

Common Instruction for Candidates called for Pre employment Verification CRP PO/MT VIII

You are requested to bring with you the following certificates/testimonials/documents and photocopies thereof along with original of this letter:

1. Original e-mail/final score card sent to you by IBPS, Mumbai intimating about your allotment to Allahabad Bank.
2. Enclosed 'Booklet for Pre-employment Formalities in Allahabad Bank' duly completed in all respects.
3. Original Educational Qualification certificates/testimonials/mark sheets of all the examinations/semesters passed by you as per requirement for the post and other Certificates in respect of age, caste, category etc. along with self-attested Photostat copies thereof.
4. Copy of Call letters for Common Recruitment Process (CRP- PO/MT-VIII) duly signed and photograph pasted on it.
5. Three character certificates, out of which one must be from the Principal/ Head of the Department of the College/University last attended and remaining two from Gazetted Officers or Bank Officers **who are not related to you.**
6. Photo copy of this Intimation letter duly signed by you for having unconditionally accepted the terms and conditions as laid down therein.
7. **Ten copies** of passport size colour photographs similar to that submitted by you at the time of Common Recruitment Process (CRP- PO/MT-VIII).
8. Original Caste Certificate in prescribed format, in case you belong to SC/ST/OBC (Non- Creamy Layer). Candidates seeking reservation under **OBC (Non- Creamy Layer)** are required to submit a certificate prescribed by Govt. of India i.e. "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA". Please note that the OBC certificate of the candidate seeking reservation under OBC (Non creamy layer) category should clearly contain the "**NON-CREAMY LAYER CLAUSE**" based on the income and the same should have been issued by the competent authority, clearly containing the "NON-CREAMY LAYER CLAUSE" i.e. "this is also certify that he/she does not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the schedule to the Government of India, Deptt. of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08.09.93, O.M. No. 36033/3/2004-Estt. (Res.) dated 09.03.2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and subsequently modified vide Department of Personnel & Training OM No. 36033/1/2013 Estt(Res.) dated 27.05.2013".
9. Medical fitness certificate issued by MBBS qualified and registered medical practitioner in prescribed format as provided in the Booklet with the registration number.
10. Satisfactory/favourable reports from two referees who are respectable persons and **not related to you.**
11. Persons with Disabilities i.e. PWD (OC/VI/HI/ID & OTHERS) should produce Certificate in original issued on the prescribed format by the Medical Board of **at least three doctors** constituted by the Government clearly specifying the category and degree of disability (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability, Hearing and Speech disability etc.), along with one self attested copy thereof.

12. Candidates, who were/are employed in Defence Services, should bring Discharge certificate/Proforma-A issued by the Competent (Defence) Authority in original, alongwith one self-attested copy thereof.
13. You will be required to execute a **Financial cum Surety Bond** for an amount of **Rs.1,00,000/- (Rupees One lakh only) on Non-Judicial Stamp Paper** of Rs.100/- or more as per State Act in the specified format (enclosed) for rendering service to the Bank for a minimum period of three years from the date of joining our Bank, duly executed by you and your Surety acceptable to the Bank who should have satisfactory and adequate means acceptable to the Bank.

The “**Surety**” should preferably be one of the parents/ next-of-kin/ relatives/ well-known person of your locality having adequate means and standing. The Surety should submit undernoted **self attested** copies of documents acceptable to the Bank as proof for:

- i) **Identity & address:** documents like PAN Card, Aadhaar Card, Voter ID Card, Driving License, Passport, Telephone/Electricity Bill etc.,(Any Two)
- ii) **Signature:** documents like PAN Card, attestation by the Bank and
- iii) **Financial standing / credit worthiness :**
 - a) **For Salaried Person :** documents like salary slip, Form-16 from Employer, IT return,(Any Two)
 - b) **For Retired person:** documents like Pension Payment Order (P.P.O.), Discharge Book, IT return, statement of Bank Account/ Pass Book, (Any Two)
 - c) **For Professional/Businessman :** documents like registration, PAN,TAN, GSTIN, IT return, Income certificate from competent authority(not less than Tahsildar) (Any Two)
 - d) **For Agriculturist:** documents like copy of Land records (Khasra, Khatauni/Khaitan, Kisan Bahi/Book etc.), Revenue/Tax receipt, Income certificate from competent authority(not less than Tahsildar) (Any Two)

Please note that in absence of copies of any of these documents, the Financial cum Surety Bond will not be accepted. **Both the candidate and surety will put their signature on each page (bottom & side) of the Bond.**

The Financial cum Surety Bond executed by you & your Surety for rendering service to the Bank for a minimum period of three years is non-transferable and shall under no circumstances be extended / transferred to any other prospective employer.

14. Two (2) copies of recent passport size colour photographs of the Surety with his/her signatures on the reverse & one colour photograph each for witness.
15. Self attested copy of your PAN Card alongwith the original for verification. In case the same is not available, proof of having applied for it should be submitted.
16. **If you are already having “Permanent Retirement Account Number” (PRAN) under National Pension System (NPS) allotted by NSDL, a copy of the PRAN ID card together with a declaration for including the PRAN under Allahabad Bank Corporate Tag.**
17. Open a Savings Bank Account in any branch of Allahabad Bank near to your locality/ convenient to you and obtain Cheque Book, Pass Book, ATM-cum-Debit Card.
18. Self attested copies of the documents acceptable to the Bank as proof of your identity and address, like Passport, PAN Card, Aadhaar Card, Voter ID Card, Driving License etc., (Any Two) alongwith the originals for verification.
19. It should be noted that if at any stage of selection process/employment, you are found guilty of impersonation, your service in Bank will be terminated forthwith and accordingly you will render yourself liable for criminal prosecution.