



सेन्ट्रल बैंक ऑफ इंडिया  
Central Bank of India

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**Human Capital Management (Recruitment & Promotion Division) Central Office**

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**RECRUITMENT OF SPECIALIST OFFICERS IN JUNIOR MANAGEMENT  
GRADE SCALE I CRP SPL XV– 2026-27.**

Subsequent to selection process conducted by Institute of Banking Personnel Selection (IBPS), CRP SPL XV candidates are shortlisted for appointment as **Law Officer and Rajbhasha Adhikari** in Junior Management Grade Scale-I in Specialist Category in our Bank.

As a part of next phase, it has now been decided by the Bank to complete the document verification of shortlisted candidates at **SPBTC, Mumbai** on **29.04.2026**.

Provisionally shortlisted candidates are advised to report on **29.04.2026** at Sir Sorabji Pochkhanawala Bankers' Training College (SPBTC) as per **Annexure A** for reporting/joining & documents/bio-metric/iris verification along with submission of medical certificate and subsequent 2 weeks of induction training as per attached list.

**Address of SPBTC: - Sir Sorabjee Pochkhanawala Banker's Training College (SPBTC, Mumbai), Near Cooper Hospital, JVPD Scheme, Juhu Vile Parle (West), Mumbai-400056.**

**Nodal Officer: - Neha Kumari, Contact No. -7675899562, Land line No.: - 022-61458013**

**Email Id: - trainingq5@centralbank.bank.in**

Individual appointment letter shall be dispatched through Speed Post/email at registered addresses of candidates as furnished by IBPS on successful completion of document verification. Candidates are advised to download the formats attached herewith without waiting for the receipt of appointment letter and ensure to fill up the same in all respects, which are required to be submitted by them at the advised place i.e. SPBTC, Mumbai.

**The appointment of the candidates is subject to successful verification of documents and subsequent clearance of bio-metric/Iris verification & Medical Fitness certificate**

**The candidates are advised to come fully prepared as their place of posting will be allotted from SPBTC with advice to report directly to the place of posting.**

**Document Verification Process:**

Candidates must present both original documents and self-attested photocopies of all required documents for the Document Verification process. Failure to produce any of the required documents may lead to disqualification from the selection process. Decision of the Bank in all matters pertaining to selection/joining process shall be final and binding.

**Documents to Carry for Document Verification Process:**

**The Shortlisted Candidate's appointment in the Bank will be subject to producing the following original certificates / documents for verification / record on the scheduled date.**

**(FORMATS OF DOCUMENTS MENTIONED BELOW AT POINT NO. 1, 2 & 3 ARE AVAILABLE ON BANKS WEB-SITE UNDER RECRUITMENT SECTION; ALL CANDIDATES ARE ADVISED TO DOWNLOAD THE SAME.)**

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Central Office: 17th Floor, Chandermukhi Building Nariman Point Mumbai 400021

Contact No: -66387891;66387892

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1. Duly filled Recruitment Application Form (Proforma enclosed) – 2 copies.
2. Employee's Antecedent -2 copies
3. Three-character certificates as under:
  - I. From Principal/Head of the Department of the College/University last attended.
  - II. From Gazetted Officers.
  - III. From Branch manager of any Nationalized Bank/from present employer (if employed). (\*Certificates given by relatives are not acceptable).
4. All original documents (SSC/HSC/Graduation/Post-Graduation Mark sheets and Certificates etc.) for its verification.
5. **Date of Birth Proof:** - Applicants should have a valid, original birth certificate or their grade report from their tenth-grade year on hand.
6. Candidates must have a PAN & Aadhar card with them for verification. Other ID proof like passport, voter's card, driving license may be produced as address proof.
7. **Passport-Size Photographs:** - The candidate needs to bring 6 passport-size color photographs. The photo must match the one uploaded when submitting the application online.
8. **Discharge Certificate:** - Discharge Certificate from your present employer. Experience certificates in original (if applicable).
9. **Caste Certificates:** - Valid caste certificate, caste validity certificate (wherever applicable) from the Competent Authority (as prescribed by the Government) in support of the Candidate's claim of belonging to OBC/SC/ST/PWD etc.  
In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a non-creamy layer clause as per the Government of India guidelines, from time to time.
10. **Disability Certificates:** Applicants who fall under the Benchmark Disability category are required to bring their Disability Certificate, provided by the government in the designated format. Verification of disability certificates for candidates selected under the PwBD category (Divyangjan) shall be conducted in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and the Rules framed thereunder, and the RPwD (Amendment) Rules, 2024 and amended from time to time, and further notifications and Office Memorandums issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India.

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons with categories of disabilities as defined in the Schedule of RPwD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from

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time to time. Vide Rule-20 of RPwD Rules, 2017, the certificates of disability issued under the repealed PwD Act, 1995, shall continue to be valid after commencement of the RPwD Act, 2016 for the period specified therein. Vide Rule 18(5) of the same rules, the DEPwD mandated that, 01.06.2021 onwards, the disability certificate shall be generated only through the Swavalamban portal. However, a provision was kept in the said portal for digitizing the manual disability certificates generated earlier under RPwD Act, 2016 or under PwD Act, 1995

**11. Police Verification Report:** - Verified from Local Police Station and district police headquarter.

**12. CIC Score:** - The applicant must have a minimum Credit Information Company (CIC) score of 650 and there should not be any credit default or financial indiscipline visible in the CIC report of the candidate on the date of document verification/joining as part of the eligibility criteria. The applicant agrees to provide consent for the retrieval and review of their credit information. Failure to meet the required CIC score or any discrepancies in the credit report may result in disqualification or rejection of the appointment without further notice.

Those candidates whose CIC score with credit rating agencies has not been updated before the date of joining, must either get the status updated or produce the NOCs from lender to the effect that there is no outstanding with respect to the accounts adversely reflected in the report, failing which the letter of offer may be withdrawn / cancelled. The final discretion in this regard remains with the allotted Bank.

#### **Other Formalities to be completed:**

Candidate's appointment in the Bank will be subject to producing the following original certificates / documents for verification / record at the time of joining the Bank.

(FORMATS OF DOCUMENTS MENTIONED BELOW AT POINT NO. 2a, 2b, 2c & 2d ARE AVAILABLE ON BANKS WEB-SITE UNDER RECRUITMENT SECTION; ALL CANDIDATES ARE ADVISED TO DOWNLOAD THE SAME. PLEASE NOTE THAT THESE DOCUMENTS WILL NOT BE ATTACHED WITH APPOINTMENT LETTER)

1. Duly filled Subscriber Registration form (CS-S1) for generating Permanent Retirement Account Number (PRAN), under Defined Contributory Pension Scheme (DCPS).
- 2a. Employee Undertaking cum Declaration – New Hires (TO BE NOTARISED AND SUBMITTED AT THE TIME OF REPORTING)
- 2b. Employee Undertaking cum Declaration – New Hires (TO BE SUBMITTED AT THE TIME OF REPORTING)
- 2c. MEDICAL FITNESS CERTIFICATE (TO BE SIGNED BY CHIEF MEDICAL OFFICER/CIVIL SURGEON) and
- 2d. DECLARATION TO BE SUBMITTED BY CANDIDATE (TO BE SIGNED BY CANDIDATE AND COUNTERSIGNED BY CHIEF MEDICAL OFFICER/CIVIL SURGEON)

(Note- Enclosed forms must be completed in all respects, wherever required Passport size photograph may be affixed, so that the verification process is completed expeditiously and without any hitch).

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**Please do not send the acknowledged copy of the appointment letter through post. It should be personally handed over to Bank Officials at the time of reporting at the advised place.**

It is reiterated that selection of the candidates is PROVISIONAL and subject to their being declared medically fit & document/biometric verification/KYC details being found satisfactory as per the requirements of the Bank. Candidates have to report strictly as per scheduled date mentioned in this notification against their name.

Since specialist officers have to undergo uniform training schedule as per the policy of the Bank guided by regulators, no extension in date of reporting shall be allowed.

Candidates are advised to disclose the Disciplinary Action if any, was initiated/punishment inflicted against him/her by his/her current/previous employer/organization. It has to be undertaken by the candidates that no disciplinary action is contemplated/or pending/or punishment awarded against him/her in his/her current/previous organization. Further any criminal proceedings including proceeding before any court which are pending or have become final also have to be disclosed.

Any discrepancy found or any disqualification or non-disclosure of any relevant information will result in rejection of the appointment without notice. The decision of the Bank in this regard shall be final and binding.

Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions. Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

**Date: 15.04.2026**

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CHIEF GENERAL MANAGER-HCM**