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IBPS PO Handwritten Declaration 2026: Format, Text & Official Guidelines

CRP PO/MT-XVI | ExamTune Article PDF

Official IBPS PO Handwritten Declaration format, declaration text, and step-by-step guidelines for the online application process.

The IBPS PO Handwritten Declaration 2026 was one of the mandatory documents required during the online application process for the IBPS Probationary Officer/Management Trainee recruitment under CRP PO/MT-XVI. Candidates had to prepare and upload the declaration in the prescribed format along with other required documents while completing their application.

The IBPS PO Handwritten Declaration must be written in the candidate's own handwriting, in English, on white paper using black ink. IBPS also prescribes specific requirements related to file format, file size and preferred image dimensions. Following the correct IBPS PO Declaration Format is important because a declaration written by another person, written in another language, or submitted in capital letters may make the application invalid.

For the CRP PO/MT-XVI cycle, online registration began on 1 July 2026 and closed on 26 July 2026. Candidates referring to their submitted application or preparing for future IBPS recruitment cycles can use this guide to understand the declaration requirements, while checking the latest official notification whenever a new application window opens.

This article explains the IBPS PO Handwritten Declaration Text, required format, file size, preferred dimensions, writing rules, scanning instructions, documents required with the application, common mistakes and other important upload guidelines.

What is the IBPS PO Handwritten Declaration?

The IBPS PO Handwritten Declaration is a statement submitted by the applicant during online registration. Through this declaration, the candidate confirms that the information entered in the IBPS PO application form is correct, true and valid and that supporting documents will be presented whenever required.

Under the normal rules, the declaration must be written personally by the applicant. It should not be prepared in someone else's handwriting or submitted in a language other than English. The declaration is uploaded as an image in the designated section of the online application form.

IBPS PO Handwritten Declaration Text

Candidates must use the prescribed IBPS PO Handwritten Declaration Text without changing its meaning. The 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 candidate should write their own name in the blank space and ensure that the name corresponds with the details entered in the online application form.

IBPS PO Declaration Format and Writing Rules

The official IBPS PO Declaration Format includes specific instructions regarding handwriting, paper, ink and language. Candidates should follow these rules carefully while preparing the declaration.

- The declaration should be written by the candidate in their own handwriting.
- It must be written in English only.
- Use a clean white sheet of paper.
- Use black ink for writing the declaration.
- The declaration should not be written in CAPITAL LETTERS.
- Use the prescribed declaration wording without unnecessary changes.
- Write clearly so that the complete text remains readable after scanning.
- The candidate's name should be entered correctly in the declaration.
- Do not allow another person to write the declaration on your behalf, except where the official special provision for candidates unable to write applies.

IBPS PO Declaration Size, Format and Dimensions

The IBPS PO Declaration Size and image format must comply with the specifications prescribed for online uploading. Candidates should check the image after scanning and make sure it is clear, readable and within the permitted file-size range.

Specification	Requirement
Document	Handwritten Declaration
Language	English Only
Written By	Candidate
Paper	White Paper
Ink	Black Ink
File Format	JPG / JPEG
File Size	50 KB to 100 KB
Preferred Dimensions	800 × 400 Pixels
Preferred Resolution	200 DPI
Approximate Physical Size	10 cm × 5 cm (Width × Height)

The IBPS PO Declaration Image Size of approximately 800 × 400 pixels at 200 DPI is stated as the preferred specification for the required image quality. Candidates should pay particular attention to the prescribed JPG/JPEG format and the 50 KB to 100 KB file-size range while uploading the declaration.

IBPS PO Declaration File Size

The prescribed IBPS PO Declaration File Size is 50 KB to 100 KB. If the scanned image is outside this range, candidates should resize or rescan it while ensuring that the declaration remains clearly readable.

Candidates should avoid excessive compression because it may make the handwriting blurred or difficult to read. Similarly, a file exceeding the permitted limit may not be accepted by the application portal.

How to Write the IBPS PO Handwritten Declaration?

Follow these steps to prepare the IBPS PO Handwritten Declaration correctly:

1. Take a clean white sheet of paper.
2. Use a black ink pen.
3. Write the prescribed declaration in English in your own handwriting.
4. Insert your name in the blank provided in the declaration.
5. Do not write the complete declaration in capital letters.
6. Keep the handwriting clear and properly spaced.
7. Scan or photograph the declaration clearly without shadows or blur.
8. Crop the image close to the declaration area without cutting any words.
9. Save the declaration in JPG or JPEG format.
10. Check that the final file size is between 50 KB and 100 KB before uploading.

How to Scan the IBPS PO Declaration?

Correct scanning is an important part of the IBPS PO Declaration Upload Guidelines. A declaration may be properly written but can still create upload or readability problems if the scanned image is unclear.

- Use a clear scan of the complete declaration.
- A resolution around 200 DPI is preferred for the required quality.
- Make sure the text remains clearly visible after scanning.
- Crop unnecessary blank portions around the declaration.
- Do not crop any part of the handwritten text.
- Save the final image as JPG or JPEG.
- Check that the file remains within the 50 KB to 100 KB limit.
- Review the image before final submission to ensure that it is not blurred, distorted or incorrectly rotated.

Can the IBPS PO Declaration Be Typed?

Normally, no. The IBPS PO Declaration in English must be written in the candidate's own handwriting. A declaration typed on a computer or written by another person should not be uploaded by candidates who are able to write.

However, the official instructions provide a special provision for a candidate who cannot write. Such a candidate may get the declaration text typed and place the left-hand thumb impression below the typed declaration, where applicable as prescribed by IBPS, and then upload it according to the required specifications.

Can the IBPS PO Declaration Be Written in Hindi?

No. The declaration must be in English only. Uploading the declaration in Hindi or another language instead of English does not comply with the prescribed IBPS PO Declaration Rules.

Candidates should therefore reproduce the prescribed English declaration carefully and should not translate it into a regional language.

Can the Declaration Be Written in Capital Letters?

No. The handwritten declaration should not be written in CAPITAL LETTERS. Candidates should write it in their normal, clear handwriting while preserving the prescribed wording.

Why is the IBPS PO Handwritten Declaration Required?

The declaration formally records the candidate's confirmation that the information provided in the application form is correct, true and valid. It also confirms that the candidate will present supporting documents whenever they are required during the recruitment process.

For this reason, candidates should treat the IBPS PO Handwritten Declaration as an important part of the application rather than a routine image upload.

Documents Required with IBPS PO Application

The handwritten declaration is only one part of the IBPS PO Application Documents. For the CRP PO/MT-XVI application process, candidates were required to keep the prescribed documents ready for upload or capture.

- Recent passport-size photograph
- Candidate's signature
- Left thumb impression
- Handwritten declaration
- SSC / SSLC / 10th Standard or equivalent certificate
- Relevant certificate specified in the notification, if applicable
- Live photograph captured through the registration process using a webcam or mobile phone

Candidates should upload each file only in the designated section of the application form and follow the document-specific specifications prescribed by IBPS.

IBPS PO Declaration Upload Guidelines

The following IBPS PO Declaration Upload Guidelines can help candidates avoid common technical and document-related issues:

- Upload the handwritten declaration in the space specifically provided for it.
- Do not interchange the declaration with the signature, thumb impression or another document.
- Use JPG/JPEG format for the declaration.
- Keep the declaration file between 50 KB and 100 KB.
- Make sure the entire declaration is clearly visible.
- Verify your name and declaration wording before scanning.
- Do not upload a declaration written by another person.
- Do not use a declaration written in a language other than English.
- Do not write the declaration in all capital letters.
- Check the uploaded preview before completing final submission.

Common Mistakes to Avoid in IBPS PO Declaration

Candidates should avoid the following mistakes while preparing an IBPS PO Declaration Sample or final declaration for upload:

- Writing the declaration in blue or another coloured ink instead of the prescribed black ink.
- Writing the declaration in Hindi or another regional language.
- Writing the entire declaration in capital letters.
- Allowing another person to write the declaration.
- Typing the declaration when the candidate is able to write it personally.
- Changing important words in the prescribed declaration text.
- Writing an incorrect or incomplete name.
- Uploading a blurred or unreadable scan.
- Uploading the image as PDF instead of JPG/JPEG.
- Uploading a file below 50 KB or above 100 KB.
- Cropping words or lines from the declaration.
- Uploading the declaration in the wrong document field.

IBPS PO Handwritten Declaration Checklist

Requirement	Correct Requirement
Candidate's Own Handwriting	Yes
Language	English Only
Paper	White Paper
Ink	Black Ink
Capital Letters	Not Accepted
File Format	JPG / JPEG
File Size	50 KB to 100 KB
Preferred Dimensions	800 × 400 Pixels
Preferred Resolution	200 DPI
Prescribed Declaration Text	Required
Readable Image	Required

IBPS PO Handwritten Declaration Quick Overview

Particular	Details
Exam	IBPS PO / Management Trainee
Recruitment Cycle	CRP PO/MT-XVI
Document	Handwritten Declaration
Writing Language	English Only
Written By	Candidate
Ink Colour	Black
Paper	White Paper
File Type	JPG / JPEG
File Size	50 KB to 100 KB
Preferred Image Size	800 × 400 Pixels
Preferred Resolution	200 DPI
Approximate Dimensions	10 cm × 5 cm
Application Registration	1 July to 26 July 2026
Current Registration Status	Closed

Important IBPS PO Declaration Rules

- Follow the exact declaration text prescribed by IBPS.
- Use your own handwriting unless you fall under the officially permitted exception for candidates unable to write.
- Write the declaration only in English.
- Use black ink on white paper.
- Do not write the declaration completely in capital letters.
- Make sure your name is correct before scanning the document.
- Keep the final JPG/JPEG file between 50 KB and 100 KB.
- Treat 800 × 400 pixels at 200 DPI as the preferred image specification for required quality.
- Keep the uploaded declaration clear and readable.
- Always recheck the latest IBPS notification when applying in a new recruitment cycle because document requirements may be revised.

Final Words

The IBPS PO Handwritten Declaration is an important application document that must follow the format and upload conditions prescribed by IBPS. For the CRP PO/MT-XVI cycle, candidates were required to write the declaration in English on white paper using black ink, keep it out of capital-letter format and upload it as a JPG/JPEG image between 50 KB and 100 KB.

The preferred IBPS PO Declaration Image Size is 800 × 400 pixels at 200 DPI, equivalent to approximately 10 cm × 5 cm. Candidates should also ensure that the declaration is clearly readable and written personally, except for candidates covered by the specific official provision for those unable to write.

Since application-document requirements can change between recruitment cycles, candidates should always compare the IBPS PO Declaration Rules with the latest official IBPS notification before submitting a new application.