

## Joining Guidelines for Candidates

**Please read the instructions carefully. You need to bring the following documents on joining day:**

- **Know Your Employee Form:** After online submission, please download the form and sign on required places.
- **Release Letter:** Release Letter from your last employer is mandatory for joining. Bring the original and One (01) photocopy. **(Not applicable for fresher).**
- **Medical Certificate (For Temporary Employee):** Medical fitness certificate from MBBS Doctor. Kindly ensure that the medical certificate is on doctor's official letterhead pad and includes the doctor's seal, signature.
- **National ID:** Two (02) photocopies of your and nominee/s National ID card.
- **Educational Certificates:** Original and photocopies of all educational certificates.
- **Photographs:** Ten (10) copies of your and Four (04) copies of nominee/s recent passport sized photograph (Lab print is mandatory). Please do not write anything on the back side of the photo.
- **Nominee Information:** Information and signature of nominee/s in form (PF, GF, Group Insurance and Company's due) of these joining documents.
- **Witness Information:** Please provide two witnesses for the information provided in the last two forms of these joining documents.
- **E-TIN:** Two (02) photocopies of the E-Tin certificate.
- **Reference Form:** Fill out the reference form and bring on the joining date.
- Any joining query needs to be sent in the same email:

**recruitment@thecitybank.com**

- Dress code: Please ensure **FORMAL ATTIRE** on the day of joining.
- No TADA is applicable during joining and orientation period.

### **Instructions for Joining**

#### **Date of Joining:**

**Permanent Candidate:** 1<sup>st</sup> & 16<sup>th</sup> day of each month.

**Temporary Candidate:** 4<sup>th</sup> & 19<sup>th</sup> day of each month.

(In case of Holiday, joining date will be next working day)

**Joining Time:** 08:30 AM sharp

**Joining Venue:** City Bank Center, Level – 8, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212.