

CHECK LIST FOR NEWLY RECRUITED PROBATIONARY OFFICERS

All documents must be presented in original along with self attested copy of the same. Two copies of filled Attestation Form to be produced.

S. No.	Documents to be presented at the time of Joining
1.	Proof of Date of Birth (Birth Certificate or Std. X/XII Certificate with DOB)
2.	Semester / Year-wise Mark Sheets of all Semesters / Years/ consolidated marksheet for Graduation
3.	Provisional / Final Degree Certificate for Graduation
4.	Semester / Year-wise Mark Sheets of all Semesters / Years for other qualification (if any)
5.	Provisional / Final Certificate for other qualification (if any)
6.	Relieving Certificate from previous employer (if applicable)
7.	<p>Caste / Category Certificate (only for SC/ST/OBC/PWD/XSM/ Disabled XSM/Dependents of XSM/1984 riots/ Widows/Divorced Women and women legally separated from their husbands who have not remarried/ Regular Employees of the Union Carbide Factory Bhopal retrenched from service (applicable only to Madhya Pradesh state) category candidates.</p> <p>Refer IBPS Advertisement for all the formats.</p> <p>In case of OBC Candidates OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of joining (issued within one year prior to the date of joining). OBC Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.</p>
8.	Income and Assets certificate issued by any of the Authorities as notified by the Government of India in the prescribed format in the case of EWS category candidates.
9.	Photo Identify Proof of name and permanent address such as PAN card / Passport / Driving Licence / Voter's Card / Bank Passbook with Photograph / Photo ID issued by Gazetted Officer (on official letterhead) or Photo ID issued by People's Representative (on official letterhead)/ Recognized College or University ID Card / Aadhaar Card / Employee ID. If the residence address has been changed, then letter from a recognized public authority or public servant verifying identity & residence.
10.	Copy of appointment letter mentioning TERMS AND CONDITIONS ACCEPTED on every page.
11.	All Formats (sent with appointment letter and available on website of Bank http://punjabandsindbank.co.in/ under the link Recruitment)
12.	Two Passport size photographs similar to that pasted on the application for submitted for CWE preliminary and Main Exams.
13.	Declaration of fidelity and secrecy (Part of Formats available on website)
14.	Medical certificate (on the enclosed proforma, also sent with appointment letter) of fitness from a Medical Officer of the rank of CMO/Civil Surgeon of a Govt. Hospital, acceptable to Bank. <i>Medical report should also be accompanied by a full size chest X-Ray, X-Ray report, Blood Report and Urine Report.</i>
15.	Indemnity Bond duly notarized
16.	Two separate character certificates, either from a Gazetted Officer or from an officer in a Nationalized bank not below the rank of Asstt. General Manager not related to the candidate.
17.	Experience Certificate (If any).
18.	Undertaking for having applied in any other organisation (If any).
19.	Any other relevant documents in support of eligibility.
20.	Affidavit (in case) for mismatch in Self, Father, Mother and Spouse name on supporting documents.