

CHECK LIST FOR NEWLY RECRUITED IT OFFICER IN JMGS- I AND IT MANAGERS IN MMGS-II

All documents must be presented in the Original along with a 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.	Printout of online Application Form submitted to IBPS.
2.	Copy of appointment letter mentioning ALL TERMS AND CONDITIONS ACCEPTED and signed on every page. (E-Scan copy upto 400 kb in PDF format).
3.	Copy of Pan Card.
4.	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.
5.	Copy of Proof of Date of Birth (Birth Certificate or Std. X/XII Certificate with DOB). (E-Scan copy upto 400 kb in PDF format).
6.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years/ consolidated marksheet for Graduation.
7.	Copy of Provisional / Final Degree Certificate for Graduation. (E-Scan copy upto 400 kb in PDF format).
8.	Copies of Semester / Year-wise Mark Sheets of all Semesters / Years for other qualification (if any)
9.	Copy of Provisional / Final Certificate for other qualification like Post Graduation, JAIB, CAIIB etc. (if any) (E-Scan copy upto 400 kb in PDF format).
10.	Copy of 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. (E-Scan copy upto 400 kb in PDF format). In the case of OBC Candidates submit the Valid OBC Caste Certificate containing the non-creamy layer clause. OBC Caste Name mentioned in the certificate should tally letter by letter with the Central Government list / notification. (pls refer www.ncbc.nic.in for central list of OBCs).
11.	Valid 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 (Candidates to submit EWS Certificate valid for FY 2024-2025 on date of joining. (E-Scan copy upto 400 kb in PDF format).
12.	Two Passport size photographs similar to that pasted on the application for submitted for CWE preliminary and Main Exams.
13.	Relieving Certificate from previous employer(s) (if applicable) (E-Scan copy upto 400 kb in PDF format).
14.	Experience Certificate (If any) (E-Scan copy upto 400 kb in PDF format).
15.	All Formats (sent with appointment letter and available on website of Bank www.punjabandsindbank.co.in under the link Recruitment)
16.	Declaration of fidelity and secrecy
17.	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</i>

	<i>Report and Urine Report.</i>
18.	Indemnity Bond duly notarized
19.	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.
20.	Undertaking for having applied in any other organisation (If any).
21.	Any other relevant documents in support of eligibility.
22.	Format for declaration of Assets and Liabilities.
23.	<p>If there is any *difference in father's, mother's or self-name in any identity proof, X/XII certificate, graduation Provisional/Final Degree or Application Form filled while applying, one must get a notarized Affidavit for the same on Ten Rupees/Rs.10 Stamp paper.</p> <p>*Difference</p> <ul style="list-style-type: none"> • Difference in sequence of name or, • Any abbreviation used in some documents and not used in some or, • Surname not mentioned or mentioned in some documents or, • Any spelling mistakes. <p>**In case of candidates who have changed their name, will have to produce original Gazette notification / their original marriage certificate / affidavit in original.</p>

*****Please note that separate E-Scanned copy (PDF format) of all the above-mentioned documents (Within Size) to be provided at the time of Document Verification.**