabling candidates to download the same. Candidates shall be allowed to appear in the written examination as well as viva voce only on production of their respective Admit Card.

Final Result:

On completion of written examination and interview, bank shall compile marks of candidates in order of merit and top ranking candidates in each category shall be recommended for appointment on the basis of declared vacancies/reservations.

14. HOW TO APPLY: GUIDELINES FOR FILLING ONLINE APPLICATION:

- Candidates can apply online only from 01.06.2021 to 30.06.2021 (17.00 hours) and no other mode of application will be accepted.
- Candidates will be required to register themselves online through Bank's website **www.statebankofsikkim.com**. After registration, candidates are required to pay the requisite application fee through online mode by using debit card/ credit card/Internet Banking etc.

- (c) **Helpdesk:** In case of any problem in filling up the form, payment of fee/intimation charges or receipt of Admission/call letter, queries may be made at telephone no. **03592-202465(Extn-319)** (between 11:00 AM to 05:00 PM on working days)/ **WhatsApp No. 62944 71558** or lodge his/her query on emailed: **am2021@statebankofsikkim.com**. Candidates are advised to not to forget to mention 'Recruitment of Assistant Manager in State Bank of Sikkim 2021' in the subject of the email.
- (d) **Pre-requisites for Applying Online :** Candidates should have valid Mobile number and email ID which should be kept active till the declaration of results. It will help him/her in getting call letter/interview advices etc. by email/WhatsApp.
- (e) **Payment of Fees : [Online Mode only] :**
- Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
 - Candidates should visit Bank's website www.statebankofsikkim.com and open the appropriate Online Application Format, available in the current openings.
 - Fill the application carefully. Once the application is filled in completely, candidates should submit the same. Once the application is filled in completely, candidates should submit the data. No change /edit will be allowed thereafter. The registration at this stage is provisional.
 - Candidate should upload scanned photograph and signatures.
 - After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen.
 - The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
 - On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for physical submission when called for. The printout of the application form should not to be sent to the Bank at the time of application.
 - If the online transaction is not successfully completed, please register again and make payment online.
- (f) **Guidelines for Scanning the Photograph & Signature**
- Before applying online a candidate will be required to have a scanned (digital) image of his/her latest photograph and signature as per the specifications given in Sl.22. Online application will not be registered unless candidates uploads photo and signature as specified.

Note:

- In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

15. CALL LETTERS FOR EXAMINATION:

The candidates should download their call letter from the Bank's website. NO HARD COPY OF THE CALL LETTER WILL BE SENT BY POST.

16. PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:

The candidates must bring one photo identity proof such as passport/Aadhar/PAN Card/Driving Licence/Voter's Card/Bank Passbook with duly attested Photograph/Identity Card issued by School or college/Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the test.

17. BIOMETRIC VERIFICATION:

The Bank, at various stages, may capture thumb impression of the candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that this correct thumb impression is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehandi, ink, chemical etc. on their hands.

18. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT :

- (a) Candidates are cautioned that they should not furnish any particulars that are false, tampered/ fabricated and they should not suppress any material information while filling up the application form.
- (b) At the time of examination/interview, if a candidate is (or has been) found guilty of:
 - (i) using unfair means during the examination or
 - (ii) impersonating or procuring impersonation by any person or
 - (iii) misbehaving in the examination hall or
 - (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
 - (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable:
 - a) to be disqualified from the examination for which he/she is a candidate
 - b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
 - c) **The Bank would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine / valid, the Bank reserves the right to cancel his/her candidature.**

19. USE OF MOBILE PHONES, PAGERS, CALCULATOR OR ANY SUCH DEVICES:

- (i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination/interview is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
- (ii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination/interview, as arrangement for safekeeping cannot be assured.
- (iii) Candidates are not permitted to use or have in possession of calculators in examination premises.

20. GENERAL INFORMATION:

- i) Candidates are advised to take a printout of their system generated online application form after submitting the application.
- ii) Candidates should satisfy themselves about their eligibility for the post applied for. The Bank would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

- iii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- iv) State Bank of Sikkim does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of State Bank of Sikkim.
- v) Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination and interview will be summarily rejected/ candidature cancelled.
- vi) The possibility for occurrence of some problems in the administration of the examination cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.
- vii) Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered.
- viii) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- ix) A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/she does not belong to the creamy layer as on 01.04.2021. OBC certificate containing the 'Non-creamy layer' clause should be submitted by such candidates, if called for interview.
- x) Candidate applying under BPL category must possess valid BPL certificate issued by DESME, Government of Sikkim.
- xi) Candidates are advised to keep their e-mail ID/Mobile numbers alive for receiving advices, viz. call letters/ Interview advices etc.
- xii) Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of the Bank.
- xiii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Gangtok and courts/tribunals/ forums at Gangtok only shall have sole and exclusive jurisdiction to try any cause/dispute.

21. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on the State bank of Sikkim's authorised website www.statebankofsikkim.com from time to time.

22. GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5CM × 3.5CM) & SIGNATURE

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

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face

- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb-
- Signature in CAPITAL LETTERS shall NOT be accepted.**

Scanning the photograph & signature :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- 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 photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.-
Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

23. DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of the bank in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

sd/-

(S.R.Karki)

GANGTOK THE 25TH MAY 2021.

CHIEF GENERAL MANAGER