इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल 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-XII

CALL LETTER FOR THE <u>ONLINE</u> PRELIMINARY EXAMINATION (CRP-CLERKS - XII) FOR RECRUITMENT OF CLERKS IN PARTICIPATING BANKS

<u>PLEASE NOTE</u> : 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.:	2140225811
Candidate's Name:	MAHESH PATIL
Exam Date:	03/09/22 Saturday
Reporting Time:	08:00 AM
Roll No./ User ID:	2241000225
Password:	40435123
Exam Venue Address:	ION DIGITAL ZONE IDZ SHIYE GAT NO. 278 HOUSE NO. 1946 HANUMANNAGAR KASBA BAWDA TO SHIYE ROAD SHIROLI MIDC TAL-KARVEER DIST-KOLHAPUR 416122
(Venue Code)	C 11116

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.

Photograph affixed should match the uploaded photograph (As printed). In case of discrepancy, the uploaded photo only will be considered for identification purpose.

Madam / Sir,

Re : <u>ONLINE</u> Preliminary Examination for Recruitment of Clerks 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.

(1) **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.**

(2) **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 photograph / Employee ID / Bar Council Identity card with photograph.**

(3) **Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof.**

(4) **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 _____
(Aadhar/ PAN/ DL etc.)

Candidate's Signature	Invigilator's Signature	VBO's Signature
(To be signed in the presence of the invigilator at the time of examination)	(Candidate's signature obtained in my presence and photograph verified by me)	(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 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. 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 & 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.

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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 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/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. 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.

5. 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.

6. 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.

7. You should bring a ball point pen, ink stamp pad and glue with you to the examination hall.

8. **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.**

9. 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.

10. 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.**

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. 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.

13. 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.

14. Guidelines and Declaration Form for Person with Benchmark Disability candidates, using the services of a Scribe can be downloaded from authorised IBPS website.

15. Any request for change of centre/venue/date/session will not be entertained.

16. **You may please note that this call letter does not constitute an offer of employment by any/all Participating Banks.**

17. 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.

18. Any canvassing for selection including change of date, time and venue shall be considered as disqualification.

19. **Please read instructions related to Social Distancing mode of Exam given on next page.**

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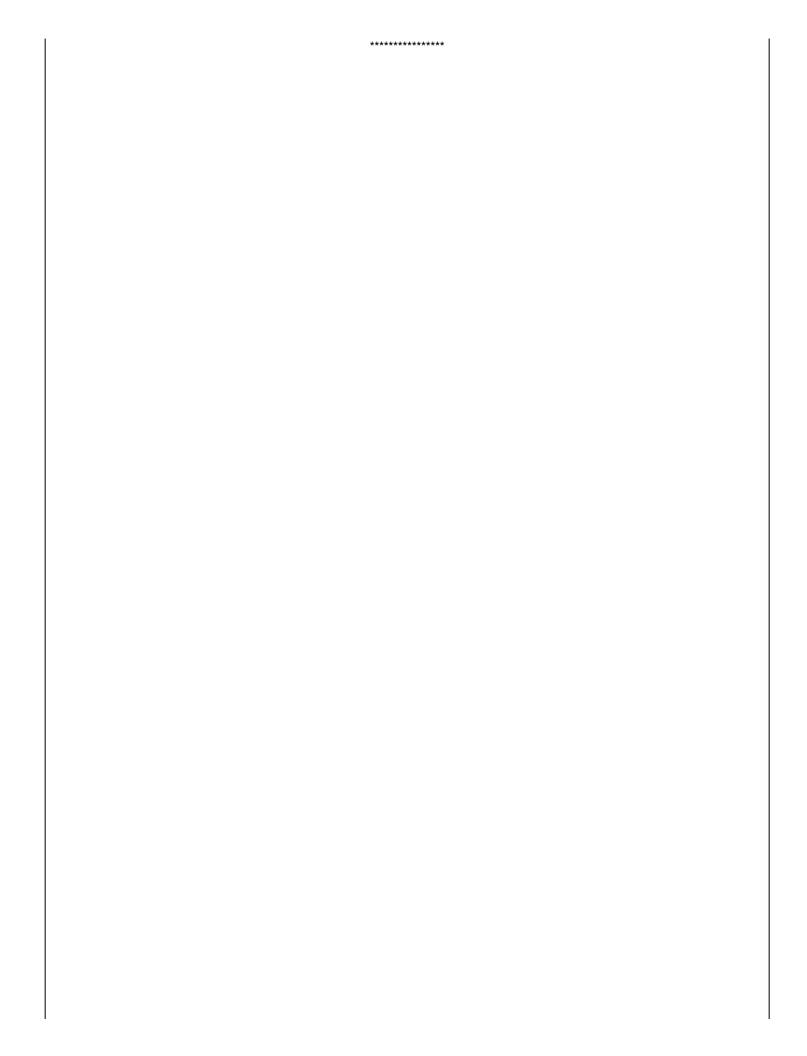# SOCIAL DISTANCING MODE CONDUCT OF EXAM RELATED INSTRUCTIONS

1. Candidate is required to report at the exam venue strictly as per the time slot 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, 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° 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).

<u>Self-Declaration</u>

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.

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

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)