

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 bank 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.
2. To execute an Indemnity Bond as per proforma available at the Bank's website www.pnbindia.in. All pages of the Bond must be notarized.

NOTE:

- a) Each page of the Indemnity Bond must be signed by the indemnifier and the surety.
 - b) Any cutting/alterations should be:
 - Authenticated by the indemnifier and surety
 - Notarized by the notary; and
 - Duly witnessed by independent witnesses.
 - c) Date of execution of Bond and that of Notarization of the same must be same.
 - d) Ensure submission of copies of Photo ID (containing signature of surety) and address proof of surety executing indemnity Bond, duly signed by surety. In case photo ID of surety does not contain his/her signature, the signature must be got attested by the Gazetted Officer.
3. To produce:
 - i) Medical Fitness Certificate issued either by Authorized Medical Officer of District Govt. Hospital or Medical Consultant appointed at any of the Controlling Offices of Punjab National Bank in the format prescribed, certifying that you are in a fit state of health and healthy enough to perform the duties required by a Bank Official.
 - ii) Satisfactory X-ray of your Chest and Radiologist Report
 4. To supply Latest Photograph of passport size at your own cost.
 5. To sign declaration of Fidelity and Secrecy Form
 6. To furnish names of two respectable persons, preferably known to the Bank and not related to you for reference. They should have known to you for more than five years.
 7. 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.
 8. To submit self attested copies of all testimonials and certificates for our record.

9. Bank's Standard Personal Data Form
10. Four sets of Attestation Form with photograph affixed. Photo on each form should be attested by Gazetted Officer, for verification of your character and antecedents from the Police authorities.
(The forms are to be submitted to the bank and police verification will be got done by the bank)
11. 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.
12. Return of Assets & Liabilities
13. HRMS Performa
14. Gratuity Nomination forms
15. Copy of PAN Card/Proof regarding allocation of PAN No
16. Copy of Address proof
17. Copy of Aadhar Card
18. NPS forms

IMPORTANT

Documents to be submitted in respect of Educational Qualification:

1. Class Xth/Matriculation
 - i) Mark sheet
 - ii) Pass Certificate
2. Class XIIth/Matriculation
 - i) Mark sheet
 - ii) Pass Certificate
3. Graduation
 - i) Mark sheet of all semesters / years
 - ii) Degree / Provisional Certificate
4. Post Graduation
 - i) Mark sheet of all semesters / years
 - ii) Degree / Provisional Certificate
5. Professional Qualification
 - i) Mark sheet of all semesters / years
 - ii) Degree / Provisional Certificate
 - iii) Proof of specialization (wherever required)

NOTE:

- In respect of AICTE / other Government Regulatory Body approved courses, a copy of approval letter issued by AICTE / other Government Regulatory Body to the college approving the course and the batch.
- In respect of courses through distance education mode, a copy of approval issued by DEC / other Government Regulatory Body to the college.

Documents to be submitted in respect of Date of Birth:

1. Secondary School / Matriculation **pass certificate**

Documents to be submitted in respect of Caste:

1. Caste certificate issued by the authorized competent authority in the Proforma prescribed by Government of India.
2. Married female candidate must submit Caste Certificate with name of her father

Documents to be submitted in respect of Physical disability:

1. Physical disability certificate issued by the authorized competent authority in the Proforma prescribed by Government of India in terms of **RPWD Act, 2016.**

Documents to be submitted in respect of NPS:

- a) For new membership of NPS
 - i. Form CRSF 1
 - ii. Annexure-II (If PRAN card is required in Hindi)
 - iii. Annexure-III-(If there is more than one nominee)
 - iv. Copy of PAN CARD
 - v. Copy of AADHAR CARD
 - vi. Copy of Address proofs of Permanent and Correspondence addresses
 - vii. Cancelled cheque
- b) For transferring membership of NPS
 - i. ISS-1
 - ii. Copy of PRAN CARD