

IMPORTANT:

- ☞ **Take a printout of this page for assistance in on-line application submission.**
- ☞ **For security reasons, we have disabled “double clicks”, “Back”, “Forward” and “Refresh” tabs of the browser.**
- ☞ **The session will expire automatically, if the browser window is idle for a long time.**
- ☞ **The candidates are advised to keep the image/picture file of the signature and photograph (size≤45KB and file type .jpg or .jpeg only) ready.**
- The Posts advertised will be visible in ‘Home page’ and the details of each post can be viewed from its links.
- If you are a new user, please register from the options ‘New User? Register’ in the Home page
 - In the New User Registration form you should provide the valid data in order to register your name.
 - While giving the e-mail, you should give the valid e-mail. The password may be different from your e-mail password, but you should ensure that you remember the password for future correspondence.
 - After giving the relevant details click ‘Register’.
 - On successful registration you will be getting Registration details stating your email-id and Password. This email-id and Password is necessary for applying for any post and for later communication/reference.
- Click ‘Login’ option and enter your ‘email-id’ and ‘password’ to login.
- From the ‘Online Application Form’ menu:
 - Select the required ‘Advertisement No.’ and ‘Post’ and click ‘Search’. Please make sure that you are applying for the correct post before filling the online application form. (The name of the candidate should be as per SSC certificate (even if the maiden name has changed for married women.)
 - Please enter all the mandatory fields.(*)
- There is no ‘EDIT’ option available after submission of application. Candidates are advised to ensure that they fill the data correctly and check before submitting the application.
 - Enter the required data and click on ‘Save Draft’ option before proceeding to the next tab.
 - If all the information entered is correct, you may click ‘submit’.
 - On clicking the ‘submit button’, you will get the Application No. Since this number is required for tracking your application later, retain it for future use.
 - Now go to ‘My Account’ menu.
 - From the option ‘My application’ you will get the details of the application submitted and its status. The printout of the application form can be taken from here.
 - From the option ‘Make Payment’ you can pay the fees. Select ‘Application No.’ And click on submit. Click on ‘Continue to SBIPay for payment’ and ‘proceed’ for completing the payment formalities.
- If you forget your application number, login to the ‘Home Page’ using ‘email-id’ and ‘password’ and access ‘My Application’ from the ‘My Account’ menu.