



# इंस्टीट्यूट ऑफ बैंकिंग पर्सनेल सिलेक्शन

(भारतीय रिजर्व 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 CLERKS-XIII

#### CALL LETTER FOR THE ONLINE PRELIMINARY EXAMINATION (CRP-CLERKS - XIII) FOR RECRUITMENT OF CLERKS 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.:	2270363314	
Candidate's Name:	HARSHITA DEVI	
Exam Date:	27/08/23 Sunday	<p>PLEASE AFFIX YOUR <b>RECENT</b> 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>
Reporting Time:	01:30 PM	
Roll No./ User ID:	2501003274	
Password:	60213844	
Exam Venue Address:	SRI SUKHMANI INSTITUTE OF ENGINEERING & TECHNOLOGY SARASWATI VIHAR DERA BASSI MOHALI PUNJAB 140507	
(Venue Code)	C 17156	<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 Clerks in Participating Banks.**

With reference to your Application for the above recruitment in response to the notification 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 / Aadhaar Card/E-aadhaar Card with 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 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 \_\_\_\_\_  
(Aadhaar/ 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 15 minutes before the reporting time.

Late comers will not be allowed to take the exam. 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. 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 & Password to third party shall be at the risk and 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 (two pages) from the next page carefully.

**TWO PAGES INSTRUCTIONS****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/Aadhaar Card/E-Aadhaar Card with a photograph /Bar Council ID Card with photograph/Employee ID) 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/their marriage certificate/affidavit.
2. IBPS/Participating Banks may also conduct (on voluntary basis) Online Aadhaar verification of the candidates/scribes at different stages of the process.
3. You should ascertain exact location of the venue well in advance of the date of examination.
4. 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).
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 at the time of preliminary examination.**
6. Late comers will not be allowed to take the exam. 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 disqualified/debarred from the examination.
11. 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 and may be debarred either permanently or for a specified period from any examination conducted by IBPS. 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 without any notice.**
12. 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 Mobile phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, Any watch/Wrist Watch, Camera, devices with screen freeze or storage facilities etc, Any metallic item, Any eatable item opened or packed, 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.
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 for Person with Benchmark Disability/Specified Disability candidates, using the services of a Scribe can be downloaded from authorised IBPS website.
16. **Candidates who are eligible and have applied for availing the services of a scribe have to fill in the online scribe declaration form. The link for filling online scribe declaration form has been provided in the exam intimation email sent to eligible candidates on their registered email ID. The link is also available on authorised IBPS website [www.ibps.in](http://www.ibps.in). After filling the online declaration form, candidates have to download it and bring a print out of it on the day of examination.**
17. For candidates availing scribe in accordance with OM - F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per Appendix I of the said guidelines. Such candidates shall not be allowed to appear for the examination without the specified medical certificate as per Appendix I of the said guidelines.
18. The scribe arranged by the candidate should not be a candidate for the online examination under CRP Clerks XIII. If violation of the above is detected at any stage of the process, candidature for CRP of both the candidate and the scribe will be cancelled.
19. **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the candidate and the scribe may also be debarred either permanently or for a specified period from all CRP examinations. IBPS reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.**
20. The scribe arranged by the candidate should not be a scribe to any other candidate in the same examination process. In the event of such appearance of the scribe, the candidature of both the candidates may be cancelled and the scribe may be debarred to appear as scribe for future CRP examinations.
21. Any request for change of centre / venue / date / session will not be entertained.
22. **You may please note that this call letter does not constitute an offer of employment by any/all Participating Bank(s).**
23. 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 Notification. If you are not eligible, your candidature will be cancelled at any stage.
24. Any canvassing for selection including change of date, time and venue shall be considered as disqualification.
25. **Please read instructions related to Social Distancing mode of Exam given below.**

**SOCIAL DISTANCING RELATED INSTRUCTIONS FOR THE EXAM**

- 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 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 and blue ink stamp pad.**
  - f. **Exam related documents (Call Letter and photocopy of the photo ID proof stapled with it and same ID card in original.) The name on the ID card 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.
- 3 Candidate should not share any of their personal belonging/material with anyone
- 4 Candidate should maintain safe social distance with one another.
- 5 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.

**WISH YOU GOOD LUCK!**