

## HOW TO APPLY

Candidates can apply online only from 17.09.2019 to 09.10.2019 and no other mode of application will be accepted.

### **Pre-Requisites for Applying Online**

Before applying online, candidates should—

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature
  - left thumb impression (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
  - a hand written declaration (text given below) (In case of candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications).

ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged
- (iv) The text for the hand written declaration is as follows –

*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written by anybody else or in any other language, the application will be considered as invalid.
- (vi) Keep the necessary details/documents ready to make **Online Payment** of the requisite application fee/ intimation charges
- (vii) have a valid personal email ID, which should be kept active till the completion of this round of Common Recruitment Process. IBPS may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

**Application Fees/ Intimation Charges Payable from 17.09.2019 to 09.10.2019 (Online payment), both dates inclusive, shall be as follows**

- Rs. 100/- (inclusive of GST) for SC/ST/PWBD/EXSM candidates.
- Rs. 600 /- (inclusive of GST) for all others

Bank Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate

### **Procedure for applying online**

- (1) Candidates are first required to go to the IBPS's website www.ibps.in and click on the Home Page to open the link "CRP Clerks" and then click on the option "CLICK HERE TO APPLY ONLINE FOR CRP- Clerks (CRP-Clerks-IX)" to open the On-Line Application Form.
- (2) Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- (3) Candidates are required to upload their
  - Photograph
  - Signature
  - Left Thumb Impression
  - A hand written declarationas per the specifications given in the Guidelines for Scanning and Upload of documents (Annexure III).
- (4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. 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. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.**
- (5) The candidate should indicate in the online application the state to which he/she opts for provisional allotment on selection. The option once exercised will be irrevocable.

### **Mode of Payment**

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

#### **Payment of fees/ intimation charges via the ONLINE MODE**

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end

of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application. The name of the candidate or 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.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (vi) On successful completion of the transaction, an e-receipt will be generated.
- (vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.