

नामांकन संख्या  
Enrolment No.

WMHG013220801923

अनुबंध पंजीकरण संख्या  
Contract Registration No.

WMHGC23013000004



सत्यमेव जयते  
भारत सरकार  
GOVERNMENT OF INDIA

राष्ट्रीय शिक्षता प्रशिक्षण योजना  
NATIONAL APPRENTICESHIP TRAINING SCHEME  
शिक्षा मंत्रालय  
MINISTRY OF EDUCATION (MoE)



प्रवीणता प्रमाणपत्र  
Certificate of Proficiency



यह प्रमाणित किया जाता है कि

This is to certify that

कुमारी / श्रीमती

Kumari / Smt. RUCHITA MAHESH PATEL

सुपुत्री श्री / श्रीमती

Daughter of Shri /Smt. RINA MAHESH PATEL (MOTHER)

स्नातक शिक्षा ने शिक्षता अधिनियम, 1961 यथासंशोधित 1973 एवम् 2014 के अंतर्गत  
Graduate Apprentice has undergone Apprenticeship Training under the  
Apprentices Act, 1961 as amended in 1973 and 2014 at

HINDUSTAN PETROLEUM CORPORATION LIMITED (MUMBAI)

में

दिनांक

from 10-Apr-2023

से

to 09-Apr-2024

तक

विषय क्षेत्र

में प्रशिक्षण प्राप्त किया है।

In the subject field of COMPUTER ENGINEERING

प्रशिक्षण के दौरान उनकी प्रगति तथा निष्पादन उत्कृष्ट निर्धारित किया गया है  
एवम् कौशल मूल्यांकन विवरण संलग्न है।

Her progress and performance during the training has been assessed to be

Excellent and the skill assessment details are annexed.

स्थान

Place : Mumbai

दिनांक

Date : 22-Apr-2024

निदेशक और क्षेत्रीय केंद्रीय शिक्षता सलाहकार

Director & Regional Central Apprenticeship Advisor

शिक्षता प्रशिक्षण बोर्ड (पश्चिमी क्षेत्र)

Board of Apprenticeship Training (Western Region)

नामांकन संख्या  
Enrolment No.

WMHG013220801923



सत्यमेव जयते  
शिक्षा मंत्रालय, भारत सरकार

अनुबंध पंजीकरण संख्या  
Contract Registration No.

WMHGC23013000004

MINISTRY OF EDUCATION (MoE), GOVERNMENT OF INDIA

राष्ट्रीय शिक्षता प्रशिक्षण योजना

NATIONAL APPRENTICESHIP TRAINING SCHEME

कौशल मूल्यांकन प्रपत्र / SKILL ASSESSMENT SHEET

भाग क सामान्य जानकारी / PART A: GENERAL INFORMATION

शिक्षु का नाम

Name of the Apprentice

RUCHITA MAHESH PATEL

प्रशिक्षण स्थापना का नाम

Name of Training Establishment

HINDUSTAN PETROLEUM CORPORATION LIMITED

विषय क्षेत्र

Subject Field

COMPUTER ENGINEERING

भाग ख मूल्यांकन (1 से 10 अंक) / PART B: Assessment (1 to 10 scale)

कौशल स्थिति  Skill Set		प्रविष्ट स्तर मूल्यांकन (आधार रेखा)  Entry level assessment (baseline)	प्रथम तिमाही के समाप्ति पर  End of 1st quarter	द्वितीय तिमाही के समाप्ति पर  End of 2nd quarter	तृतीय तिमाही के समाप्ति पर  End of 3rd quarter	प्रशिक्षण अवधि के समाप्ति पर  Completion of training period
सामान्य विशेषताएं      GENERAL ATTRIBUTES						
संवाद कौशल	Communication Skill	1	8	8	8	10
नेतृत्व कौशल	Leadership Skill	1	8	8	8	9
बहु कार्यण कौशल	Multi-tasking Skill	1	8	8	8	10
समय प्रबंध कौशल	Time Management Skill	1	8	8	8	10
विश्लेषणात्मक कौशल	Analytical Skill	1	8	8	8	10
सकारात्मक दृष्टिकोण	Positive Attitude	1	8	8	8	10
तकनीकी कौशल      TECHNICAL SKILL (TS)						
विशेषज्ञता का क्षेत्र 1	TS1 - Mktg	1	8	8	8	10
विशेषज्ञता का क्षेत्र 2	TS2 - NA	-	-	-	-	-
विशेषज्ञता का क्षेत्र 3	TS3 - NA	-	-	-	-	-



बहुत खराब  
Very Poor



खराब  
Poor



औसत से कम  
Below Average



औसत  
Average



औसत से अच्छा  
Above  
Average



सामान्य से अच्छा  
Moderately Good



अच्छा  
Good



बहुत अच्छा  
Very Good



उत्कृष्ट  
Excellent



सर्वोत्तम  
Outstanding

नोट- 03 या उससे अधिक कौशल (सामान्य विशेषता तथा तकनीकी कौशल) के पैमाने पर कम से कम 03 अंक प्राप्त करने वाले उम्मीदवार को सफल माना जाएगा।

Note: Candidate securing 03 or more points on the scale in atleast 03 skill sets ("General Attributes" and "Technical Skills") shall be considered as successful.

दिनांक / Date : 22-Apr-2024

स्थान / Place : Mumbai



निदेशक और क्षेत्रीय केंद्रीय शिक्षता सलाहकार

Director & Regional Central Apprenticeship Advisor

शिक्षता प्रशिक्षण बोर्ड (पश्चिमी क्षेत्र)

Board of Apprenticeship Training (Western Region)

This document is not valid unless it is digitally signed by competent authority.




**इंस्टीट्यूट ऑफ बैंकिंग पर्सनल सिलेक्शन**

(भारतीय रिज़र्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

**INSTITUTE OF BANKING PERSONNEL SELECTION**

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

In assessment, India trusts us

**CRP SPL-XII**
**CALL LETTER FOR THE ONLINE PRELIMINARY EXAMINATION (CRP-SPL - XII) FOR RECRUITMENT OF SPECIALIST OFFICERS IN PARTICIPATING BANKS**

**PLEASE NOTE :** After the examination, you are required to keep this call letter safely along with copy of attached Photo ID proof (both duly authenticated / stamped by Exam officials) and bring both documents at the time of main examination (if shortlisted).

Registration No.:	2210008245	
Candidate's Name:	RUCHITA MAHESH PATEL	
Post Applied For :	I.T. OFFICER (SCALE-I)	<p>PLEASE AFFIX YOUR <u>RECENT</u> PASSPORT SIZE COLOUR PHOTOGRAPH (same as uploaded in the online application form) &amp; SIGN ACROSS (Please keep 8 copies of the same for future use) In addition to the pasted photograph, one more photograph is to be brought for this examination.</p>
Exam Date:	31/12/22 Saturday	
Reporting Time :	09:00 AM	
Roll No./ User ID:	2181000939	
Password:	13761552	
Exam Venue Address:	ION DIGITAL ZONE IDZ POWAI AURUM IT PARK MORARJI NAGAR NEAR HOTEL RAMADA POWAI MUMBAI MAHARASHTRA 400087	
(Venue Code)	S 11120	<p>Photograph affixed should match the uploaded photograph (As printed). In case of discrepancy, the uploaded photo only will be considered for identification purpose.</p>

Madam / Sir,

 Re : ONLINE Preliminary Examination for Recruitment of Specialist Officers in Participating Banks.

With reference to your Application for the above recruitment in response to the advertisement published in the newspapers, and posted on the authorised IBPS website www.ibps.in, please appear for the Online Preliminary Examination at your own expenses on the date, time and venue mentioned above, subject to the terms and conditions set out below.

- Please bring this call letter with your photograph affixed thereon, a photocopy of photo identity proof stapled with it and same (currently valid) photo ID in original along with 1 additional photograph - THIS IS ESSENTIAL.
- Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer or People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College or University/Aadhar Card/E-aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph.
- Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.
- Please Note: Candidate reporting without one photograph pasted on the Call Letter and one additional photograph will not be allowed to appear for the examination. Candidates must bring blue ink stamp pad and glue for affixing left thumb impression and pasting photograph on attendance sheet.

**Handwriting Sample (to be copied from screen as instructed)**

 I have brought and attached my \_\_\_\_\_ ID with number \_\_\_\_\_  
 (Aadhar/ PAN/ DL etc.)

<b>Candidate's Signature</b> (To be signed in the presence of the invigilator at the time of examination)	<b>Invigilator's Signature</b> (Candidate's signature obtained in my presence and photograph verified by me)	<b>VBO's Signature</b> (I have verified the call letter and ID proof presented by the candidate as above)
--------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

Yours faithfully,

Head - Administration

You must report at the examination venue as per the time mentioned in Call Letter.

Late comers will not be allowed to take the test. Candidate will not be permitted to leave the examination hall till the time for the test is over and/or permission to leave the hall is given by the test administrator.

Your photograph affixed on the call letter should match the one uploaded in the online application form, failing which you will not be allowed to appear for the examination. Signature in CAPITAL LETTERS will not be accepted. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination. Registration at the exam venue will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application (As printed in the call letter). You must NOT change your appearance from the photo uploaded by you. Scribe photograph will also be captured.

The examination will be conducted online. You must enter your User ID and Password, which are printed on this call letter, to enter the online examination site. Your name and other details will appear on the screen after login. Please verify and ensure correctness of these details. Disclosure of User ID &amp; Password to third party shall be at the risk &amp; responsibility of the candidate. Please read the instructions given in the next page and also the information handout available on authorised IBPS website www.ibps.in carefully.



Please print and read the attached instructions from the next page carefully.

**TWO PAGES INSTRUCTIONS + ONE PAGE DECLARATION****INSTRUCTIONS**

1. You must bring the call letter along with (currently valid) **photo identity proof (such as PAN Card/Passport/Permanent Driving License/Voter's Card with photograph/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer or People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College or University/Aadhar Card/E-Aadhar Card with a photograph/Employee ID/Bar Council ID Card with photograph) in original as well as a photocopy.** Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. If there is any mismatch between the name indicated in the Call Letter and Photo Identity proof you will not be allowed to appear for the examination.
  - **Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.**
  - **In case of candidates who have changed their name will be allowed only if they produce Gazette notification or their marriage certificate/affidavit.**
2. You should ascertain exact location of the venue well in advance of the date of examination.
3. **You need to paste your photograph on the call letter and bring one more photograph in addition. Candidates reporting without one photograph pasted on the call letter and one additional photograph will not be allowed to appear for the exam. (It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process).**
4. Candidate should ensure that the signatures appended by him/her in all the places viz. in his/her Online Application Form, Call Letter, Attendance sheet etc. and in all correspondence with the IBPS / Banks in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
5. Call letter and ID proof management:  
**Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/stamped by the exam officials. Candidate will need to retain this call letter (along with authenticated/stamped copy of the ID proof) safely. Candidates who will be called for Main Exam will be required to bring this call letter along-with Main Exam call letter & other requisite documents as per information provided in the "Information Handout" and Call letter of main examination. For candidates availing the services of a Scribe – Scribe declaration form will be collected after the preliminary examination.**
6. The candidates must reach the venue of examination by the time specified in the call letter. Late comers will not be allowed to take the test. Candidates will not be permitted to leave the examination hall till the time for the test is over and the test administrator has given permission to leave. The test will begin after completion of the formalities like attendance, obtaining signature on the call letter and photo capture etc. IBPS will not be responsible for any delay or disruption in transport.
7. A handout giving information about the type of tests you will be taking is available on authorised IBPS website. Please download the information handout and study it carefully. In addition a link for a mock test will be available on the authorised IBPS website.
8. You should bring a ball point pen, blue ink stamp pad and glue with you to the examination hall.
9. **Please note that you are allowed to appear only once for the examination for above mentioned post. Multiple appearances will result in cancellation of candidature. In case more than one call letter has been generated, you are advised to appear only once on the date and at the time mentioned on the respective call letter. All other call letters are to be surrendered.**
10. You should strictly comply with the directions given to you by the test administrator/invigilator. If any candidate is found disregarding these directions he/she will be liable to be debarred from the test.
11. You are advised not to bring any of the banned items to the venue of examination as arrangement for safekeeping cannot be assured. Following items are not allowed inside the examination centre:  
 Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner, Any communication device like Bluetooth, Earphones, Microphone, Pager, Health Band etc. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Any watch/Wrist Watch, Camera, Any metallic item, Any eatable item opened or packed, water bottle (only transparent water bottle is allowed), Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc. You are advised to avoid wearing ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
12. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing at the examination including giving/receiving help to/from any candidate during the test will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers. **IBPS would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, IBPS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.**
13. Anyone found to be disclosing, publishing reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
14. Person with Benchmark Disability should contact the Test Centre Administrator of the test venue at least 30 minutes before the time of examination for assistance in seating, if needed.
15. Guidelines and Declaration Form for Person with Benchmark Disability candidates, using the services of a Scribe can be downloaded from authorised IBPS website.
16. Any request for change of centre/venue/date/session will not be entertained.
17. **You may please note that this call-letter does not constitute an offer of employment by any/all Participating Banks.**
18. Your admission to the examination is strictly provisional. Before coming for the examination, please ensure that you are eligible according to the eligibility criteria stipulated in the Advertisement. If you are not eligible, your candidature will be cancelled at any stage.
19. Any canvassing for selection including change of date, time and venue shall be considered as disqualification.
20. **Please read instructions related to Social Distancing mode of Exam given on next page.**

\*\*\*\*\*

**SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS**

- 1 Candidate is required to report at the exam venue strictly as per the time mentioned in the Call Letter. **Late comers will not be allowed to take the test.**
- 2 Mapping of 'Candidate Roll Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be intimated to the candidates individually at the time of entry of the candidate to the exam venue.
- 3 Items permitted into the venue for Candidates  
**Candidates will be permitted to carry only certain items with them into the venue.**
  - a. **Mask (WEARING A MASK is COMPULSORY)**
  - b. **Gloves**
  - c. **Personal transparent water bottle (Candidates should bring their own water bottle)**
  - d. **Personal hand sanitizer (50 ml)**
  - e. **A simple pen, blue ink stamp pad and glue**
  - f. **Exam related documents [Call Letter (with photograph pasted on it) and Photocopy of the photo ID card stapled with it, same ID Card in Original & 1 additional photograph.] The name on the ID and on the Call Letter should be exactly the same.**
  - g. **In case of Scribe Candidates - Scribe form duly filled and signed with Photograph affixed.****No other Items are permitted inside the venue.**
- 4 Candidate should not share any of their personal belonging/material with anyone
- 5 Candidate should maintain safe social distance with one another.
- 6 Candidate should stand in the row as per the instructions provided at venue.
- 7 If candidate is availing services of a scribe, then scribe also should bring their own Gloves, N95 Mask, sanitizer (50ml) and transparent water bottle. Wearing a mask is compulsory. Both candidate and Scribe will require to be wearing N95 Mask.
- 8 A Candidate must have AarogyaSetu App installed on his mobile phone. The AarogyaSetu status must show candidate's risk factor. A candidate will have to display this status to the Security Guard at the entry into the exam venue. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue. Candidates with Moderate or High Risk Status on AarogyaSetu App will not be allowed entry. In case any of the responses in declaration suggest COVID 19 infection/symptoms, the candidate will not be permitted inside the exam venue. (If candidate is availing services of a Scribe, then Scribe should also follow the same instructions.)
- 9 After AarogyaSetu status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- 10 All candidates (and Scribe, if applicable) will be checked with Thermo guns at the entry point for temperature. In case, any person is observed to be having above normal temperature ( $> 99.14^{\circ}\text{F}$ ) or displaying any symptoms of the virus, they will not be allowed entry into the venue.
- 11 In candidate registration :
  - a. **Candidate registration will be done through photo capture. Photo captured will be matched with the photo uploaded by you in the application. You must NOT change your appearance from the photo uploaded by you. (Photograph of Scribe will also be captured.)**
  - b. **Photograph will be taken while candidate is standing.**
  - c. **Seat number will be given to the candidate.**
- 12 Rough sheet, call letter and ID proof management
  - **Rough sheet(s) kept at each candidate desk will be used by candidate. After the end of examination candidates need to drop the rough sheets in the designated drop box as instructed at the venue.**
  - **Call letter of Preliminary Exam will not be collected at the examination venue. However, it will be duly authenticated/stamped by the exam officials. Candidate will need to retain the call letter (along with authenticated/ stamped copy of the ID proof) safely. Candidates who will be called for Main Exam will be required to bring this call letter along-with Main Exam call letter & other requisite documents as per information provided in the "Information Handout" and Call letter of main examination.**
  - **For candidates availing the services of a Scribe – Scribe declaration form will be collected after the preliminary examination.**
  - **You need to bring one additional photograph (same as pasted by the candidate on call letter) with you to the examination centre. Candidates reporting without photograph (one pasted on the call letter and one additional photograph) will not be allowed to appear for the exam.**  
**(It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of this selection process).**
- 13 Post Examination Controls
  - **On completion of examination, the candidates will be permitted to move out in an orderly manner one candidate at a time. Please wait for instructions from invigilator and do not get up from your seat until advised.**

\*\*\*\*\*

**We are concerned about your health, safety & hygiene. In the interest of your well-being and that of everyone at the venue, you are requested to declare if you have any of the below listed symptoms by using a ✓ (Yes, I have) or ✗ (No, I do not have).**

### **Self-Declaration**

Cough ☐

Fever ☐

Sore Throat / Runny Nose ☐

Breathing Problem ☐

Body Ache ☐

**I have NOT been in close contact with a person suffering from Covid 19 and am NOT under mandatory quarantine.**

**I may be subject to legal provision/action as applicable for hiding any facts on Covid 19 infections related to me and causing health hazard to others.**

**I am aware IBPS has taken measures as per advisories of Government of India related to norms of social distancing and sanitization at the Examination Venue.**

**I'm asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.**

**I'm certifying that I've NOT tested Positive for the Corona virus or identified as a potential carrier of the COVID-19 virus.**

**Candidate Name :** \_\_\_\_\_

**Candidate Roll No :** \_\_\_\_\_

**Date of Exam :** \_\_\_\_\_

**Exam Venue Name :** \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_

**(In case candidate is using Scribe Services and Scribe does not have Aarogya Setu App, Self-Declaration Form is to be filled by the Scribe also)**