

**FORMALITIES REQUIRED TO BE COMPLETED FOR JOINING THE BANK:**

**1) To Produce for verification:**

- a) Educational Certificates in original, including 10<sup>th</sup>/Matriculation Certificate giving your Date of birth in proof of your age. Both Degree and Marks Sheet should be produced.
- b) Discharge Certificate /Relieving Order, from your present employer if employed and also from the bank with whom experience prescribed in the advertisement has been claimed.
- c) Certificate in original from the previous employer(s) regarding emoluments last drawn and Certificate of Performance and Conduct, if employed.
- d) Caste Certificate if he/she belongs to SC/ST/OBC (as applicable) and Disability Certificate if belonging to Disabled Category. OBC Certificate should invariably bear 'Creamy Layer' Clause.

**2) To Execute:**

- a) An Indemnity Bond as per proforma available at the Bank's website [www.indiapost.gov.in](http://www.indiapost.gov.in).-->**Link-Work with IPPB.**
  - All pages of the Bond must be notarized.
  - Each page of the Indemnity Bond must be signed by the indemnifier and the surety.
  - Any cutting/alterations should be:
    - Authenticated by the indemnifier and surety;
    - Notarized by the notary; and
    - Duly witnessed by independent witnesses.
  - Date of execution of Bond and that of Notarization of the same must be same.
  - Ensure submission of copies of Photo ID(containing signature of surety) and address proof of surety executing indemnity Bond, duly signed by surety. In case photo ID of surety does not contains his/her signature, the signature must be got attested by the Gazetted Officer

**3) To produce:**

- Medical Fitness Certificate issued either by Authorized Medical Officer of District Govt. Hospital certifying that you are in a fit state of health and healthy enough to perform the duties required by a Bank Official
- 4) To supply Latest Photograph of passport size at your own cost.
  - 5) To sign declaration of Fidelity and Secrecy Form.
  - 6) To furnish names of two respectable persons, not related to you for reference. They should have known to you for more than five years.
  - 7) If you are presently in the service of Government or Public Sector Undertaking or Government Undertaking/Corporation or any other Organisation, you will have to resign from your present employment and submit a satisfactory discharge certificate at the time of joining duty. In no circumstances, the Bank will allow you to retain lien, or join on transfer/deputation. Besides, you will have to submit Certificate of Performance and Conduct in a Sealed Envelope from your present Employer.
  - 8) To submit self-attested copies of all testimonials and certificates for our record.

- 9) Bank's Standard Personal Data Form.
- 10) Four sets of Attestation Form with photograph affixed on each form for the verification of your character and antecedents from the Police authorities.(The forms are to be submitted to the bank and police verification will be done by the bank)
- 11) To submit one character certificate, from your reporting manager of previous employer or from Gazetted Officers or Bank Officers. Certificates given by relatives will not be acceptable.
- 12) Return of Assets & Liabilities
- 13) Employee Data Performa.
- 14) Gratuity Nomination forms.
- 15) Copy of Aadhaar Card
- 16) Copy of PAN Card/Proof regarding allocation of PAN No.
- 17) PF Transfer Form(s)

IMPORTANT Documents to be submitted in respect of Educational Qualification:

- 1) Class Xth/Matriculation
  - a) Mark sheet
  - b) Pass Certificate
- 2) Class XIIth
  - a) Mark sheet
  - b) Pass Certificate
- 3) Graduation
  - a) Mark sheet of all semesters / years
  - b) Degree / Provisional Degree
- 4) Post-Graduation
  - a) Mark sheet of all semesters / years
  - b) Degree / Provisional Degree
- 5) Professional Qualification
  - a) Mark sheet of all semesters / years
  - b) Degree / Provisional Degree
  - c) Proof of specialization (wherever required)

Note: In respect of AICTE / other Government Regulatory Body approved courses, a copy of approval letter issued by AICTE / other Government Regulatory Body to the college approving the course and the batch.

In respect of courses through distance education mode, a copy of approval issued by DEC / other Government Regulatory Body to the college.

- 6) Documents to be submitted in respect of Date of Birth:
  - a) Secondary School / Matriculation pass certificate.
- 7) Documents to be submitted in respect of Caste:
  - a) Caste certificate issued by the authorized competent authority in the Proforma prescribed by Government of India.
  - b) Married female candidate must submit Caste Certificate with name of her father.
- 8) Documents to be submitted in respect of Physical disability:
  - a) Physical disability certificate issued by the authorized competent authority in the Proforma prescribed by Government of India
- 9) Ex-Serviceman are to submit the copy of discharge book.
- 10) EPF details to be submitted by the candidates who are already member of EPF.