

**FORMALITIES REQUIRED TO BE COMPLETED FOR JOINING THE BANK - SWO-A**

1. **To Produce for verification:**
  - (a) Educational Certificates in original, including 10<sup>th</sup>/Matriculation Certificate **giving your Date of birth in proof of your age.** Both Degree and Marks Sheet should be produced.
  - (b) Clean Discharge Certificate /Relieving Order in original, if employed.
  - (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 Permanent PwBD Certificate from competent authority if belonging to Disabled Category. OBC Certificate should invariably bear 'Creamy Layer' Clause. In case the same is issued prior to closing date of registration, an undertaking in the prescribed form with regard to Non-Creamy Layer Clause be submitted.
2. To supply latest Photograph of passport size at your own cost
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. They should have ideally known to you for more than five years.
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:**
  - (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 employee
  - (ii) Satisfactory X-ray of your Chest and Radiologist Report.
8. Bank's Standard Personal Data Form.
9. **Four sets (original) 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)
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. HRMS proforma.
12. Gratuity Nomination forms duly witnessed.
13. Copy of PAN Card/Proof regarding allocation of PAN No.
14. ID & Address Proof
15. Ex-Serviceman undertaking & discharge certificate from the competent authority. In case ex-serviceman applies for various vacancies before joining any civil employment, a self-declaration/undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment (duly verified/ attested copy, of the undertaking, from concerned employer required).
16. Copy of Aadhar Card

# **IMPORTANT**

## **Documents to be submitted in respect of Educational Qualification:**

- 1) Class Xth/Matriculation
  - i) Mark sheet
  - ii) Pass Certificate
- 2) Class XIIth
  - 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 Performa 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 permanent disability:**

- 1) Permanent disability certificate issued by the **authorized competent authority** in the Performa prescribed by Government of India.

## **Documents required for online PRAN generation and opening NPS account:**

### **a) For new membership of NPS (for complete details visit [www.pnbindia.in/nps.html](http://www.pnbindia.in/nps.html))**

- 1) Scanned copy of Photograph
- 2) Scanned copy of PAN card
- 3) Scanned copy of Cancelled Cheque
- 4) Scanned copy of Signature

### **b) For transferring membership of NPS**

- 1) Form ISS (Ver 1.5)
- 2) Undertaking for transfer of PRAN