

**SECURITIES AND EXCHANGE BOARD OF INDIA****Recruitment of Officer Grade A (Assistant Manager) - General, Legal, Information Technology, Official Language and Research Stream****IMPORTANT DATES TO REMEMBER:**

On line Application	May 05, 2017 to May 26, 2017
Payment of fee On-Line	May 05, 2017 to May 26, 2017
Availability of Call Letters on SEBI website (for On-Line Examination)	Will be intimated by email/SMS
Date of On-Line Examination	June 25, 2017

Securities and Exchange Board of India (SEBI), is a statutory regulatory body established by an Act of Parliament, to protect the interests of investors in securities, to promote the development of and to regulate the securities market.

**I. SEBI invites applications from Indian citizens for the post of Officer Grade A (Assistant Manager) - General, Legal, Information Technology, Official Language and Research Stream. SEBI reserves the right to fill up the posts or not to fill up the posts at all.**

Stream	Number of posts					Out of which PWD	Age Limit as on 30.04.2017*	Qualification as on 30.04.2017
	UR	OBC	SC	ST	Total			
General	19	5	0	0	24	01 For HH	UR: 27 years OBC (NCL): 30 years	Master's Degree in Economics/ Commerce/ Business Administration/ Post Graduate Degree in Management/ Post Graduate Diploma in Management with 55% marks (50% for PWD-HH) in the aggregate, CA/CFA/CS/ICWA.
Legal	6	0	1	0	7	01 for VH	UR: 27 years SC: 32 years	Bachelor's Degree in Law from a recognized University/Institute with minimum 55% marks (50% for SC/PWD-VH) in the aggregate or LL.M.
Information Technology	1	1	1	0	3	01 For HH**	UR: 27 years OBC (NCL): 30 years SC: 32 years	First class graduate (55% for SC/PWD-HH) in engineering (electrical/ electronics/ electronics and communication/ information technology/ computer science)/ Masters in Computers Application/ First class graduate in any discipline (55% for SC/PWD-HH) with post graduate qualification (minimum 2 years duration) in computers/ information technology.
Official Language	1	0	0	0	1	01 For HH**	Refer to note at * below	Master's Degree in Hindi with 50% (PWD-HH) in the aggregate with English as one of the subjects at Bachelor's Degree level or Master's Degree in Sanskrit /English /Economics/Commerce with 50% (PWD-HH) in the aggregate with Hindi as a subject at Bachelor's Degree level.

Research	2	0	0	1**	3	0	UR: 27 years ST: 32 years	Masters degree in Statistics/ Economics/ Commerce/ Business Administration (Finance)/ Econometrics with minimum 55% marks (50% for ST).  Candidates with a Doctorate in topics related to above subjects shall be given preference. Research or teaching experience and publication in standard journals will be considered as an additional qualification.
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\*\* Figures indicates backlog vacancies.

The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University / Institute. In case the result of a particular examination is posted on the website of the University / Institute, a certificate issued by the appropriate authority of the University / Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

Where there is no vacancy reserved for OBC/ SC/ST category candidates, such candidates can still apply. However, they will not be eligible for any relaxations. SC/ST candidates are exempt from payment of application fee even in such case but will have to pay specified intimation charges.

The PWD candidates may belong to any category (i.e., General/SC/ST/OBC). 'Current and Backlog reserved vacancies' for PWD are horizontal and within the overall vacancies for the post.

Candidates who are orthopedically challenged/ visually challenged/ hearing impaired having 40% or more disability are eligible to apply in the General/ OBC/ SC/ ST category and they will be eligible for concession/ relaxation in application fee and any other relaxation as applicable to the OBC/ SC/ ST category (as the case may be).

**Candidates are eligible to apply for only one stream as the date and time of On-line Examination will be the same for all streams.**

Candidates applying for any of the above mentioned streams would be expected to be computer literate and conversant with MS Office, Word and Excel Applications.

Work experience: Experience in the related field will be considered during the selection process. The candidate will be required to submit the experience certificate(s) from employer(s).

- \*(i) Candidates belonging to 'Non Creamy Layer' are eligible to apply under OBC Category. The OBC candidates who belong to 'Creamy Layer' are not entitled to apply under OBC Category. Candidates may please note that the non-creamy layer certificate issued before May 30, 2014, will be treated as outdated and such applications will be liable to be rejected, even though they may belong to OBC (NCL).
- (ii) Relaxation of 10 (ten) years for PWD (General) candidates wherever vacancies are identified for PWD candidates shall be given. Relaxation of 13 (thirteen) years for PWD (OBC) candidates where vacancies are reserved for OBC candidates. Relaxation of 15 (fifteen) years for PWD (SC/ST) candidates where vacancies are reserved for SC/ST candidates. The PWD candidates may be given age relaxation in case the post is identified but not reserved.
- (iii) Relaxation of 5 (five) years for Ex-servicemen\*\*\* (Maximum age limit as on 30.04.2017- 32 years)
- (iv) Relaxation of 5 (five) years for candidates ordinarily domiciled in the State of Jammu and Kashmir between January 1, 1980 and December 31, 1989 (Maximum age limit as on 30.04.2017 - 32 years).

**[\*\*\*Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released/discharged on account of physical disability attributable to Military Service or on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.]**

SC/ ST/ OBC/ PWD candidates should possess a latest certificate to this effect issued by the Competent Authority in the prescribed Format (formats are available on the SEBI website).

II. **MODE OF SELECTION:** Mode of selection for the General, Legal, Information Technology, Official Language and Research Stream will be On-Line Examination and Interview as under:

a. **On-Line Examination:**

An online examination of two hours duration consisting of Objective type (Multiple Choice) questions for 200 marks will be held on June 25, 2017.

Sl. No.	Stream	Tests	Maximum Marks	Duration
1	General / Research	English Language	50 marks	120 minutes
		Quantitative Aptitude	50 marks	
		Reasoning ability	50 marks	
		General Awareness	50 marks	
2	Legal / Information Technology / Official Language	English Language	40 marks	120 minutes
		Quantitative Aptitude	40 marks	
		Reasoning ability	40 marks	
		General Awareness	40 marks	
		Professional Knowledge	40 marks	

Candidates would have to secure minimum marks separately for each section, based on Group Performance, as decided by SEBI.

b. **Interview:** On fulfilling the criteria of minimum cut off marks in each subject, candidates will be shortlisted based on Group Performance as decided by SEBI.

List of candidates shortlisted for interview will be made available on SEBI website. Only the shortlisted candidates will be called for interview. Application fee shall not be refunded to the candidates not shortlisted for the interview.

SEBI reserves the right to modify the selection procedure, if deemed fit.

III. **SERVICE CONDITIONS/ PAY AND ALLOWANCES:**

a. **Pay:** The incumbent will be on a scale of pay of Officer Grade A in the scale of Rs. 28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 (17 years).

Presently, the gross emolument including Board Contribution towards National Pension Scheme (NPS), Grade Allowance, Special Allowance, Dearness Allowance, Family Allowance, Local Allowance etc. at Mumbai at the minimum of this scale is approx. Rs. 92,000/- p.m. without accommodation and Rs. 62,000/- p.m. with accommodation.

b. **Benefits:** Other benefits viz., Leave Fare Concession, Medical Expenses, Financial Dailies, Book Grant, Briefcase, Conveyance Expenses, House Cleaning Allowance, Staff Furnishing Scheme, Scheme for Purchasing Computers, Subsidized Lunch Facility and all other benefits as admissible to an Officer in Grade A in SEBI.

c. **Accommodation:** All efforts would be made to provide residential accommodation, subject to availability.

d. **Posting:** The incumbent may be posted and transferred to any location in India where SEBI has its Offices.

#### IV. EXAMINATION CENTRES:

a. The On-Line examination will be held at the following 15 centres:

Ahmedabad/Gandhinagar	Guwahati	Kolkata/ Greater Kolkata
Bengaluru	Hyderabad/ Rangareddy	Lucknow
Bhubaneswar	Indore	Mumbai/Greater Mumbai/Navi Mumbai/Thane
Chandigarh/ Mohali	Jaipur	New Delhi-NCR
Chennai	Kochi/ Ernakulam	Patna
Ranchi	Raipur	Vijayawada
Panaji	Dehradun	Agartala

#### V. APPLICATION FEE (NON-REFUNDABLE)

Category of Applicant	Amount of Fees (Non-refundable)
Unreserved& OBC (NCL)	Rs. 600/- as application fee cum intimation charges plus applicable bank charges.
All SC/ST/Persons With Disability (PWD)	Rs. 100/- as intimation charges plus applicable bank charges

#### VI. NOTE FOR PERSONS WITH DISABILITIES (PWD)

##### Definition of Person with Disabilities

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Government.

The definitions of the categories of disabilities for the purpose of reservation in the employment are as under:

##### Visually impaired (VH)

Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses and (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning ever after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

##### Hearing Impaired (HH)

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e., total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech.

Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

##### Orthopedically Challenged (OH)

An Orthopedically Challenged (OH) person is one suffering from locomotor disability or cerebral palsy. Persons who suffer from not less than 40% of relevant disability would be eligible to apply.

"Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

"Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

### **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- Candidate should ensure that he/ she is eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe can be from any academic discipline in case of General Stream. In case of Specialist streams, i.e., Legal, Information Technology, Official Languages and Research Streams, the scribe should be from an academic stream different from that stipulated for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of the scribe along with call letter at the time of examination confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination. Proforma of undertaking will be made available on SEBI website on or before the Call Letters for the online examination are made available on the SEBI website.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition the scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

#### (i) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

#### (ii) Guidelines for Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

## **GUIDELINES FOR PERSONS WITH DISABILITIES**

- i. A compensatory time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) and for Visually Impaired candidates under Blind/Low Vision (who suffer from not less than 40% of disability).
- ii. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.

The above guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

### **VII. Pre-examination training for SC/ST/PWD candidates:**

SEBI will arrange pre-examination training for SC/ST/PWD candidates, free of cost at Mumbai, Kolkata, Chennai and New Delhi centres. Candidates, who desire to avail of the training, may apply separately by email at [preexamtraining@sebi.gov.in](mailto:preexamtraining@sebi.gov.in) in the following format along with **a scanned copy of the caste/PWD certificate**, while indicating their choice of centres, on or before the last date of submission of online application form i.e., on or before May 24, 2017.

<b>Sr. No.</b>	<b>Description</b>	
1	Name (including Surname)	
2	Father's/Husband 's Name	
3	Category(SC/ST/PWD)	
4	Caste Name	
5	Designation of Caste Certificate Issuing Authority & Date of Issue	A) Designation: B) Date of Issue:
6	Place of Issue (Village, Tehsil, District and State/Union Territory)	Village/Town/City: Tehsil District State/U.T:
7	Address for Correspondence of the Candidate with PIN Code	
8	E mail	
9	Mobile No.	
10	Online Application Registration No.	
11	Date & Transaction No of e-receipt for payment of examination fee amount Rs.100/-	
12	Choice of pre-examination training center*	
13	Stream applying for	

\* SEBI reserves the right to allocate any of the above centres for pre-examination training, irrespective of the choice given.

While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc., will have to be borne by the candidate for attending the pre-examination training programme at the designated centres. Candidates will be required to make their own arrangements for travel, boarding, lodging etc., for the duration of the training.

Candidates will also have to bring an attested copy of their caste certificate and a copy of the registration receipt on the first day of the training.

The details of the Pre-examination training will be communicated to the candidates only via email.

Depending on the response and the administrative feasibility, the right to cancel any of the pre-examination training centres and/or add some other centres is reserved by SEBI.

By merely attending the pre-examination training, no candidate acquires any right to be selected in SEBI.

#### **VIII. GENERAL INSTRUCTIONS:**

- a. Candidate who is eligible and desires to apply for the above post should submit an **ON-LINE application** with requisite fee/ intimation charges (wherever applicable).
- b. Fees sent in any other manner not prescribed in this advertisement and / or the application submitted without depositing the fee/ intimation charges would be rejected and no correspondence shall be entertained in this regard.
- c. Candidates should satisfy themselves about their eligibility for the post applied for.
- d. If the candidates are not eligible or have knowingly or willfully furnished incorrect or false particulars or suppressed material information, their candidature will be liable to be cancelled at any stage of the selection. If the candidate qualifies in the selection process and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, the appointment would be terminated without any notice or compensation.
- e. Candidates who are already in service of Govt./ Quasi-Govt. Organizations and Public Sector Banks/ Undertakings will have to produce a "No Objection Certificate" from their employer, at the time of Interview. Before appointment in SEBI, a proper discharge certificate from the employer will have to be produced.
- f. Outstation candidates called for Interview will be reimbursed single AC Three Tier Class railway fare for the to and fro journey by the shortest route, subject to submission of necessary documentary evidence.
- g. SEBI does not assume any responsibility for the candidates not being able to submit their applications within the last date.
- h. In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and Interview, in relation to number of vacancies and communication of result, SEBI's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Further, SEBI reserves the right to relax any of the requirements for the candidates in deserving cases. SEBI also reserves the right to cancel the advertisement, fully or partly on any grounds.
- i. Canvassing in any form will disqualify the candidate.

#### **IX. HOW TO APPLY:**

Candidates are required to apply On-Line through the website [www.sebi.gov.in](http://www.sebi.gov.in) from **03.05.2017** to **24.05.2017** and no other mode of application will be accepted. Candidates need not **submit the system generated print out of the ON-LINE application to SEBI's office.**

Detailed Guidelines/Procedures for:

- A. Application Registration
- B. Payment of Fees
- C. Uploading of Photograph & Signature Scan

## A. APPLICATION REGISTRATION

### I. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for uploading of photograph & signature scan.
- ii. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. SEBI may send call letters for the Interview etc., through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number. **Under no circumstances, a candidate should share/mention e-mail ID to/ of any other person.**

### II. APPLICATION PROCEDURE

1. Applicants are required to go to SEBI's website 'www.sebi.gov.in' and open the link "Careers". Thereafter, open the Recruitment Notification entitled "**SEBI RECRUITMENT EXERCISE - RECRUITMENT OF OFFICER GRADE A (ASSISTANT MANAGER) - GENERAL, LEGAL, INFORMATION TECHNOLOGY AND RESEARCH STREAM) - 2017**" and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**CLICK HERE FOR NEW REGISTRATION**" and enter Name, Contact details and Email-ID. 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.
3. In case the candidate is unable to complete the application form in one go, he/ she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application, 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.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the "**FINAL SUBMIT**" BUTTON.
5. The Name of the candidate and his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the "**VALIDATE YOUR DETAILS**" and "**SAVE & NEXT**" button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C" given below.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before "**FINAL SUBMIT**".



10. Modify details, if required, and click on "**FINAL SUBMIT**" only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on "**PAYMENT**" Tab and proceed for payment.
12. Click on "**SUBMIT**" button.

## **B. PAYMENT OF FEES ONLINE MODE**

1. Payment of application fee/ intimation charges has to be done after successful registration of the application else application will be treated as cancelled.
2. Candidates have to pay the requisite fees/intimation charges only through ON-LINE mode.
3. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
4. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
5. 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.
6. On successful completion of the transaction, an **e-Receipt** will be generated. **Candidates are required to take a printout of the e-receipt.**
7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to **login** again using their Provisional Registration Number and Password and repeat the process of payment.
8. Candidates are required to take a print of online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert it to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.
11. There is facility to print application form containing fee details after payment of fees.

## **C. GUIDELINES FOR UPLOAD OF PHOTOGRAPH & SIGNATURE SCAN**

In case the face in the photograph or signature is unclear, the application may be rejected. Candidate may edit the application and re-upload the photograph/ signature in such case.

### **PHOTOGRAPH IMAGE**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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-50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, number 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 Attendance sheet.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of examination should match the uploaded signature. In case of mismatch, the candidate may 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.

## **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/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office 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 50kb (photograph) & 20kb (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 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 & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

## **D. DOWNLOAD OF CALL LETTERS**

Candidates will have to visit the website [www.sebi.gov.in](http://www.sebi.gov.in) for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter which should be the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

## **E. CENTRE INSTRUCTIONS**

### **Note:**

1. The examination will be conducted online in venues given in the respective call letters. The addresses of the venue will be advised in the call letter. Candidates are required to indicate the preferred test centre in the application form. SEBI however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.

2. As far as possible candidates will be allotted to a centre of his/her choice. However, SEBI, reserves the right to allot the candidate to any centre (either within the state or outside the state) other than the one he/she has opted for.
3. No request for change of centre/venue/date/ session for Examination shall be entertained.
4. Choice of centre once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular centre for "Online" examination, SEBI reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, SEBI reserves the right to allot any other centre (either within the state or outside the state) to the candidate.
5. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and SEBI will not be responsible for any injury or losses etc., of any nature.

#### **F. IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhaar card with a photograph/ E-Aadhaar card with a photograph/ Employee ID in original/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card is not a valid ID proof.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination. Photo ID should be valid as on the day of the examination.

Candidates reporting late i.e., after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the start time of the test. Though the duration of the examination is 2 hours for General, Legal, Information Technology & Research and additional 30 minutes for Legal and Information Technology Stream, for professional knowledge test, candidates may be required to be present at the venue for about 4-5 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

#### **G. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of

- i. Using unfair means or
- ii. Impersonating or procuring impersonation by any person or
- iii. Misbehaving in the examination/interview 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

- iv. Resorting to any irregular or improper means in connection with his/her candidature or
- v. Obtaining support for his/her candidature by any unfair means or
- vi. Carrying mobile phones or similar electronic devices of communication in the examination/interview hall , such a candidate may in addition to rendering himself/herself liable to criminal prosecution, 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 conducted by SEBI.
  - c. For termination of service, if he/she has already joined SEBI.

#### **H. GENERAL INFORMATION:**

The possibility for occurrences of some problem in 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 the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the SEBI in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

SEBI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If from the analytical procedure adopted by SEBI in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, SEBI reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

Instances for 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 may not be allowed to appear in any SEBI 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.

Not more than one application should be submitted by any candidate. In case of multiple applications, 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.

#### **Notes:**

- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure that 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 SEBI.
- If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The SEBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- 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.**
- An online application which is incomplete **in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.**
- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.
- SEBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the SEBI.
- 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.
- Any information submitted by an applicant in his/ her application 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.

**Helpline: In case of any problem experienced in filling up the form, payment of fees/intimation charges, queries may be made at <http://cgrs.ibps.in/>. Do not forget to mention 'SEBI -Officer Grade A (2017)' in the subject of the email.**