

## IMPORTANT GUIDELINES FOR APPLYING:

a) Important Dates:

Commencement of on-line registration of application	14.01.2020
Closure of registration of application	28.01.2020

- b) Candidates to fill up all fields correctly as in case of shortlisting candidates shall have to mandatorily furnish documentary evidence supporting information furnished in the application, failing which the candidate shall not be allowed to appear in the interview.
- c) All mandatory fields need to be filled up failing which the applications will not be considered.
- d) Mobile number and e-mail ID details should invariably be kept alive by the Candidate throughout the process of recruitment .
- e) Photo and signature to be uploaded as per instructions provided.
- f) Any application, which is received after the said date shall not be accepted by the Bank. Candidates are therefore advised to not wait for the last date for submission of application and submit their application at an earlier date.
- g) Application submitted through On-line form does not imply that candidate has fulfilled all the criteria given in the advertisement and Application is subject to subsequent scrutiny and the application can be rejected if found to be ineligible at any point of time.
- h) For any queries please contact [recruitments@nhb.org.in](mailto:recruitments@nhb.org.in)

### Guidelines for Photograph and signature scan and upload:

- a) In case the face in the Photograph or Signature is unclear, the Application may be rejected.
- b) Photograph must be a recent passport size color picture.
- c) The picture should be in color, against a light-colored, preferably white, background.
- d) Look straight at the camera with a relaxed face.
- e) 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.
- f) If you have to use flash, ensure there's no "red-eye".
- g) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- h) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- i) Dimensions: - For Image: - 250 x 250 pixels (preferred). For Signature: - 150 x 150 pixels (preferred).

### Size:

- a) For Image: -Between 20kb-50kb. For Signature: -Between 20kb-35kb.
- b) The image file should be png, JPG or JPEG format.

### Procedure for Uploading the Photograph and Signature:

- a) There will be two separate button for uploading Photograph and Signature.
- b) Click on the respective link " Choose Photographs/ Select Signature Image".
- c) Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- d) Select the file by clicking on it.