

FORMALITIES REQUIRED TO BE COMPLETED FOR JOINING THE BANK :

1. **To Produce for verification :**
 - (a) Educational Certificates in **original**, including 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 employer 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 PH Certificate if belonging to Disabled Category. OBC Certificate should invariably bear ‘Creamy Layer’ Clause and the certificate should not be older than one year.
2. To supply Latest Photograph of passport size at your own cost and three copies after a period of every five years service in the Bank.
3. To sign declaration of Fidelity and Secrecy Form.
4. To furnish names of two respectable persons, preferably known to the Bank and not related to you for reference.
5. 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.**
6. **To submit self attested copies of all testimonials and certificates for our record.**
7. To produce Medical Fitness Certificate issued by a Medical Officer not below the rank of a Civil Surgeon of authorized Government Hospital alongwith Satisfactory X-ray plate of your chest and Radiologist Report.
8. Bank’s Standard Application Form.
9. **Four sets of Attestation Form** with photograph affixed on each form for verification of your character and antecedents from the Police authorities.
10. To submit 3 character certificates, out of which one must be from the Principal or Head of the Department of the College/Institute last attended by you and remaining two from Gazetted Officers or Bank Officers. Certificates given by relatives will not be acceptable.
11. Return of Assets & Liabilities
12. To execute an Indemnity Bond as per performa enclosed. The Bond must be notarized.
13. HRMS performa.
14. Gratuity Nomination forms.