



State Bank of India

Central Recruitment & Promotion Department

Corporate Centre, Mumbai

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**SBI RECOGNISED AS “BEST BANK IN INDIA”
FOR THE YEAR 2024 BY “GLOBAL FINANCE”**



Celebrating Excellence!



SBI recognised as Best Bank in India for the year 2024 by Global Finance.
Award presented to our Chairman C.S. Setty in Washington, D.C.

ENGAGEMENT OF SPECIALIST CADRE OFFICERS ON CONTRACT BASIS

(ADVERTISEMENT NO: CRPD/SCO/2025-26/02)

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 02.04.2025 TO 22.04.2025

State Bank of India invites Online application from Indian citizen for engagement of the following Specialist Cadre Officers. Candidates are requested to apply Online through the link given on Bank's website <https://bank.sbi/web/careers/current-openings>

1. The process of Registration is complete only when fee is deposited with the Bank through Online mode on or before the last date for payment of fee.
2. **Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the post as on the date of eligibility.**
3. Candidates are required to upload all required documents (brief resume, ID proof, age proof, caste certificate, PwBD Certificate (if applicable), educational qualification, work experience, other qualification certificates etc.) failing which their application/candidature will not be considered for shortlisting/ interview.
4. Candidature/Short listing of a candidate will be provisional and will be subject to satisfactory verification of all details/ documents with the originals when a candidate reports for interview (if called).
5. In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Work Experience etc.) he/ she will neither be allowed to appear for the interview nor be entitled for reimbursement of any travelling expenses.
6. Candidates are advised to check Bank's website <https://bank.sbi/web/careers/current-openings> regularly for details and updates (including the list of shortlisted/ selected candidates). The Call (letter/ advice), where required, will be sent by e-mail only (no hard copy will be sent).
7. ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY.
8. In case more than one candidate scores same marks as cut-off marks in the final merit list (common marks at cut-off point), such candidates will be ranked in the merit according to their age in descending order.
9. **HARD COPY OF APPLICATION & OTHER DOCUMENTS NOT TO BE SENT TO THIS OFFICE.**
10. **A CANDIDATE CAN APPLY FOR MORE THAN ONE POST.**

A: DETAILS OF POSTS/VACANCIES/ SUGGESTED PLACE OF POSTING/AGE:

Post No	Post Name	Type of Vacancy	Vacancies				Place of Posting++	Min/Max. # Age As on 31.12.2024
			SC	UR	Total	PwBD *		
						VI		
01	Dean, SBIL Kolkata	Regular	--	01	01	--	KOLKATA	35 YEARS
		Backlog	--	--	--	01		55 YEARS
02	External Faculty, SBIL Kolkata	Regular	01	02	03	--	KOLKATA	30 YEARS
		Backlog	--	--	--	01		55 YEARS
03	Marketing Executive, SBIL Kolkata	Regular	--	01	01	--	KOLKATA	28 YEARS
		Backlog	--	--	--	01		40 YEARS
Total Vacancies			01	04	05	03		

Abbreviations: SC–Scheduled Caste.

UR –Unreserved; **PwBD**-Persons with Benchmark Disabilities; **VI**- Visually Impaired.

#Relaxation in upper age for reserved categories is as per GOI guidelines

*Reservation is Horizontal and is included in the vacancy of the respective parent category.

A person who wants to avail benefit of reservation under section 34 of "The Rights of Persons with Disabilities Act 2016" [Persons with Benchmark Disabilities (PwBD)] will have to submit a latest disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be dated on or before last date of registration of application.

++ Suggested place of posting is only indicative, and the selected candidates may be posted anywhere in India at the sole discretion of the Bank

IMPORTANT POINTS

1. The number of vacancies including reserved vacancies mentioned above are **provisional and may vary** according to the actual requirement of the Bank.
2. The educational qualification prescribed for various posts are the minimum. Candidate **must possess the qualification and relevant full-time experience** as on specified dates.
3. Candidate belonging to reserved categories including Person with Benchmark Disabilities for whom no reservation has been mentioned are free to apply for vacancies announced for General category provided, they fulfil all the eligibility criteria applicable to General Category.

4. The reservation under various categories will be as per prevailing Government of India Guidelines.
5. PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.
6. Reservation for PwBD candidates is horizontal and is included in the vacancy of the respective parent category.
7. Caste certificate issued by Competent Authority on **format prescribed by the Government of India** will have to be submitted by the SC/ST/ OBC (Non-creamy layer) candidates.
8. The relevant experience certificate from employer must contain specifically that the candidate has experience in that related field as required.
9. Bank reserves the right to cancel the recruitment process entirely or for any particular post at any stage.
10. Maximum age indicated is for General category candidates. **Relaxation in upper age limit** will be available to reserved category candidates as per Govt. of India guidelines (wherever applicable).
11. Only those persons with benchmark disabilities would be eligible for reservation under PwBD category with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in a measurable terms, as certified by the certifying authority. Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available, such backlog would be filled up by inter-se-exchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.
12. **TRANSFER POLICY:** THE BANK RESERVES THE RIGHT TO TRANSFER THE SERVICES OF SUCH OFFICERS TO ANY OF THE OFFICES OF SBI IN INDIA OR TO DEPUTE TO ANY OF ITS ASSOCIATES/SUBSIDIARIES OR ANY OTHER ORGANIZATION DEPENDING UPON THE EXIGENCIES OF SERVICE. **REQUEST FOR POSTING/TRANSFER TO A SPECIFIC PLACE/OFFICE MAY NOT BE ENTERTAINED.**
13. The contractual employees will not be entitled to any benefits or perks which are payable to regular employees of the Bank during service or after retirement. They are not entitled to claim Provident Fund, Pension, Gratuity or Bonus during the period of contract or thereafter. They are also not eligible for any loans/advances under staff rate or concession in interest in deposits, as applicable to the staff members of the Bank.
14. The fixed compensation will be paid on monthly basis equivalent to 1/12th of annual compensation comprising Basic Pay, HRA, Conveyance Allowances, Medical Expenses etc., as per contractual employee's convenience. Income Tax or any other tax liabilities on such monetary compensation / remuneration will be deducted at source, as per prevailing rates mentioned in the IT Rules.
15. In addition to CTC, the contractual employees will be entitled to other perks including taxi and economy class air travel for official duties, as well deputation allowance on par with the grade of the Bank's official.
16. The Bank reserves the right to change/ modify the terms and conditions as stipulated in this advertisement and conduct rules from time to time and the candidate agrees to be bound by such change/modifications as and when made.
17. **MERIT LIST:** MERIT LIST FOR SELECTION WILL BE PREPARED IN DESCENDING ORDER ON THE BASIS OF SCORES OBTAINED IN INTERVIEW ONLY. IN CASE MORE THAN ONE CANDIDATE SCORE THE CUT-OFF MARKS (COMMON MARKS AT CUT-OFF POINT), SUCH CANDIDATES WILL BE RANKED ACCORDING TO THEIR AGE IN DESCENDING ORDER, IN THE MERIT.
18. MERE FULFILLING MINIMUM QUALIFICATION AND EXPERIENCE WILL NOT VEST ANY RIGHT IN CANDIDATE FOR BEING CALLED FOR INTERVIEW. THE SHORTLISTING COMMITTEE CONSTITUTED BY THE BANK WILL DECIDE THE SHORTLISTING PARAMETERS AND THEREAFTER, ADEQUATE NUMBER OF CANDIDATES, AS DECIDED BY THE BANK WILL BE SHORTLISTED AND CALLED FOR INTERVIEW. **THE DECISION OF THE BANK TO CALL THE CANDIDATES FOR THE INTERVIEW SHALL BE FINAL. NO CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.**
19. **RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):** Horizontal reservation has been provided to Persons with Benchmark Disabilities as per section 34 of "The Rights of Persons with Disabilities Act (RPWD), 2016". The posts are identified suitable for the Persons with undernoted categories of disabilities as defined in the Schedule of RPwD Act 2016:

Suitable Category of Benchmark Disabilities	Functional Requirement
For the Post Dean, SBIL Kolkata a) B - Blind, LV - Low Vision, b) HH - Hard of Hearing	S- Sitting, ST- Standing, W- Walking, BN- Bending, RW-Reading & Writing SE- Seeing, H-Hearing, C- Communication

<p>For the Post External Faculty -SBIL Kolkata</p> <p>a) B-Blind, LV - Low Vision, b) D-Deaf, HH - Hard of Hearing c) One Arm, Both Arm, One Leg, Both Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attacked Victims, d) Autism Spectrum Disorder (Mild), Mental Illness e) Multiple Disabilities involving (a) to (d) above</p>	<p>S- Sitting, W- Walking, MF- Manipulation by Fingers, RW-Reading & Writing SE- Seeing, C- Communication</p>
<p>For the Post Marketing Executive-SBIL Kolkata</p> <p>B - Blind, LV - Low Vision, b) D-Deaf, HH - Hard of Hearing c) One Arm, Both Arm, One Leg, Both Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attacked Victims, d) Specific Learning Disability, Mental Illness e) Multiple Disabilities involving (a) to (d) above</p>	<p>S- Sitting, ST- Standing, W- Walking, RW-Reading & Writing SE- Seeing, H-Hearing, C- Communication MF- Manipulation by Fingers,</p>

20. Visual Impairment (VI):

Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

21. **Blindness:** i. Total absence of sight; OR ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR

22. **Low Vision:** i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

Note: Only "Persons with benchmark disabilities" would be eligible for reservation with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. A person who wants to avail the benefit of reservation will have to submit latest Disability Certificate, on prescribed format, issued by Medical Authority or any other notified Competent Authority (Certifying Authority). The certificate should be dated on or before last date of registration of application.

B. DETAILS OF EDUCATIONAL / OTHER PREFERRED/COMPULSORY QUALIFICATIONS/PROFESSIONAL CERTIFICATIONS/POST QUALIFICATION WORK EXPERIENCE/ SPECIFIC SKILLS /JOB PROFILE/KRAs/CTC/ VARIABLE PAY/ ANNUAL INCREMENT /OTHER FACILITIES:

POST NO/ POST NAME:	01-Dean, SBIL Kolkata
Educational Qualifications (As on 31.12.2024)	MBA/Executive MBA from top Indian/International 'Business' schools with Minimum percentage of 55% marks (Minimum Duration of 02 Years)
Preferred Educational Qualifications (As on 31.12.2024)	OR Ph. D. from top Indian University or top Indian/International 'Business' school Preference will be given to those having MBA/Ph.D. in the discipline of Banking & Finance and/or with teaching experience in the Executive Education.
Other Professional Compulsory/Preferred Certifications (As on 31.12.2024)	Preferred: Preference will be given to those having Additional Qualifications like: Post Graduate Degree in HR/Psychology/Behavioral Science. OR Certifications Like: SHRM certified Professional (SHRM-CP), SPHR (Senior Professional in Human Resources).
Post Qualification Work Experience (As on 31.12.2024)	Total experience of 10 years is required, including a minimum of 03 years in the position of Dean/Head of the Department/Director in fields of BFSI/Leadership/Behavior Science etc. at a college or institute. Preference will be given to those having proven experience in educational institute of repute
Specific Skills (As on 31.12.2024)	<ul style="list-style-type: none"> Experienced administrator (academia or Banking & finance industry) Skilled in creating and maintaining good faculty relationship and best teaching practices Proactive with exceptional leadership skills Capabilities to lead research studies Tech savvy and capable of leading the trainings in the digital age Strong communication and decision-making skills

<p>Job Profile (Detailed description of Roles, Responsibilities, and Functions)</p>	<p>Job Profile: The Dean of the institute will primarily be the head of academics. She would strive to position the institute as a premier institute in BFSI sector. Apart from designing the courses and leading the research, dean would also be marketing the institute/programmes to external institutions.</p> <p>The primary functions of the Dean would be as under: -</p> <p>Academic</p> <ul style="list-style-type: none"> ❖ To lead the ideation of Institute's vision and directive principles ❖ Work with appointed councils and bring in expertise to define courses and curriculum to that direction ❖ To be responsible for the academic leadership of the faculty, including all aspects of teaching, learning, research and knowledge transfer ❖ To have overall responsibility for the academic quality and health of all training programmes of SBIL ❖ To have lead responsibility for ensuring a high-quality learning experience for the participants ❖ To lead research activities in SBIL <p>Marketing</p> <ul style="list-style-type: none"> ❖ To design and implement strategies to establish SBIL as premier institute for training and research in banking & finance, in and outside India ❖ To build strategic partnerships with best-in-class academia to promote SBIL and to bring in expertise ❖ To build relationships with banking and financial institutions within and outside India to develop course curriculum and programs in line with industry trends <p>Administrative (Assisting the Director)</p> <ul style="list-style-type: none"> ❖ To define policies and guidelines for the institute ❖ To be the member of executive and other committees of SBIL and lead and manage the affairs of the institute ❖ To lead and deploy faculty staffing as required to achieve the maximum efficiency and effectiveness ❖ To undertake any other responsibility commensurate with the grade of the post. 										
<p>Key Responsibility Areas (KRAs) of the post</p>	<p>KRAs for the Post: Performance against the KRAs will be evaluated as on 31st March and 30th September for payment of variable pay, as applicable. The indicative list of KRAs is given below; however, Bank may assign additional KRAs based on the requirements and after discussion with the Dean.</p> <ul style="list-style-type: none"> • Conducting Webinars Sessions at Institute • Revenue Generation by Sweating of Assets/ Marketing of External Programs/ Consultancy • Global/National level Conclaves/ Seminars / Live Events conducted involving External Institutions & Dignitaries • Publication of Articles/ research papers in leading journals / publications/ case studies • collaboration / MoU executed with external partners • Programs/ Web Series for External Organisations: Online / Blended (External) • Designing/Conducting/Coordinating new Web series/Specialized Programs (Internal) • Presentation on BFSI related topics in any public platform 										
<p>CTC (per annum)</p> <p>CTC Range</p> <p>Bifurcation of CTC (variable & fixed pay)</p> <p>Other Perks if any</p>	<p>Rs. 35 lacs to Rs. 60 lacs, which is Negotiable & will not be a bar for deserving candidate.</p> <p>(CTC will be bifurcated into fixed pay and variable pay in 80:20 ratio)</p> <ul style="list-style-type: none"> ❖ The Dean will be entitled to other perks including taxi and economy/premium economy class air travel for official duties, as well deputation allowance. ❖ The Dean will have academic freedom for speaking in conferences, guiding research scholars, consulting, conducting research, etc. The Dean should be allowed maximum of 5 days in a month for external teaching/consulting. The accruals from such activities more than Rs. 10 lacs per annum shall be shared with the Bank in the ratio 60:40 (i.e. 60% to be retained and 40% to be deposited with the Bank). 										
<p>Variable Pay Details & Terms & Conditions for Release of Variable Pay</p>	<p>Dean shall become eligible for payment of variable pay subject to securing minimum qualifying 90% marks in the performance appraisal of the relevant period. The variable pay structure depending on the performance of the Dean will be as under: -</p> <table border="1" data-bbox="562 2528 1675 2754"> <thead> <tr> <th>Appraisal score</th> <th>Eligible percentage of variable pay</th> </tr> </thead> <tbody> <tr> <td>>95%</td> <td>100%</td> </tr> <tr> <td>93% to 95%</td> <td>90%</td> </tr> <tr> <td>90% to <93%</td> <td>80%</td> </tr> <tr> <td><90%</td> <td>Nil</td> </tr> </tbody> </table>	Appraisal score	Eligible percentage of variable pay	>95%	100%	93% to 95%	90%	90% to <93%	80%	<90%	Nil
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>95%	100%										
93% to 95%	90%										
90% to <93%	80%										
<90%	Nil										

	<p>Appraisal will be compiled at half-yearly intervals as on 31st March and 30th September each year. In the first year of engagement, the appraisal will be done as on 31st March or 30th September, whichever falls first, after the completion of six months from the date of joining. The variable pay will be calculated for the entire period on which the appraisal has been done i.e., from the date of joining to the date of appraisal.</p> <p>For Example, if an individual commences employment in October'24 as a contractual employee, his/her performance review will take place after completion of six months, specifically on 31st March or 30th September, whichever falls first. In this case, his six months will be completed in April'25 and first review falls in September'25.</p> <p>In the first year, if the contract is terminated either by the Bank or by the employee before the first review (In this example, before September 30th, 2025), no variable pay will be released.</p> <p>After the first appraisal, further appraisals will be done either on 31st March or 30th September. Upon the completion of the first review, if a contractual employee's contract concludes for any reason, the variable pay will be released on a pro-rata basis.</p> <p>Payment of variable pay will be subjected to income tax rules for contractual officers.</p>
Increment, if any proposed second year onwards	Dean will also be eligible for performance based annual increment of 10% after completion of full year of service a yearly increment of 10% (On annual CTC i.e., Fixed and variable pay together) from second year onwards.
Other Facilities	<p>The overall Cost to Company (CTC) includes fixed pay, variable pay, an option for accommodation and vehicle. Indicative Cost for the facilities such as vehicles, accommodations, etc., are mentioned below:</p> <p>i. <u>Accommodation:</u></p> <ul style="list-style-type: none"> Dean may be allowed to use Bank's accommodation, subject to availability. In such cases, his/her CTC will be reduced by the entitlement of the similar grade officer at same centre of posting. At present, the entitlement of similar grade officer at Kolkata is Rs. 58,000/-. Accordingly, the Overall CTC will be reduced by around Rs 7.00 Lakhs pa. If the Dean does not opt for accommodation, HRA will be paid. <p>ii. <u>Vehicle:</u></p> <ul style="list-style-type: none"> Approximately, Rs. 1,00,000/- per month will be the indicative cost for Dean. Accordingly, the overall CTC will be reduced by the annual expense of around Rs 12.00 Lakhs.

POST NO/ POST NAME:	02- External Faculty -SBIL Kolkata
Educational Qualification (As on 31.12.2024)	Postgraduate in any discipline with Minimum percentage of 55% marks OR MBA with Minimum percentage of 55% marks
Preferred Educational Qualifications (As on 31.12.2024)	Preference will be given to those having MBA in HR/Finance with teaching experience in the Executive Education domain. The successful completion of Ph. D will be an Additional Qualification for the position.
Other Professional Compulsory/Preferred Certifications (As on 31.12.2024)	<u>Preferred</u> Specialization in any of the following domain: <ul style="list-style-type: none"> Leadership Human Resources Behavioral science Organizational behavior Preference will be given to those having more than one qualification and certificates relevant to their respective domains
Post Qualification Work experience (As on 31.12.2024)	<ul style="list-style-type: none"> Minimum 03 years of Teaching Experience, preferably in Executive (Mid-level managers/ Senior level managers, Executive grade employees and Business leaders in any Industry/Sector) education domain Preference will be given to those having proven experience in training of Executive Education in the institute of repute
Specific Skills (As on 31.12.2024)	Proactive with exceptional teaching abilities and strong communication skills
Job Profile (Detailed description of roles, responsibilities, and functions)	<p><u>Job Profile:</u> The selected candidate will actively participate in and contribute to training activity at the institute as under:</p> <ol style="list-style-type: none"> Developing the leadership capabilities of the top/senior executives of the Bank/other Banks and institutions who will be coming to SBIL for training. Taking sessions on subjects related to leadership development across various programmes of the institute. Engaging in academic administration activities as required by the institute

	<p>d. Identifying the training need gaps in leadership skills of the senior/top executives of the Bank and co-designing and co-delivering training interventions</p> <p>e. Ensuring upgradation of competence levels of participants by constantly bringing about improvements in the contents and methodology/ pedagogy of training programmes.</p> <p>f. Developing and imparting training programme/ workshops in various areas of leadership development</p> <p>g. Setting in place training evaluation methods, seeking feedback and initiating appropriate corrective measures where necessary or on ongoing basis.</p> <p>h. Ensuring smooth conduct of various workshops, conclaves, panel discussions and training programmes in the institute.</p> <p>i. Ensuring that the right type of trainings are imparted with continuous updation in the follow up of the best and new HR practices.</p> <p>j. Promoting the institute, programmes in appropriate forums to build the institute brand in order to achieve maximum effectiveness in training.</p>										
Key Responsibility Areas (KRAs) of the post	<p>KRAs for the Post:</p> <p>Performance against the KRAs will be evaluated as on 31st March and 30th September for payment of variable pay, as applicable. The indicative list of KRAs is given below; however, Bank may assign additional KRAs based on the requirements and after discussion with the Contractual Faculty.</p> <ul style="list-style-type: none"> ➤ No. of sessions conducted physical/ online ➤ Average session rating score above prescribed threshold ➤ Revenue generation for the Bank, through external programmes ➤ No. of journals/articles published in reputed publications ➤ Global/national level conclaves/seminars/live events conducted ➤ No. of new web series/webinars created and conducted 										
CTC (per annum) CTC Range	- Rs. 25 lacs to Rs. 50 lacs										
Bifurcation of CTC (variable & fixed pay)	- (CTC will be bifurcated into fixed pay and variable pay in 70:30 ratio).										
In addition to CTC, other perks, if any	<ul style="list-style-type: none"> ❖ The External Faculty will be entitled to other perks including taxi and economy class air travel for official duties, as well deputation allowance. ❖ The External Faculty should be allowed maximum of 5 days in a month for external teaching/consulting. The accruals from such activities more than Rs.7 lacs per annum shall be shared with the Bank in the ratio 60:40 (i.e. 60% to be retained and 40% to be deposited with the Bank). 										
Variable Pay & Terms & Conditions for Release of Variable Pay	<p>Contractual Faculty shall become eligible for payment of variable pay subject to securing minimum qualifying 90% marks in the performance appraisal of the relevant period.</p> <p>The variable pay structure depending on the performance of the Contractual Faculty will be as under: -</p> <table border="1"> <thead> <tr> <th>Appraisal score</th> <th>Eligible percentage of variable pay</th> </tr> </thead> <tbody> <tr> <td>>95%</td> <td>100%</td> </tr> <tr> <td>93% to 95%</td> <td>90%</td> </tr> <tr> <td>90% to <93%</td> <td>80%</td> </tr> <tr> <td><90%</td> <td>Nil</td> </tr> </tbody> </table> <p>Appraisal will be compiled at half-yearly intervals as on 31st March and 30th September each year. In the first year of engagement, the appraisal will be done as on 31st March or 30th September, whichever falls first, after the completion of six months from the date of joining. The variable pay will be calculated for the entire period on which the appraisal has been done i.e., from the date of joining to the date of appraisal.</p> <p>For Example, if an individual commences employment in October;24 as a contractual employee, his/her performance review will take place after completion of six months, specifically on 31st March or 30th September, whichever falls first. In this case, his six months will be completed in April'25 and first review falls in September'25.</p> <p>In the first year, if the contract is terminated either by the Bank or by the employee before the first review (In this example, before September 30th, 2025), no variable pay will be released.</p> <p>After the first appraisal, further appraisals will be done either on 31st March or 30th September. Upon the completion of the first review, if a contractual employee's contract concludes for any reason, the variable pay will be released on a pro-rata basis.</p> <p>Payment of variable pay will be subjected to income tax rules for contractual officers.</p>	Appraisal score	Eligible percentage of variable pay	>95%	100%	93% to 95%	90%	90% to <93%	80%	<90%	Nil
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>95%	100%										
93% to 95%	90%										
90% to <93%	80%										
<90%	Nil										
Increment, if any proposed second year onwards	Faculty will also be eligible for performance based annual increment of 10% after completion of full year of service a yearly increment of 10% (On annual CTC i.e., Fixed and variable pay together) from second year onwards.										
Accommodation	<p>The contractual faculty may avail the residential accommodation in SBIL campus, depending on its availability at the time of their appointment. In case the contractual faculty decides to utilize the accommodation facility provided by the Bank, his/her CTC will be adjusted with the amount at par with the grade of the Bank's official posted at the same location. Also, he/she will not be eligible for HRA.</p> <p>CTC will include all the perks, including accommodation (if availed), vehicle, reimbursement for newspaper, etc.</p>										

	<p><u>Accommodation:</u></p> <ul style="list-style-type: none"> Faculty may be allowed to use Bank's accommodation, subject to availability. In such cases, his/her CTC will be reduced by the entitlement of the similar grade officer at same centre of posting. At present, the entitlement of similar grade officer at Kolkata is Rs. 33,500/-. Accordingly, the Overall CTC will be reduced by around Rs 4.00 Lakhs pa. If the faculty member does not opt for accommodation, HRA will be paid.
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POST NO/ POST NAME:	03 - Marketing Executive -SBIL Kolkata												
Educational Qualification (As on 31.12.2024)	- MBA in marketing (Minimum percentage of marks required- 55%)												
Post Qualification Work Experience (As on 31.12.2024)	- Minimum 03 Years' experience in Marketing - Preference will be given to those having experience in marketing of Executive education programme- both physical and virtual												
Specific Skills (As on 31.12.2024)	Proactive with exceptional marketing and strong communication skills												
Job profile (Detailed Description of Roles, Responsibilities, and Functions)	<ul style="list-style-type: none"> ➤ The Marketing Executive will primarily drive marketing activity of various training programmes/ conclaves/workshop, etc. conducted at SBIL, both in physical and online mode for external organizations in BFSI sector. ➤ Marketing Executive will liaise with commercial Banks (public and private), cooperative Banks, Regional Rural Banks, other FIs/ corporate organizations within and outside India for marketing of training programmes designed by SBIL and e-lessons/other education material prepared by SBIL ➤ Marketing Executive shall oversee and develop integrated marketing campaigns, conduct market research and analyze data to identify and define target groups for SBIL products in the space of training in general and executive education in particular. ➤ Marketing Executive will devise and present ideas & strategies for marketing of training programmes and sweating of infrastructure at SBIL. 												
Key Responsibility Areas (KRAs) of the post	<p><u>KRAs for the Post:</u></p> <p>Performance against the KRAs will be evaluated as on 31st March and 30th September for payment of variable pay, as applicable. The indicative list of KRAs is given below; however, Bank may assign additional KRAs based on the requirements and after discussion with the ME.</p> <ul style="list-style-type: none"> No. of actualized programmes (physical) No. of actualized programmes (virtual) No. of programmes for international participants No. of MoUs executed with external organizations for conduct of training programmes of SBIL Revenue generation for the Bank, through external programmes 												
CTC (per annum) -CTC range	- Rs. 25 lacs to Rs. 40 lacs												
Bifurcation of CTC (variable & fixed pay)	- (CTC will be bifurcated into fixed pay and variable pay in 60:40 ratio)												
-In Addition to CTC, Other Perks, if any	❖ The Marketing Executive will be entitled to other perks including taxi and economy class air travel for official duties, as well deputation allowance.												
Variable Pay & Terms & Conditions for Release of Variable Pay	<p>Marketing Executive shall become eligible for payment of variable pay subject to securing minimum qualifying 80% marks in the performance appraisal of the relevant period.</p> <p>The variable pay structure depending on the performance of the Marketing Executive will be as under: -</p> <table border="1"> <thead> <tr> <th>Appraisal score</th> <th>Eligible percentage of variable pay</th> </tr> </thead> <tbody> <tr> <td>>95%</td> <td>100%</td> </tr> <tr> <td>90% to 95%</td> <td>95%</td> </tr> <tr> <td>85% to <90%</td> <td>85%</td> </tr> <tr> <td>80% to <85%</td> <td>75%</td> </tr> <tr> <td>< 80%</td> <td>Nil</td> </tr> </tbody> </table> <p>Appraisal will be compiled at half-yearly intervals as on 31st March and 30th September each year. In the first year of engagement, the appraisal will be done as on 31st March or 30th September, whichever falls first, after the completion of six months from the date of joining. The variable pay will be calculated for the entire period on which the appraisal has been done i.e., from the date of joining to the date of appraisal.</p> <p>For Example, if an individual commences employment in October'24 as a contractual employee, his/her performance review will take place after completion of six months, specifically on 31st March or 30th September, whichever falls first. In this case, his six months will be completed in April'25 and first review falls in September'25.</p> <p>In the first year, if the contract is terminated either by the Bank or by the employee before the first review (In this example, before September 30th, 2025), no variable pay will be released.</p>	Appraisal score	Eligible percentage of variable pay	>95%	100%	90% to 95%	95%	85% to <90%	85%	80% to <85%	75%	< 80%	Nil
Appraisal score	Eligible percentage of variable pay												
>95%	100%												
90% to 95%	95%												
85% to <90%	85%												
80% to <85%	75%												
< 80%	Nil												

	After the first appraisal, further appraisals will be done either on 31 st March or 30 th September. Upon the completion of the first review, if a contractual employee's contract concludes for any reason, the variable pay will be released on a pro-rata basis. Payment of variable pay will be subjected to income tax rules for contractual officers.
Increment, if any proposed second year onwards	Marketing Executive will also be eligible for performance based annual increment of 10% after completion of full year of service a yearly increment of 10% (On annual CTC i.e., Fixed and variable pay together) from second year onwards.
Accommodation	The marketing executive may avail the residential accommodation in SBIL campus, depending on its availability at the time of their appointment. In case the marketing executive decides to utilize the accommodation facility provided by the Bank, his/her CTC will be adjusted with the amount at par with the grade of the Bank's official posted at the same location. Also, he/she will not be eligible for HRA. CTC will include all the perks, including accommodation (if availed), vehicle, reimbursement for newspaper, etc. <u>Accommodation:</u> <ul style="list-style-type: none"> Marketing Executive may be allowed to use Bank's accommodation, subject to availability. In such cases, his/her CTC will be reduced by the entitlement of the similar grade officer at same centre of posting. At present, the entitlement of similar grade officer at Kolkata is Rs. 30,000/-. Accordingly, the Overall CTC will be reduced by around Rs 3.6 lakhs pa.

Remarks: Roles, Responsibilities, Activities & key Interactions mentioned above are illustrative. Roles, Responsibilities, Activities & key Interactions in addition to the above mentioned may be assigned by the Bank from time to time.

C. SELECTION PROCESS:

The selection will be based on Shortlisting and Interview.

- ❖ **Shortlisting: Mere fulfilling the minimum qualification and experience will not vest any right to candidate for being called for interview.** The shortlisting committee constituted by the Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the bank, will be shortlisted for interview. The decision of the Bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. The shortlisted candidates will be called for interview.
- ❖ **Interview & CTC Negotiation:** Interview will carry 100 marks. The qualifying marks in interview will be decided by the Bank. No correspondence will be entertained in this regard.
CTC Negotiation: For the Post of External Faculty, SBIL Kolkata & Marketing Executive, SBIL Kolkata: CTC Negotiation Committee will negotiate the CTC during the time of interview only.
CTC Negotiation: For the Post of Dean, SBIL Kolkata: CTC Negotiation Committee will negotiate the CTC one by one in order of Merit of Selected Candidates. In case the selected candidate does not agree with the negotiated price, the name of the candidate shall be dropped and next candidate in the merit list shall be called for negotiation
- ❖ **Merit List:** Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.

D. CONTRACT PERIOD:

Initially for 3 years, with interim review every year based on performance. Renewable for maximum 1 year at the discretion of the Bank.

E. LEAVE:

The contractual employees shall be entitled to leave of 30 days during a financial year which will be granted by the Bank for genuine and appropriate reasons. For the purpose of computation of leave, intervening Sundays / Designated Bank Holidays shall not be included. The Bank shall have absolute right in its discretion to either grant or reject the application for leave taking into consideration the administrative exigencies and to decide whether the reasons for leave are genuine and appropriate. The leave can be granted on the pro-rata basis during a financial year. The leaves accrued during a financial year can be availed during next financial year. Further, not more than 10 leaves (excluding holidays) maybe availed by contractual officers at any time. Leaves not availed during the next financial year will lapse. The officials will not be eligible for any other leave.

In case contract termination date falls within the extension of leave granted and the official is unable to resume duty till the contract expiry date, his/ her contract will be terminated at the end of original contract expiry period.

The leaves accrued during a financial year can be availed during next financial year. Leaves not availed during the next financial year will lapse. Further, there will be no carry forward of any leave with the execution of a fresh contract for any of the contractual officers.

F. NOTICE PERIOD

Termination of contract: The contract can be terminated without assigning any reason by giving three months' notice on either side or on payment / surrender of three month's compensation amount in lieu thereof.

G. CALL LETTER FOR INTERVIEW:

INTIMATION/CALL LETTER FOR INTERVIEW WILL BE SENT BY EMAIL OR WILL BE UPLOADED ON BANK'S WEBSITE. **NO HARD COPY WILL BE SENT.**

H. HOW TO APPLY:

Candidates should have valid email ID/Mobile phone number which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advises etc. by email or over mobile by SMS.

GUIDELINES FOR FILLING ONLINE APPLICATION	GUIDELINES FOR PAYMENT OF FEES
<p>i. Candidates will be required to register themselves online through the link available on SBI website https://bank.sbi/web/careers/current-openings and pay the application fee using Internet Banking/ Debit Card/ Credit Card etc.</p> <p>ii. Candidates should first scan their latest photograph and signature. Online application will not be registered unless candidate uploads his/ her photo and signature as specified on the online registration page (under 'How to Upload Documents').</p> <p>iii. Candidates should fill the application carefully. Once application is filled-in completely, candidate should submit the same. In the event of candidate not being able to fill the application in one go, he can save the information already entered. When the information/ application is saved, a provisional registration number and password is generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can re-open the saved application using registration number and password and edit the particulars, if needed. This facility of editing the saved information will be available for three times only. Once the application is filled completely, candidate should submit the same and proceed for online payment of fee.</p> <p>iv. After registering online, the candidates are advised to take a printout of the system generated online application forms.</p> <p>v. Candidates seeking Age relaxation are required to submit copies of necessary certificates at the time of Interview/ Joining. No change in category of any candidate is permitted after registration of online application.</p>	<p>i. Application fees and Intimation Charges (Non-refundable) is ₹750/- (₹Seven Hundred Fifty only) for General/EWS/OBC candidates and no fees/intimation charges for SC/ ST/ PwBD candidates.</p> <p>ii. After ensuring correctness of the particulars in the application form, candidates are required to pay the fees through payment gateway integrated with the application. No change/ edit in the application will be allowed thereafter.</p> <p>iii. Fee payment will have to be made online through payment gateway available thereat. The payment can be made by using Debit Card/ Credit Card/ Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.</p> <p>iv. On successful completion of the transaction, e-receipt and application form, bearing the date of submission by the candidate, will be generated which should be printed and retained by the candidate.</p> <p>v. If the online payment of fee is not successfully completed in first instance, please make fresh attempts to make online payment.</p> <p>vi. A provision is there to reprint the e-Receipt and Application form containing fee details, at later stage.</p> <p>vii. Application Fee once paid will NOT be refunded on any account NOR can it be adjusted for any other examination or selection in future.</p>

I. HOW TO UPLOAD DOCUMENTS:

<p>a. Details of Document to be uploaded:</p> <ol style="list-style-type: none">i. Recent Photographii. Signatureiii. Brief Resume (PDF)iv. Post Qualification Work Experience Certificates (PDF)v. ID Proof (PDF)vi. Proof of Date of Birth (PDF)vii. Caste certificate, (if applicable) (PDF)viii. EWS/PwBD certification (if applicable) (PDF)ix. Educational Certificates & Other qualification certificates: Relevant Mark-Sheets/ Degree Certificate/other Professional Qualification certifications (PDF)x. CTC Negotiation Form (PDF)xi. Form-16/ITR/Offer Letter/Latest Salary slip from current employer (PDF)xii. No Objection Certificate (NOC) from present employer (mandatory if working in Government Institute/Public Sector Unit/Public Sector Bank)	<p>b. Photograph file type/ size:</p> <ol style="list-style-type: none">i. Photograph must be a recent passport style colour picture.ii. Size of file should be between 20 kb - 50 kb and Dimensions 200 x 230 pixels (preferred)iii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.iv. Look straight at the camera with a relaxed facev. 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 shadowsvi. If you have to use flash, ensure there's no "red-eye"vii. If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.viii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.ix. 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 colour etc., during the process of scanning.
<p>c. Signature file type/ size:</p> <ol style="list-style-type: none">i. The applicant has to sign on white paper with Black Ink pen.ii. The signature must be signed only by the applicant and not by any other person.iii. The signature will be used to put on the Call Letter and wherever necessary.iv. Size of file should be between 10 kb - 20 kb and Dimensions 140 x 60 pixels (preferred).v. Ensure that the size of the scanned image is not more than 20 kb.vi. Signature in CAPITAL LETTERS shall NOT be accepted.	<p>d. Document file type/ size:</p> <ol style="list-style-type: none">i. All Documents must be in PDF (except Photograph & Signature)ii. Page size of the document to be A4iii. Size of the file should not be exceeding 500 kb.iv. 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 500 kb, 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.
<p>e. Guidelines for scanning of photograph/ signature/ documents:</p> <ol style="list-style-type: none">i. Set the scanner resolution to a minimum of 200 dpi (dots per inch)ii. Set Color to True Coloriii. 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).iv. The photo/ signature file type should be JPG or JPEG format (i.e. file name should appear as: image01.jpg or image01.jpeg).v. Image dimensions can be checked by listing the folder/ files or moving the mouse over the file image icon.vi. Candidates using MS Windows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb 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. The file 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 another photo editor also.vii. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.	<p>f. Procedure for Uploading Documents:</p> <ol style="list-style-type: none">i. There will be separate links for uploading each document. Click on the respective link "Upload"ii. Browse & select the location where the JPG or JPEG, PDF, DOC or DOCX file has been saved.iii. Select the file by clicking on it and click the 'Upload' button.iv. Click Preview to confirm the document is uploaded and accessible properly before submitting the application. If the file size and format are not as prescribed, an error message will be displayedv. Once uploaded/ submitted, the Documents uploaded cannot be edited/ changed.vi. 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. If the face in the photograph or signature is unclear the candidate's application may be rejected.

J. GENERAL INFORMATION:

<p>I. Before applying for the post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars furnished by him/ her are correct in all respects.</p> <p>II. Candidates belonging to reserved category including, for whom no reservation has been mentioned, are free to apply for vacancies announced for General category provided they must fulfil all the eligibility conditions applicable to General category.</p> <p>III. IN CASE IT IS DETECTED AT ANY STAGE OF ENGAGEMENT THAT AN APPLICANT 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 ENGAGEMENT, HIS/ HER CONTRACTS ARE LIABLE TO BE TERMINATED FORTHWITH.</p> <p>IV. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.</p> <p>V. Engagement of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such engagement will also be subject to the service and conduct rules of the Bank for such post in the Bank, in force at the time of joining the Bank.</p> <p>VI. Candidates are advised to keep their e-mail ID active for receiving communication viz. call letters/ Interview date advice etc.</p> <p>VII. The Bank takes no responsibility for any delay in receipt or loss of any communication whatsoever.</p> <p>VIII. Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</p> <p>IX. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.</p> <p>X. Candidates are advised in their own interest to apply online well 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. SBI 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 SBI.</p> <p>XI. DECISION OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF INTERVIEW, 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.</p>	<p>XII. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application is found to be false at a later stage.</p> <p>XIII. Merely satisfying the eligibility norms does not entitle a candidate to be called for interview. Bank reserves the right to call only the requisite number of candidates for the interview after preliminary screening/ short-listing with reference to candidate's qualification, suitability, experience etc.</p> <p>XIV. In case of multiple applications for a post, only the last valid (completed) application will be retained, the application fee/ intimation charge paid for other registration will stand forfeited.</p> <p>XV. 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 Mumbai and Courts/ Tribunals/ Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/ dispute.</p> <p>XVI. Outstation candidates, who may be called for interview for post of External Faculty, SBIL Kolkata & Marketing Executive, SBIL Kolkata after short-listing will be reimbursed the travel fare of Air ticket (Economy class) for the shortest route in India, from the place of residence or place of posting, up to 15,000/- (total for both sides) or actual expenses incurred (whichever is lower) subject to production of the copies of the tickets. Candidates needs to provide the bank account details for claiming the travel expenses (Cancelled Cheque/Passbook copy). Local conveyance like taxi/cab/personal vehicle expenses/fares will not be payable. A candidate, if found ineligible for the post will not be permitted to appear for the interview and will not be reimbursed any fare.</p> <p>XVII. Outstation candidates, called for interview for the Post of Dean, SBIL Kolkata Reimbursement of actual Air Fare (Economy Class) will be reimbursed.</p> <p>XVIII. Request for change / correction in any particulars (including category in the application form, once submitted will not be entertained under any circumstances. No correspondence/phone/email will be entertained in this regard. Candidates are advised to fill up the online application carefully and furnish the correct information in this application.</p> <p>XIX. BANK RESERVES RIGHT TO CANCEL THE ENGAGEMENT PROCESS ENTIRELY OR FOR ANY PARTICULAR POST, AT ANY STAGE WITHOUT ASSIGNING ANY REASONS THEREOF, WHATSOEVER.</p> <p>XX. At the time of interview, the candidate will be required to provide details regarding criminal cases pending against him/her, if any. Suppression of material facts will result in cancellation/ termination of candidature at any point, even if the candidate is selected, his/her selection will be canceled in such circumstances. The Bank may also conduct independent verification, inter alia, including verification of Police Records, etc. The Bank reserves the right to deny the engagement depending upon such disclosure and/or independent verification.</p>
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For any query, please write to us through link "CONTACT US/ Post Your Query" which is available on Bank's website (<https://bank.sbi/web/careers/post-your-query>)

The Bank is not responsible for printing errors, if any

MUMBAI
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