



**CENTRAL OFFICE**

**मानव संपदा प्रबंधन/ HUMAN CAPITAL MANAGEMENT**  
**(भर्ती एवं पदोन्नति प्रभाग RECRUITMENT AND PROMOTION DIVISION)**

**RECRUITMENT OF PROBATIONARY OFFICERS - CRP PO/MT XIII (2024-25) –**  
**DOCUMENT VERIFICATION**

Subsequent to selection process conducted by Institute of Banking Personnel Selection (IBPS), 1974 candidates are shortlisted for appointment as Probationary Officer in Junior Management Grade Scale-I in our Bank.

As a part of next phase, it has now decided by the Bank to complete the document verification of shortlisted candidates at Centre for Learning & Development (CLDs) from 24.06.2024 to 28.06.2024 in two timing slots.

Provisionally shortlisted candidates are advised to report at Centre for Learning & Development (CLDs) of Bank allotted to them for document verification as per allocated date & time slot mentioned against their name.

Please note the following dates and time slot:

Date	Slot	Timing
24/06/2024 to	1 <sup>st</sup>	9.00 AM to 1.30 PM
28/06/2024	2 <sup>nd</sup>	2.30 PM to 5.30 PM

List of provisionally shortlisted candidates along with allotted Centre for Learning & Development (CLDs) with date & time slot allocated against their name is attached as **annexure A**.

The appointment of the candidates is subject to successful verification of documents and subsequent clearance of bio-metric/Iris verification & medical Fitness on a later date.

**Address of the Centre for Learning & Development (CLDs) with name and contact number of the nodal officers is attached as annexure B.**

The tentative date of reporting & bio-metric/Iris verification along with Medical Fitness and subsequent training shall be intimated through separate notification on a later date.

List of Shortlisted candidates along with schedule of Document Verification at allotted training centre as per allocated time slot is published herewith.

### **Document Verification Process:**

Candidates must present both original documents and self-attested photocopies of all required documents for the Document Verification process. Failure to produce any of the required documents may lead to disqualification from the selection process. Decision of the Bank in all matters pertaining to selection/joining process shall be final and binding.

### **Documents to Carry for Document Verification Process:**

The Shortlisted Candidate's appointment in the Bank will be subject to producing the following Original certificates / documents for verification / record on the scheduled date.

(FORMATS OF DOCUMENTS MENTIONED BELOW AT POINT NO. 1, 2 & 3 ARE AVAILABLE ON BANKS WEB-SITE UNDER CAREER FOLDER; ALL CANDIDATES ARE ADVISED TO DOWNLOAD THE SAME.)

1. Duly filled Recruitment Application Form (Proforma enclosed) – 2 copies.
2. Employee's Antecedent -2 copies.
3. Three character certificates as under:
  - I. From Principal/Head of the Department of the College/University last attended.
  - II. From Gazetted Officers.
  - III. From Branch manager of any Nationalised Bank/from present employer (if employed).  
**(\*Certificates given by relatives are not acceptable).**
4. All original documents (SSC/HSC/Graduation/Post-Graduation Mark sheets and Certificates etc.) for its verification.
5. Date of Birth Proof: Applicants should always have a valid, original birth certificate or their grade report from their tenth-grade year on hand.
6. Candidates must have a PAN & Aadhar card with them for verification. Other ID proof like passport, voter's card, driving licence may be produced as address proof.
7. Passport-Size Photographes: The candidate needs to bring 6 passport-size colour photographs. The photo must match the one uploaded when submitting the application online.
8. Discharge Certificate from your present employer. Experience certificates in original (if applicable).
9. Valid caste certificate, Cast validity certificate (wherever applicable) from the Competent Authority (as prescribed by the Government) in support of the Candidate's claim of belonging to OBC/SC/ST/PWD etc.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non-creamy layer clause as per the Government of India guidelines, from time to time.

10. **Disability Certificate:** Applicants who fall under the Benchmark Disability category are required to bring their Disability Certificate, provided by the government in the designated format. Persons with temporary disability shall not have the benefit of reservation of PwBDs (Persons with Benchmark Disabilities).

(Note- Enclosed forms must be completed in all respects, wherever required Passport size photograph may be affixed. Names and addresses of the Police Head Quarters and Local Police Station may be furnished correctly and should be completed, so that the verification process is completed expeditiously and without any hitch).

Further, appointment of the candidates belonging to Jat Community will be dealt in accordance with the judgement of Supreme Court dated 17.03.2015.

It is reiterated that selection of the candidates is PROVISIONAL and subject to their being declared medically fit & document/biometric verification/KYC details being found satisfactory as per the requirements of the Bank. Candidates have to report strictly as per the time slot and date informed in this notification.

Individual appointment letter shall be dispatched through Speed Post/email at registered addresses of candidates as furnished by IBPS on successful completion of documents verification. Candidates are advised to download the formats attached herewith without waiting for the receipt of appointment letter and ensure to fill up the same in all respects, which are required to be submitted by them at the advised place i.e. respective Centre for Learning & Development (CLDs) of the Bank.

Since probationary officers have to undergo uniform training schedule as per the policy of the Bank guided by regulators, no extension in date of reporting shall be allowed.

Candidates are advised to disclose the Disciplinary Action if any, was initiated/punishment inflicted against him/her by his/her current/previous employer/organisation. It has to be undertaken by the candidates that no disciplinary action is contemplated/or pending/or punishment awarded against him/her in his/her current/previous organization. Further any criminal proceedings are pending or have become final also have to be disclosed.

**Candidates are advised to regularly visit the Bank's website for updates/ notices/ instructions.**

**Decision of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

**-SD-**

**GENERAL MANAGER-HCM**

**DATE: - 12.06.2024**