



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**Plot No, C-24, G Block, Bandra Kurla Complex**

**Bandra (E), Mumbai 400051**

**ADVERTISEMENT No. 08**

**RECRUITMENT OF SPECIALISTS ON CONTRACT -2024-25**

NABARD is an all-India Apex Organization, wholly owned by Government of India and an equal opportunity employer. NABARD invites **only ONLINE** applications, in the prescribed format, from Indian citizens, having necessary qualification and experience, for engagement of 05 (five) Specialists on contract basis at its Head Office, Mumbai. Candidates can apply **only ON-LINE** on NABARD website [www.nabard.org](http://www.nabard.org) between **22.03.2025** to **06.04.2025**.

Before applying, candidates should read all the instructions carefully and ensure that they fulfill all the eligibility criteria for the post. NABARD would admit candidates on the basis of the information furnished in the ON-LINE application along with applicable requisite fee and shall verify their eligibility at the stage of interview / joining. If, at any stage, it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled, and he/she will not be allowed to appear for the interview / joining.

Candidates are requested to apply **only ON-LINE** through Bank's website [www.nabard.org](http://www.nabard.org). No other mode of submission of application will be accepted by NABARD.

**Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges, complaints may be made at "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrs.ibps.in/>. Do not forget to mention "**NABARD – Recruitment to the post of Specialists on contract**" in the subject of the email.

**Important Dates / Timelines**

<b>Online Application Registration and Payment of Online Fees/Intimation Charges</b>	<b>22.03.2025 to 06.04.2025</b>
<b>NABARD reserves the right to make change in the dates indicated above.</b>	



## I NUMBER OF VACANCIES

Sr. No.	Post/Position	No. of vacancies
1	CISO	01
2	Climate Change Specialist-Mitigation	01
3	Climate Change Specialist-Adaptation	01
4	Content Writer	01
5	Graphic Designer	01
<b>Total</b>		<b>05</b>

## II ELIGIBILITY CRITERIA: Educational Qualification, Experience and Job Profile (as on 01 March 2025)

### i. CISO

<b>Age</b>	45 to 55 years
<b>Qualification</b>	<p>B.E/M.E/B.Tech/M.Tech in the field of Computer Science and Engineering/IT/Cyber Security/Electronics and Communications Engineering or BCA/MCA(Bachelors/Masters of Computer Applications) or B.Sc/M.sc (Bachelors/Masters in Computer Science/IT/Cyber Security/Electronics and Communications) from a university/institution/Board recognized by Government of India/approved by Government regulatory bodies;</p> <p><b>Mandatory certifications:</b></p> <p>Mandatorily should be certified in either of the two:</p> <ol style="list-style-type: none"> <li>Certified Information Systems Security Professional (CISSP)</li> <li>Certified Information System Auditor (CISA);</li> </ol> <p><b>Preferred additional certifications:</b></p> <p>Preferably should be certified in any of the following:</p> <ol style="list-style-type: none"> <li>Certified Information Security Manager (CISM)/</li> <li>Certified Chief Information Security Officer (CCISO)/</li> <li>DSCI Certified Data Protection Officer, ISO ISMS LA Lead Assessor.</li> </ol>
<b>Experience</b>	<p><b>Essential:</b></p> <p>Minimum 10 years and at least 5 years experience at senior leadership level (i.e. CISO or Deputy CISO) in Information Technology/ Information Security experience in BFSI Sector of which expertise in the following :</p> <ol style="list-style-type: none"> <li>Information Security/Cyber Security Policy creation, Governance, Cyber Security Framework;</li> <li>Information Security Management (ISMS) and Technology Risk Management;</li> <li>IT Vendor Risk Management, Data Leak Prevention (IRM/DLP);</li> <li>Security Incident reporting and Regulatory Compliance – RBI, CERT-in, NCIIPC, IT Act, DPDP Act etc.;</li> <li>Cyber Security standards and Regulatory mandates like RBI Master Directives, etc.</li> <li>Stakeholder management inside and outside the organization, especially auditors, regulators; and</li> </ol>



	<p>7. Managing Security Operation Center (SOC), Building Cyber resiliency and Cyber Crisis Management Plan (CCMP).</p> <p><b>Desirable Qualities</b></p> <ol style="list-style-type: none"> <li>1. An in-depth understanding of information systems and cyber security policy and practice; Up-to-date with the current (and future) levels of IT Security, threats, vulnerabilities that could impact the Bank's digital and financial asset;</li> <li>2. Effectively communicate complex IT/IS/Cyber security to external / internal stakeholders and colleagues with varying levels of technical understanding;</li> <li>3. Academic experience with exposure in participating in seminars, conferences, research publications representing the organization;</li> <li>4. Strong leadership skills and be able to offer Cyber Security training programs.</li> </ol>
<b>Job profile</b>	<p><b>Roles and Responsibilities</b></p> <p>The deliverables of the CISO shall include the following, but not limited to:</p> <ol style="list-style-type: none"> <li>1. CISO will be the key resource person providing in-depth technical, info-sec and cyber security expertise to NABARD and will be responsible for implementation of Cyber Security Policy / Framework, Information Security Management System and related digital business resiliency initiatives.</li> <li>2. Maintaining and updating database on current and emerging cyber threats and implement necessary measures for resolution of such threats and enhancing the preparedness of the Bank in handling such threats;</li> <li>3. Oversight of Security Operations Center (SOC) team activities and monitor security incidents on regular basis;</li> <li>4. Oversight of VAPT, Red Teaming, and Anti-Phishing activities of the Bank and presenting the same before the Board at regular intervals;</li> <li>5. Creation, Management and revision of Information and Cyber security related policies of the Bank;</li> <li>6. Approval of proposals for information and cyber security exceptions received from various stakeholders of the Bank;</li> <li>7. Oversight and implementation of Cyber Crisis Management Plan (CCMP) of the Bank;</li> <li>8. Preparation of detailed document/memorandum on information and cyber security posture of the Bank including vulnerabilities, risks, threats and controls, for presentation to the Board and its sub-committees;</li> <li>9. Plan, design &amp; conduct studies, review visits, evaluation studies, etc., for providing policy and operational inputs to Bank for improving information and cyber security posture of the Bank;</li> <li>10. Conduct Cybersecurity awareness sessions for the Bank, subsidiaries and vendor staff;</li> <li>11. Resolution of IS Audit observations, RBI Inspection observations, and other statutory/regulatory/internal observations;</li> <li>12. Work closely with other Departments and Regional Offices in identifying and managing cyber security risks.</li> </ol>



	<p>13. Conduct, participate in and contribute to Board-level and other committees of the Bank and its subsidiaries.</p> <p>14. Interface with external agencies and stakeholders like auditors, regulatory bodies, government agencies, etc., on Cyber Security, Risk and Compliance.</p> <p>15. Conduct / participate in exercises with external agencies.</p> <p>16. Implement and certify GRC and other platforms to fortify the Bank's Cyber Security posture.</p> <p>17. Manage the Bank's external certification processes with respect to Cyber Security.</p> <p>18. Attend to such other items of work that are directly / indirectly related to the roles, objectives and functioning of NABARD as may be assigned from time-to-time.</p>
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## ii. Climate Change Specialist - Mitigation

<b>Age</b>	35 to 55 years
<b>Qualification</b>	<p>Master's Degree in Renewable Energy, Energy Engineering, Climate Science, Sustainable Development from a recognized university or institution.</p> <p>Additional certifications or training in renewable energy, carbon management, or related domains will be an added advantage</p>
<b>Experience</b>	<p><b>Essential :</b></p> <p>At least 12 years of professional experience with at least 4 years of hands-on experience in handling mid to large sized climate change mitigation related projects.</p> <p><b>Desirable :</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience in managing externally aided projects, including grant management, project implementation, and monitoring.</li> <li>2. Proven expertise in renewable energy project planning, design, and implementation.</li> <li>3. Experience working with government agencies, international development organizations, or financial institutions on renewable energy or other climate change mitigation initiatives.</li> <li>4. Hands-on experience in preparing project proposals, securing funding, and reporting to funding agencies.</li> <li>5. Knowledge and practical exposure to international frameworks and mechanisms like the Green Climate Fund (GCF), Adaptation Fund (AF), or similar.</li> <li>6. Familiarity with energy audits, carbon footprint assessments, and developing mitigation plans for reducing greenhouse gas emissions.</li> </ol>
<b>Job profile</b>	<ol style="list-style-type: none"> <li>1. Designing, developing, and implementing projects focused on renewable energy, energy efficiency, and low-carbon technologies.</li> <li>2. Conducting feasibility studies, energy audits, and carbon footprint assessments for renewable energy and energy efficiency projects.</li> <li>3. Providing technical support for externally aided projects, including project planning, execution, monitoring, and evaluation.</li> </ol>



	<ol style="list-style-type: none"> <li>4. Liaising with national and international funding agencies, donors, and other stakeholders to secure funding and ensure compliance with project requirements.</li> <li>5. Preparing funding applications, concept notes, and detailed project reports for mitigation-related interventions.</li> <li>6. Appraisal and finalization of innovative climate change project proposals</li> <li>7. Facilitating capacity building programs, workshops, and stakeholder consultations to promote renewable energy adoption and energy efficiency measures.</li> <li>8. Monitoring and evaluating project outcomes, preparing progress reports, and ensuring timely submission to funding agencies and stakeholders.</li> <li>9. Staying updated on the latest developments in renewable energy technologies, policies, and financing mechanisms and integrating these into project design and execution.</li> <li>10. Supporting the institution's efforts to strengthen its portfolio in climate change mitigation by identifying and developing innovative projects.</li> <li>11. Perform other duties and functions as may be assigned by NABARD relating to climate finance</li> </ol>
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### iii. Climate Change Specialist - Adaptation

<b>Age</b>	35 to 55 years
<b>Qualification</b>	<p>Master's Degree in Climate Resilient Agriculture, Water Resource Management, Environmental Science, Agricultural Engineering, Hydrology, Natural Resource Management from a recognized university or institution.</p> <p>Additional certifications or training in climate change, project management, or related domains will be an added advantage.</p>
<b>Experience</b>	<p><b>Essential:</b></p> <p>At least 12 years of professional experience with at least 4 years of hands-on experience in handling mid to large sized climate change adaptation projects, with a focus on building resilience to climate variability and change.</p> <p><b>Desirable :</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience in managing externally aided projects, including grant management, project implementation, and monitoring.</li> <li>2. Proven track record of working with government agencies, international development organizations, or financial institutions on climate change adaptation initiatives.</li> <li>3. Hands-on experience in preparing project proposals, securing funding, and reporting to funding agencies.</li> <li>4. Knowledge and practical exposure to international frameworks and mechanisms like the Green Climate Fund (GCF), Adaptation Fund (AF), or similar.</li> <li>5. Familiarity with conducting climate risk assessments, preparing adaptation strategies, and promoting sustainable practices in vulnerable sectors.</li> </ol>
<b>Job profile</b>	<ol style="list-style-type: none"> <li>1. Designing, developing, and implementing projects aimed at building resilience to climate variability and change.</li> <li>2. Conducting climate vulnerability assessments and developing adaptation strategies tailored to specific regions or sectors.</li> </ol>



	<ol style="list-style-type: none"> <li>3. Providing technical support for externally aided projects, including project planning, execution, monitoring, and evaluation.</li> <li>4. Liaising with national and international funding agencies, donors, and other stakeholders to secure funding and ensure compliance with project requirements.</li> <li>5. Preparing funding applications, concept notes, and detailed project reports for adaptation-related interventions.</li> <li>6. Appraisal and finalization of innovative climate change project proposals</li> <li>7. Facilitating capacity building programs, workshops, and stakeholder consultations to promote adaptive practices and resilience-building measures.</li> <li>8. Monitoring and evaluating project outcomes, preparing progress reports, and ensuring timely submission to funding agencies and stakeholders.</li> <li>9. Staying updated on the latest developments in climate science, policies, and technologies and integrating these into project design and execution.</li> <li>10. Supporting the institution's efforts to strengthen its portfolio in climate change adaptation by identifying and developing innovative projects.</li> <li>11. Perform other duties and functions as may be assigned by NABARD relating to climate change and sustainability.</li> </ol>
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#### iv. Content Writer

<b>Age</b>	21 to 45 years
<b>Qualification</b>	<b>Mandatory :</b> Bachelor's degree (in any discipline) <b>Preferred :</b> Bachelor's degree in English Literature or Bachelor's/ Master's degree/ PG Diploma in Mass Communication/ Journalism/ PR.
<b>Experience</b>	<b>Essential:</b> Not less than 3 years of working experience as Content Writer with any reputed organisation.
<b>Job profile</b>	<ol style="list-style-type: none"> <li>1. Write content for NABARD publications.</li> <li>2. Edit in-house magazine (NABARD Parivar).</li> <li>3. Collate information from departments and draft press release</li> <li>4. Prepare posts for social media</li> <li>5. Conceptualise artworks/branding collaterals in consultation with designer and write attractive text/captions</li> <li>6. Regularly monitor NABARD website and update/enhance content/text wherever required</li> <li>7. Take up any other Corporate Communications related work assigned by NABARD from time to time.</li> </ol>

#### v. Graphic Designer

<b>Age</b>	21 to 45 years
<b>Qualification</b>	<b>Mandatory :</b> Diploma/ Bachelor's degree/ Master's degree in Applied Art, Graphic Designing, Multimedia and Animation.
<b>Experience</b>	<b>Essential:</b> Not less than 3 years of working experience as Graphic Designer with any reputed organisation.



<b>Job profile</b>	<ol style="list-style-type: none"> <li>1. Create logos, advertisements, hoardings, posters, and other design collateral using Adobe Photoshop/Adobe Illustrator, Dreamweaver, PowerPoint, online photo editing tools, etc.</li> <li>2. Create design and layout for books, brochures, leaflets, newsletter, calendars and diaries.</li> <li>3. Conceptualize and design collateral for events, exhibitions, workshops and seminars.</li> <li>4. Create artworks for social media, website, e-learning content, mailers, advertisement, poster, logo and other print works.</li> <li>5. Edit/shorten films on successful projects of NABARD without affecting the original content/message.</li> <li>6. Edit/enhance pictures for different publications, collaterals and media.</li> <li>7. Manage digital content available in Corporate Communications Department including classification, storage, retrieval and back-up of content.</li> <li>8. Take up any other Corporate Communications related work assigned by NABARD from time to time.</li> </ol>
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### III Selection Process

- 1) The selection will be by way of interview. The candidates will be shortlisted for interview in the ratio of 1:3 on the basis of qualification, experience, etc.
- 2) Selected candidates will have to undergo pre-recruitment medical examination. Final appointment will be done only to those candidates who are declared medically fit by Bank's Medical Officer.
- 3) The Bank reserves the right to increase/ decrease the number of post/s or cancel the above contract recruitment in part or full as per institutional requirement without assigning any reason. The roll numbers of candidates shortlisted for interview & subsequent selection shall be published on Bank's website viz. [www.nabard.org](http://www.nabard.org). The decision of the Bank in shortlisting candidates for interview & selecting them for appointment based on minimum qualifying standard shall be final and no correspondence will be entertained in this regard.

**The final appointment will be based on the decision of the Selection Committee constituted for the purpose.**

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

Application fee (exclusive of applicable GST) for the post will be as under:

(Amount in Rs.)			
Category of applicant	Application Fee	Intimation charges etc.	Total
For SC/ ST/ PWBD	NIL	150	150*
For all others	700	150	850*

\* Exclusive of applicable GST





## **V. Compensation, Period of contract and other benefits:**

### **a. Compensation**

<b>Sr No</b>	<b>Post</b>	<b>Consolidated Remuneration (Rs. per annum.)-All inclusive</b>
1	CISO	Rs.50-70 lakh
2	Climate Change Specialist - Mitigation	Rs.25-30 lakh
3	Climate Change Specialist - Adaption	Rs.25-30 lakh
4	Content Writer	Rs.12 lakh
5	Graphic Designer	Rs.12 lakh

The Specialist on contract will be liable for tax liabilities as per Income Tax Act & Rules in force and the tax will be deducted at source. The amount of compensation being cost to NABARD, will be inclusive of any statutory payments that NABARD may be required to pay on behalf of the Specialist on contract. Annual increment up to a maximum of 10% can be granted based on satisfactory performance and discretion of the Bank.

### **b. Period of contract**

02 years from the date of appointment extendable for a further period of 03 years. The engagement would be extended after taking a review one year at a time and in any case will not be beyond 05 years. The Bank may terminate the contract at any time without prior notice and without providing any reason thereof. However, in normal course, NABARD may terminate the engagement by giving one month's notice in advance. The Specialist can also seek termination of the contract by giving one month's notice.

In case the notice period is not being served, the Specialist has to pay a sum equivalent to pay for the period of notice required of him /her.

Notwithstanding the above, NABARD retains the right to modify the terms of the recruitment, suspend or terminate the engagement with any Specialist, without assigning any reason thereof.

### **c. Superannuation Benefits**

The Specialists shall not be entitled to any superannuation benefits viz., Provident Fund, Pension, Gratuity, etc.

### **d. Travelling / Halting Allowance**

Whenever official tour is required, the Specialist will be entitled for Travelling & Halting Allowance as admissible to the officers in the Bank of equivalent grade for official tours outside the headquarters or as mentioned in the appointment letter.

### **e. Leave**

Maximum of 30 days per calendar year during the contract period, on a proportionate basis.

### **f. Reporting:**

The Specialist will report to an officer of higher grade in the department as decided by OIC.

### **g. Office Facilities**

1. NABARD will provide Office Space, Internet Connectivity, and other support facilities.
2. Lounge facilities as applicable to the officers of the Bank will be provided.





## **h. Medical Facility :**

For self only, at the Dispensary of the Bank, wherever available.

## **i. Legal Status**

Specialist shall be selected on contract basis and shall have no right / claim for placement in NABARD by the virtue of engagement of their services by the Bank.

Services of the staff on contract shall be governed by the code of conduct as applicable to Specialists / Consultants engaged on contract.

## **VI. How to apply:**

### **Detailed Guidelines/Procedures for**

- a. Application Registration
- b. Payment of fees
- c. Document scan and upload

**Candidates can apply only online from 22.03.2025 to 06.04.2025 and no other mode of application will be accepted.**

### **Important Points to be noted before registration.**

**Before applying online, candidates should-**

1. Scan their:
  - i. Photograph (4.5cm × 3.5cm)
  - ii. Signature (with black ink)
  - iii. Left thumb impression (on white paper with black or blue ink)
  - iv. A handwritten declaration (on a white paper with black ink) (text given below)
  - v. Ensuring that all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
2. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
3. The text for the handwritten 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.”  
  
The above-mentioned handwritten declaration has to be in the candidate's own hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired 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.)
4. Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
5. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination 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.



**Application fees/ intimation charges (nonrefundable) payment of fee online: 22.03.2025 to 06.04.2025**

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

**A. Application Registration**

- a. Candidates to visit the NABARD website – [www.nabard.org](http://www.nabard.org) and under Career Notices, click on the option "APPLY ONLINE" which will open a new screen.
- b. 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.
- c. In case any 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.** Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- d. 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 COMPLETE REGISTRATION BUTTON.
- e. 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/Identity proof. Any change/alteration found may disqualify the candidature.
- f. Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
- g. 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".
- h. Candidates can proceed to fill other details of the Application Form.
- i. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- j. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.**
- k. Click on 'Payment' Tab and proceed for payment.

**B. Payment of Fees**

**Online Mode**

- a. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- b. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.



- c. 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**
- d. On successful completion of the transaction, an e-Receipt will be generated.
- e. 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.
- f. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- g. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- h. To ensure the security of your data, please close the browser window once your transaction is completed.
- i. There is facility to print application form containing fee details after payment of fees.

### **C. Guidelines for scanning and Upload of Documents**

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

#### **Photograph Image: (4.5cm × 3.5cm)**

- a. Photograph must be a recent passport style colour picture.
- b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- c. Look straight at the camera with a relaxed face
- d. 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
- e. If you have to use flash, ensure there's no "red-eye"
- f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- h. Dimensions 200 x 230 pixels (preferred)
- i. Size of file should be between 20kb–50 kb
- j. While scanning the photograph 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, colours, etc.

#### **Signature, left thumb impression and hand-written declaration Image:**

##### **Signature**

- a. The applicant has to sign on white paper with Black Ink pen.
- b. Dimensions 140 x 60 pixels (preferred)
- c. Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- d. Ensure that the size of the scanned image is not more than 20kb



### **Left Thumb**

The applicant has to put his left thumb impression on a white paper with black or blue ink.

- a. File type: jpg / jpeg
- b. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
- c. File Size: 20 KB – 50 KB

### **Hand written declaration**

- a. The applicant has to write the declaration in English clearly on a white paper with black ink.
- b. File type: jpg / jpeg
- c. Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
- d. File Size: 50 KB – 100 KB
- e. The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- f. Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

### **Scanning the documents:**

- a. Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- b. Set Colour to True Colour
- c. File Size as specified above
- d. Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / handwritten declaration, then use the upload editor to crop the image to the final size (as specified above).
- e. 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.
- f. Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg/.jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

### **Procedure for uploading the documents**

- a. While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- b. Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- c. Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- d. Select the file by clicking on it
- e. Click the 'Open/Upload'
- f. If the file size and format are not as prescribed, an error message will be displayed.
- g. Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.
- h. Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

### **Note:**

- a. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged then the candidate's application may be rejected.
- b. After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been



uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

- c. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the interview.
- d. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- e. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- f. Candidates should ensure that the signature uploaded is clearly visible
- g. After registering online candidates are advised to take a printout of their system generated online application forms.

#### **D. Action against candidates found guilty of misconduct/ use of unfair means.**

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 interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- a. using unfair means or
- b. impersonating or procuring impersonation by any person or
- c. resorting to any irregular or improper means in connection with his/ her candidature or
- d. obtaining support for his/ her candidature by unfair means.

#### **General Instructions**

1. Depending upon the requirement, the Bank reserves the right to increase/decrease/modify/cancel/restrict/curtail/enlarge any or all the provisions of the vacancy/ the recruitment process, if need so arises, without any further notice and without assigning any reason therefore.
2. The Specialist shall have no right or claim for regular employment in the organization.
3. No correspondence will be entertained from any ineligible and non-selected candidate. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents have to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies, communication of results, etc., the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
4. Applicants serving in Government/Quasi Government Offices, Public Sector Undertaking including Nationalized Banks and Financial Institutions will be required to submit 'No Objection Certificate' from the employer at the time of interview, failing which their candidature may **not** be considered.
5. Before appointment in the Bank, a proper relieving letter, indicating date of relief and a mention that no dues are pending against the employee, from the previous/present employer(s) will have to be produced by the applicant.
6. 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 & exclusive jurisdiction to try any clause/ dispute.

7. Any notice/communication meant for the candidates displayed on the Bank's website, sent by Registered/Speed Posts, or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.

**Note:**

**In case of any corrigendum issued on the above advertisement and further announcements, it will be published only on Bank's website [www.nabard.org](http://www.nabard.org).**

**IMPORTANT DATES**

<b>Online Application Registration and Payment of Online Fees/ Intimation Charges.</b>	<b>22.03.2025 to 06.04.2025</b>
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**Mumbai**  
**Date: 21 March 2025**

**Chief General Manager**  
**HRMD, HO Mumbai**

