

**Annexure II**

**Recruitment of Executive (on contract) – 2021 – Merit List**

**Important Instructions & List of documents to be brought by the candidates**

1. The candidate should carry print out of the e-mail sent to him/her by the Bank indicating the date and venue of your document verification.
2. The candidate should bring a self-attested copy as well as the original certificates/testimonials as listed below:

(i)	Print out of the online application form. (The link for reprint of online application is available till October 09, 2021).
(ii)	Date of Birth (School Leaving Certificate/10th Standard Passing Certificate).
(iii)	High School (Class 10 <sup>th</sup> ) Mark sheet and passing certificate. Intermediate (12 <sup>th</sup> ) mark sheet and passing certificate.
(iv)	Mark sheets of all years of graduation and Post-Graduation (if any) as well as Degree Certificate. (Provisional Degree Certificate only if final certificate is not issued.  Note: Some Universities/Institutes/Boards do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc.). In case University/Institute/Board defines criteria for conversion of Aggregate Grade Point into percentage of marks in the mark sheet/ Final Degree, the same will be accepted. However, where the University/ Institute/ Board does not define criteria for conversion of Aggregate Grade Point into percentage of marks in the degree/passing certificates, a bona-fide certificate from University/ College confirming the conversion criteria so as to ascertain that the CGPA / Grade etc. is equivalent or greater than 55% (50% in case of SC/ST/PWD) should be submitted.

3. Caste Certificate/EWS Certificate /PWD certificate from the competent authority (for SC/ST/OBC/PWD candidates). Candidates belonging to OBC category should bring the latest OBC certificate in original along with attested copies thereof issued by the competent authority on the prescribed pro-forma. OBC Certificate should be of a recent date and in the Central Government format with suitable *mention about creamy layer*. (Candidates having certificate with "**Non-creamy layer Clause**" only would be eligible for reservation as per the guidelines

issued by Government of India. The caste indicated in the OBC/SC/ST certificate should be appearing in the central list of the concerned State Government, failing which; the caste certificate would be treated as invalid.

4. Documents related to Experience, if any. Experience Certificate/s (from past and current employers) and Relieving Letter/s (from past employer/s), issued by competent authority. If you are already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings, you will have to produce a 'No Objection Certificate' from your current employer. Before appointment in the Bank, you will have to produce a proper Discharge Certificate or Release Order from the employer. (In case you are currently employed, you are advised not to resign until you receive offer of employment from IDBI Bank Ltd.)

5. Ex-Servicemen must produce Discharge Certificate issued by Defense Authorities.

6. Photo Identity Proof (Aadhar Card/ PAN Card/ Driving License / Voter ID Card / Passport etc.

7. Print out of Curriculum Vitae (CV) as hosted on the Bank's website duly filled and signed with recent photo affixed and duly signed across.

8. Three (3) recent passport size photographs.

9. IRIS Scan/Biometric data (captured during the Online Test) will be conducted at the venue. It is advised that,

(a) If fingers are coated (stamped ink/mehndi/colored. etc.), ensure to thoroughly wash them so that coating is completely removed, as it may result in rendering you ineligible for PRMT;

(b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured;

(c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them;

(d) If the primary finger (left thumb) to be captured is injured / damaged, immediately notify the concerned IDBI Bank authority at the venue.

Please note that if the candidate fails to produce even one of the above mentioned documents, he/she will not be allowed to appear for the Pre Recruitment Medical Test.

**Important – Candidates must carry a 'NEGATIVE' RT-PCR/Rapid Antigen Test Report with sample taken within 72 hours before reporting, barring which the candidate will not be allowed for DV & PRMT.**