

RECRUITMENT OF PROBATIONARY OFFICERS THROUGH TIE UP WITH ACADEMIC INSTITUTION

INSTRUCTIONS TO THE CANDIDATES

1. Please note that the call letter for interview does not constitute an offer of employment.
2. Candidates who do not satisfy the eligibility criteria and who **do not produce** (for any reason), the **ORIGINALS as well as photocopies duly attested by Gazetted Officers** of all the documents required to be submitted as mentioned in the Bank's advertisement and in this notification, shall **NOT** be permitted to attend the Interview.
3. Candidates are required to produce the **ORIGINAL AS WELL AS PHOTOCOPY** of the following documents duly **attested by Gazetted Officer** at the time of interview, failing which they will not be allowed to attend the interview:
 - a) Printout of Online application submitted to our Bank with their photograph and signature affixed at the appropriate places.
 - b) **ORIGINAL** Interview Call letter downloaded from the Bank's website.
 - c) **ORIGINAL** fee Payment Challan Receipt, if not submitted at the time of Examination.
 - d) **ORIGINAL** document evidencing Date of Birth such as Birth Certificate/School leaving Certificate/ SSC/HSC Certificate as well as photocopy of the same duly attested by Gazetted Officer
 - e) **ORIGINAL** Final Degree Certificate/ Provisional Certificate in respect of passing graduate/ post graduate degree as well as photocopy of the same duly attested by Gazetted Officer
 - f) **ORIGINAL** Semester-wise/Year-wise Mark Sheets along with final consolidated mark sheet for the Under Graduate, Post Graduate degree, Professional Course etc., as well as photocopy of the same duly attested by Gazetted Officer

Note: If CGPA/OGPA/Grade score is provided, the candidates are required to produce proper Grade to Percentage conversion details obtained from the University/Institute mandatorily.

If the Graduation final semester (year) mark sheet/Consolidated Mark sheet/ Final Degree/ Provisional Degree Certificate does not have the **date of declaration of the Graduation final results** (which should be **on or before 01.09.2013**), candidates are required to obtain documentary proof from the University/Institute stating the date of declaration of the Graduation final results and submit the same at the time of Interview mandatorily.

- g) Candidates belonging to **SC/ ST Category** should produce the **ORIGINAL** Caste certificate issued by competent authority in the prescribed format as stipulated by Government of India as well as photocopy of the same duly attested by Gazetted Officer
- h) Candidates belonging to **OBC category** should produce the **ORIGINAL** OBC certificate specifying that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs in Civil Post and Services under Government of India as well as photocopy of the same duly attested by Gazetted Officer. The OBC certificate should contain the **"Non Creamy Layer Clause"**, based on the income for the financial year **2012-13** and should have been issued on or after **01.04.2013**. The format of OBC certificate to be produced by OBC candidates can be downloaded from the Bank's website www.iob.in under Careers Page.
- i) Candidates belonging to **Physically Challenged Category** should produce the **ORIGINAL** Medical certificate specifying percentage of disability in case of Physically Challenged candidates duly authorized by Certifying Authority as well as photocopy of the same duly attested by Gazetted Officer.

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Note: In case of Physically Challenged candidates who have availed the services of a Scribe at the time of the examination, if the details/ identity of the scribe are in doubt, the candidate may not be considered for selection process.

- j) Candidates belonging to **Ex-serviceman category** should produce the **ORIGINAL** discharge certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) as well as photocopy of the same duly attested by Gazetted Officer. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from Defence Services within 12 months from the date prescribed for closing of online registration (i.e. **29.07.2014**).
 - k) Candidates belonging to **Persons Domiciled in J&K** during 1.1.80 to 31.12.89 Category should produce the **ORIGINAL** as well as photocopy of the Domicile certificate duly attested by Gazetted Officer & issued by District Jurisdiction where the candidate ordinarily resided or any other authority designated in this regard by the Government of J&K, stating that the candidate ordinarily domiciled in Kashmir Division of J&K State during 01.01.80 to 31.12.89.
 - l) Candidates belonging to Persons affected by **1984 riots category** should produce the **ORIGINAL** certificate from the District Magistrate stating that the candidate is eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government vide Ministry of Finance, Dept. of Financial Services communication No. F.No.9/21/2006-IR dated 27.07.2007 as well as photocopy of the same duly attested by Gazetted Officer.
 - m) Candidates should produce **ORIGINAL Photo identity proof** such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo embossed Credit Card/ Aadhar card with a photograph as well as photocopy of the same duly attested by Gazetted Officer. **No other documents will be accepted as Photo Identity proof other than documents specified above and as stipulated in the Bank's advertisement.**
 - n) **ORIGINAL** Work Experience Certificates from their employers clearly stating the period and nature of employment/ duties, wherever applicable, as well as photocopy of the same duly attested by Gazetted Officer.
 - o) Candidates serving in Government /Quasi Government Offices/Public Sector Undertakings including Nationalized Bank, Financial Institutions should produce **ORIGINAL "No Objection Certificate"** as well as photocopy of the same duly attested by Gazetted Officer, failing which the candidate will **NOT** be allowed to attend the Interview.
 - p) All Other related certificates/ Mark Sheets/ experience certificates on which your eligibility is decided
4. **Note:** Wherever photocopies of the documents are submitted it should be duly attested by Gazetted Officer and the originals of all documents should be submitted for verification mandatorily.
5. **In case of candidates whose ORIGINAL documents/certificates are in the possession of their Present Employer/Institution/University, the candidates are required to produce documentary proof from the Present Employer/Institution/University stating the list of original documents in their possession and the same has to be duly authorized by the competent authority of the respective Employer/Institution/University.**
6. The candidates will have to appear for interview at their own expense. However, only **outstation eligible SC/ST/PC candidates** who are not employed and attending the interview will be reimbursed

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to and fro second-class ordinary train/bus fare by the shortest route on production of evidence of travel (as per extant Govt. Guidelines).The Bank will not be responsible for any injury / losses, etc. of any nature.

7. The above concession will **NOT** be admissible to SC/ST/PC candidates who are already in service in Central/ State Government, Corporations, Public Sector Undertakings/ Local Government, Institutions and Panchayats.
8. Please note that you have been called for interview based on the information furnished by you in the online application. If any of the details given in the application are not true and if you do not/you did not possess the requisite qualification / or you do not/you did not fulfill the eligibility criteria as given in the advertisement, you will not be allowed to attend the Interview.
9. Please note that the candidates who come for the interview without the above mentioned certificates / documents or found ineligible at the time of verification of the documents will not be allowed to attend the interview/will not be considered for further selection process.
10. Bank will not entertain any request for change of Date / Time / Venue of Interview, under any circumstances.
11. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

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