



IDBI BANK LTD., "IDBI TOWER", WTC COMPLEX, CUFFE PARADE,
MUMBAI - 400 005.



CALL LETTER FOR THE ONLINE EXAMINATION FOR ADMISSION TO IDBI SPECIALIST OFFICER - 2025-26

Registration No.:	350022841	Roll No./ User ID:	2501047077
Candidate's Name:	KHUSHBU	Password:	55471846
Exam Date :	28/04/25 Monday	PLEASE AFFIX YOUR RECENT PASSPORT SIZE COLOUR PHOTOGRAPH (same as uploaded in the online application form) & 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.	
Reporting Time:	02:00 PM		
Exam Venue Address:	ION DIGITAL ZONE IDZ OM STERLING GLOBAL UNIVERSITY LAXMAN NAGAR BLOK NO 8 9 10 RAMJAN JI KA HATHA BANAR ROAD JODHPUR RAJASTHAN 342015	Photograph affixed should match the uploaded/captured photograph (As printed). In case of discrepancy, the uploaded photo only will be considered for identification purpose	
(Venue Code)	24158		

Madam / Sir,

With reference to your Application for the above engagement in response to the advertisement published in the newspapers, and posted on Bank's website <https://www.idbibank.in>, please appear for the Online 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 - THIS IS ESSENTIAL. This call letter along with photocopy of photo identity proof duly stapled together are to be submitted at the end of the exam.
- 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 a 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/Employee ID.
- Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.
- You must report at the examination venue 15 minutes before the reporting time. 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.

Handwriting Sample (to be copied from screen as instructed)

I have brought and attached my _____ (Aadhaar/ PAN/ DL etc.) ID with number _____

			Yours faithfully, DGM (HR)
Left Thumb Impression (in the presence of the invigilator at the time of examination; you must bring your own ink stamp pad for this purpose)	Candidate's Signature (To be signed in the presence of the invigilator at the time of examination)	Invigilator's Signature (Candidate's signature and left thumb impression obtained in my presence and photograph verified by me)	

You must report at the examination venue 15 minutes before the reporting time. 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/ captured in the online application form, failing which you will not be allowed to appear for the examination. Registration at the exam venue will be done through photo, IRIS capture and Biometric Right thumb impression capture. Photo captured at the venue will be matched with the photo captured / uploaded by you in the application (As printed in the call letter). You must NOT change your appearance from the photo captured / uploaded by you. **Photograph of scribe will also be captured.** Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination. Signature in CAPITAL LETTERS will not be accepted

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 & responsibility of the candidate. Please read the instructions given in the next page and also the information handout available on Bank's website <https://www.idbibank.in/idbi-bank-careers-current-openings.aspx>, carefully.



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

INSTRUCTIONS

1. You must bring the call letter alongwith (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/Identity Card issued by a recognised College or University/Aadhaar Card/E-Aadhaar Card with a 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. **The call letter along with the photocopy of photo identity proof duly stapled together should be submitted at the end of the exam. Do not forget to write your Registration No. and Roll No. on the photo copy of Photo Identity proof. Candidates should sign and affix left thumb impression in the respective space provided on the call-letter in the presence of the invigilator. Signature in CAPITAL LETTERS will not be accepted.**
3. You should ascertain exact location of the venue well in advance of the date of examination.
4. **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 checking of attendance, obtaining signature and thumb impression on the call letter and photo capture etc. Bank will not be responsible for any delay or disruption in transport.**
5. Biometric data (Right thumb impression), IRIS and Photograph will be captured at the examination venue. The photo captured at the venue will be matched with the photo captured / uploaded by the candidate in the application. You must NOT change your appearance from the photo captured / uploaded by you.
Biometric data (Right thumb impression) and IRIS capture will be done at the time of registration and verification will be done at a later stage of this Engagement process. Decision of the Biometric data and IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of Biometric and IRIS capture/ verification on any occasion may lead to cancellation of candidature. With regards to the same, please note the following:
 - **For IRIS Capture:**
 - (a) 'LEFT EYE (IRIS)' will be captured for all the candidates.
 - (b) Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
 - **For Biometric Capture:**
 - (a) If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the examination day.
 - (b) If fingers are dirty or dusty, ensure to wash them and dry them before the thumb impression (biometric) is captured.
 - (c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - (d) If the primary finger (Right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

(Any failure to observe these points will result in non-admittance for the examination)
For VI candidates, Photograph capture and Biometric capture of right thumb impression will be done.
6. A handout giving information about the type of tests you will be taking is available on Bank's website. Please download the information handout and study it carefully.
7. You should bring a ball point pen and blue ink stamp pad with you to the examination hall.
8. 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.
9. 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. **Bank 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 Bank in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.**
10. 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 devices 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, 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 mobile phone, camera, blue tooth devices etc.

You are advised to avoid wearing ornaments like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc.
11. 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.
12. Person with 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.

13. Any request for change of centre / venue / date / session will not be entertained.
14. **You may please note that this call letter does not constitute an offer of employment by the Bank.**
15. 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.
16. Guidelines and Declaration Form for Person with Disability candidates, using the services of a Scribe can be downloaded from bank's website.
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. Rough sheet(s) kept at each candidate desk will be used by candidate. You have to write your Roll Number, Registration Number, Name and date of examination on each of the rough sheet used by you.
19. **Candidate must submit the following documents before leaving Lab/Venue:**
 - Call letter
 - Photocopy of photo ID proof
 - Rough Sheets
 - Scribe Declaration Form (if applicable)
20. 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.
21. Any canvassing for selection including change of date, time and venue shall be considered as disqualification.
22. Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024".

WISH YOU GOOD LUCK!